

# HOW TO REQUEST CATERING SERVICES OR A CATERING WAIVER IN EMS

Updated: September 2022

Note: ALL catering requests must be submitted a *minimum of 10 business days* prior to your event, any requests within 10 business days require a call to UVM Dining Services.

If you would like to add Catering Services to an existing reservation, start on the home page and click on "MY EVENTS"

Then click on BOOKINGS. Select your date from the calendar or select month to view that way. Click on the name of the event. This will open a second window, click on the name of the event again to add services.

Click "Add Services"

The screenshots illustrate the user interface for the EMS Portal. The first screenshot shows the home page with a navigation menu on the left containing 'HOME', 'CREATE A RESERVATION', 'MY EVENTS', 'BROWSE', 'EVENTS', 'LOCATIONS', and 'LINKS'. An orange arrow points from the text 'click on "MY EVENTS"' to the 'MY EVENTS' menu item. The second screenshot shows the 'My Events' page with tabs for 'RESERVATIONS' and 'BOOKINGS'. An orange arrow points from the text 'Then click on BOOKINGS' to the 'BOOKINGS' tab. Below the tabs is a table of reservations. The third screenshot shows the 'Reservation Details' page for a reservation named 'Test Colin Test'. An orange arrow points from the text 'Click "Add Services"' to the 'Add Services' option in the 'Reservation Tasks' dropdown menu.

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Under “Catering Menu”, fill in the following information:

**START TIME & END TIME:** these auto default to the time you entered on the reservation. These times can be modified if needed.

**SERVICE TYPE:** select your choice of service.

**ESTIMATED COUNT:** this auto defaults to the number of expected attendees you entered on the reservation. This can be modified if needed.

**ACCOUNT OPTIONS:** select the correct option.

**FUNCTION NOTES and INSTRUCTIONS:** add any notes here that you would like UVM Dining to receive. DO NOT add them to General Notes.

Click on the carrot to view the menu options.

Click on the menu option to see the price and additional information.

The screenshot shows the 'Mv Events' interface for selecting a catering menu. At the top, there is a green header with a menu icon, a building icon, and the text 'Mv Events'. Below the header, there are two tabs: 'Student' and 'Other (Please Specify)'. The main content area is titled 'Catering Menu (UVM Dining)' and includes a help icon. The 'Time Zone' is set to 'Eastern Time'. The 'Start Time' is '4:00 PM' and the 'End Time' is '6:00 PM', both with edit icons. The 'Service Type' is '(Select Service Type)' with a dropdown arrow, and the 'Estimated Count' is '75'. Below this is the 'Account Options \*' section with a 'Choose one' dropdown. The 'Function Notes and Instructions' section is a large text area. At the bottom, there is a list of menu options with upward-pointing arrows: 'A La Carte Breakfast Selections', 'Breakfast Buffet', 'Breakfast Continentals', and 'Lunch Themed Buffet'.

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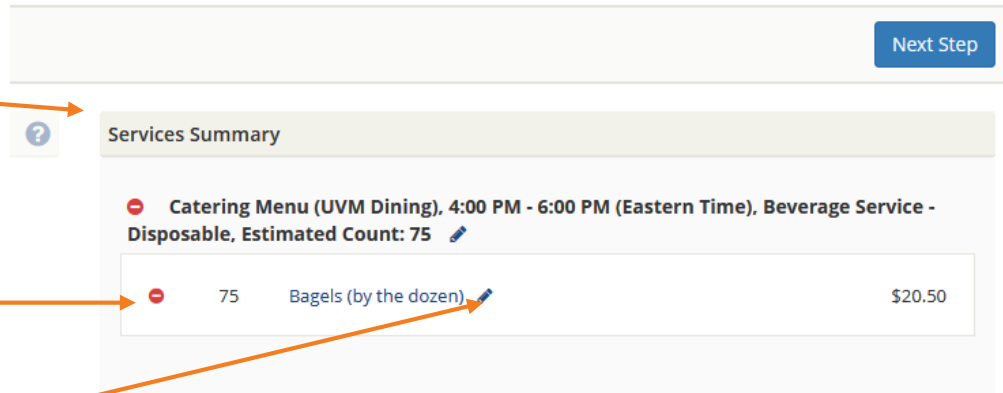
Once you have selected an item a summary of the services you have ordered will appear in the top right corner of the screen.

You can scroll down to the menu to continue to order items.

You can click on the red circle to remove an item.

You can click on the pencil to modify an item.

When you have finished ordering click on **Next Step** in the upper right corner.



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Select the booking(s) you want to add the services to

Then, select "Add Services"

If you are successful a green box will appear at the top of the screen that says Services Added.

The screenshot shows a web browser window with the URL <https://emsweb.uvm.edu/EmsWebApp/AddServices.aspx?data=QH84fHidYDTBAw1SgJSuvhGczDoX8f71cpnwjNchBd5%2fEJzL4BXXW6RpRpNZ>. The page title is "Room Request". Below the header, there is a breadcrumb trail: "Select Services / Reservation Name (211891)". A section titled "Add Services" contains a table with one row of data. The table has columns for Date, Booking Time, Time Zone, Location, Event Name, Event Type, and Result. A blue "Add Services" button is located to the right of the table.

<input checked="" type="checkbox"/>	Date ^	Booking Time	Time Zone	Location	Event Name	Event Type	Result
<input checked="" type="checkbox"/>	Wed Jan 9, 2019	9:00 AM - 10:00 AM	Eastern Time	Aiken Center 102	Reservation Name	Meeting	

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Congratulations, you have added a request for Catering Services to your event!

To view or manage these services:

- go to “MY EVENTS” from the home page
- Select the reservation you want to see services for
- click “View Services” or “Manage Services”

The screenshot shows the EMS Portal interface. The top navigation bar includes 'HOME', 'CREATE A RESERVATION', 'MY EVENTS', and 'BROWSE'. The main content area displays 'Welcome to The University of Vermont EMS Portal' and a table of reservations. A reservation for 'Test Colin Test' is highlighted, with details: 'Wed Jan 9, 2019 / Wed Jan 9, 2019 (single booking)', 'Aiken Center - Aiken Center 102', 'Univers...', 'Services', 'ID: 211891', and 'Status: Request'.

The second screenshot shows the 'My Events / Reservation Name beginning Jan 9, 2019 (211891)' page. It includes sections for 'RESERVATION DETAILS', 'ADDITIONAL INFORMATION', and 'ATTACHMENTS'. The 'Reservation Details' section shows: Event Name: Reservation Name, Event Type: Meeting, Organization: University Event Svcs, 1st Contact Name: Brevent, Michael. The 'Bookings' section shows a booking for 'Wed Jan 9, 2019' from 9:00 AM to 10:00 AM ET at 'Aiken Center - Aiken Center 102' with an attendance of 40 and a setup type of 'Lecture Style'. The status is 'Request'. There are links for 'View Services' and 'Manage Services' at the bottom.