

# EMS WORKFLOW: FACULTY AND STAFF

## 1 ROOMS

1.1 Request Available Room

1.2 Routed to Event Coordinator for Special Rooms\*

1.3 System or Event Coordinator Approves Room Request

1.4 Email sent to Requester via EMS

## 2 SERVICES

2.1 Request Available Service

2.2 Routed to Event Coordinator

2.3 Coordinator verifies availability with Service department

2.4 Coordinator Approves/Rejects Request

2.5 Email Sent to Requester via EMS

*Please see policy and procedure documents for complete process description and booking rules*

### \*Special Rooms:

- Classrooms
- Academic Labs
- Computer Labs
- Gross Anatomy
- Admissions Parking Spaces

### \*\*Services:

- Catering
- Audio Visual
- Information Technology
- Facilities

# EMS WORKFLOW: STUDENT ORGANIZATION EVENT COORDINATORS

## 1 ROOMS

1.1 Request Available Room

1.2 Routed to Student Affairs for Approval

1.3 Student Affairs Approves/Rejects Room Request

1.4 Routed to Event Coordinator for Special Rooms\*

1.5 Coordinator communicates any changes or updates to the Student Org organizer

1.6 Coordinator approves/rejects request

1.7 Email sent to Student Org via EMS

## 2 SERVICES

2.1 Request Available Service

2.2 Routed to Student Affairs for approval

2.3 Routed to Event Coordinator

2.4 Coordinator verifies availability with Service department

2.5 Coordinator communicates any changes or updates to the Student Org organizer

2.6 Coordinator approves/rejects request

2.7 Email sent to Student Organization via EMS

*Please see policy and procedure documents for complete process description and booking rules*

### \*Special Rooms:

- Classrooms
- Academic Labs
- Computer Labs
- Gross Anatomy
- Admissions Parking Spaces

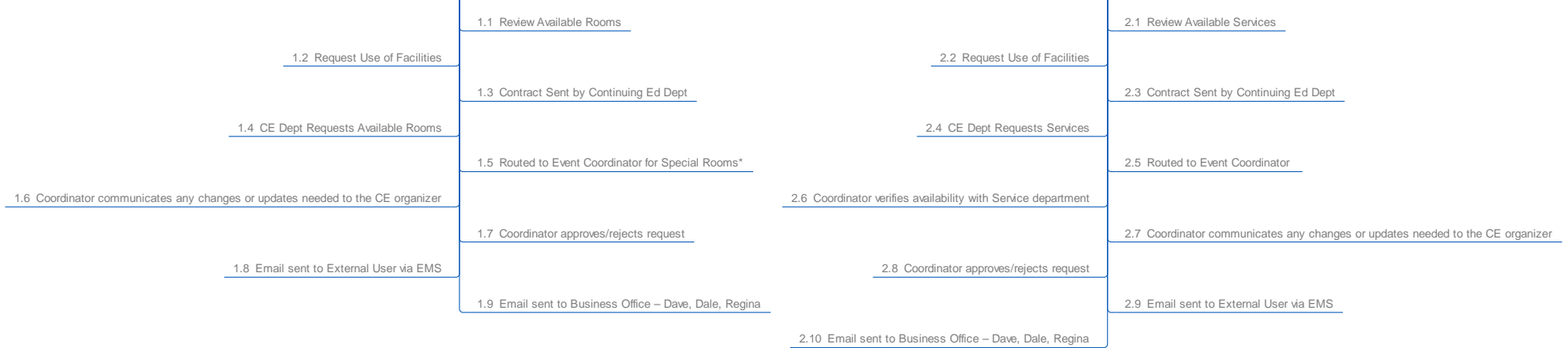
### \*\*Services:

- Catering
- Audio Visual
- Information Technology
- Facilities

# EMS WORKFLOW: KNOWN EXTERNAL USERS

## 1 ROOMS

## 2 SERVICES



*Please see policy and procedure documents for complete process description and booking rules*

### \*Special Rooms:

- Classrooms
- Academic Labs
- Computer Labs
- Gross Anatomy
- Admissions Parking Spaces

### \*\*Services:

- Catering
- Audio Visual
- Information Technology
- Facilities

# EMS WORKFLOW: UNKNOWN EXTERNAL USERS

## 1 ROOMS

1.1 View Calendar Events

1.2 Request EMS Login (become Known User)

1.3 Routed to Continuing Ed Dept for Review

1.4 Follows 3. Known External User flow if Approved

## 2 SERVICES

2.1 View Services Offered

2.2 Request EMS Login (become Known User)

2.3 Follows 3. Known External User flow if Approved

2.4 Routed to Continuing Ed Dept for Review

*Please see policy and procedure documents for complete process description and booking rules*

### \*Special Rooms:

- Classrooms
- Academic Labs
- Computer Labs
- Gross Anatomy
- Admissions Parking Spaces

### \*\*Services:

- Catering
- Audio Visual
- Information Technology
- Facilities