## California State University, San Bernardino



# Academic Desktop User Guide

To sign in - complete User ID and Password (Both will be first initial and last name) Example: User ID: kcoyote Password: kcoyote

Click "Ok"

EMS Software V44.1	
	ems®
About EMS Software	© 1995-2016 EMS Software, LLC.
User ID: kcoyote	Password:
ок	Cancel

To change password, you may change the password in the menu bar at the top of screen: Settings> Change Password

Follow prompt and click "OK" when finished.



Change	<sup>D</sup> assword		
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#### BASIC NAVIGATION

This will open the main Menu. You can click any option to open or use icons across the top to open

To view classrooms and classes, select the Book icon in the tool bar.



Side Note: The Book is great for viewing however most of your work will be done in the Academic Book/Academic Browser

Select *Building*, *Date* and *View* (Daily, Weekly, or Monthly options). This will give you <u>all</u> <u>rooms</u> in a building, capacity, and reservation information. Here you can view rooms by building (left) and reservations (right)

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Hover your mouse over the reservation to view the class details.

To view **Calendar**, click the Calendar icon. Complete the highlighted information and click "Get Data" in the bottom right hand corner of the screen to view Calendar. Other filters can be used to find classes by building and room. Academic Class Confirmed <u>must be selected</u> in Booking Status

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The results screen will show you the classes for the room and date you select.

Click the **Academic Browser** to search for specific courses and course information. Select Term from drop down and select specific academic unit, subject, or instructor. Click "Get Data" in bottom right hand corner.

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The returned results are based on your criteria. Here you can view the information. You can also double click on any reservation to get more detail.

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ART 120 02			81600	INTRODUCTION TO 2-D DESIGN	ACT	Adsit,Robin V	9/21/2017	12/4/2017	TR	1:00 PN [
ART 120 03			81601	INTRODUCTION TO 2-D DESIGN		TBD				
ART 120 04			81610	INTRODUCTION TO 2-D DESIGN	ACT	Ruvolo,Tom J	9/21/2017	12/4/2017	TR	1A 00:8
RT 121 01			81537	INTRODUCTION TO 3-D DESIGN	ACT	Ringsmuth, Timothy Suzanne	9/21/2017	12/4/2017	MW	8:00 AN
ART 121 02			81611	INTRODUCTION TO 3-D DESIGN	ACT	Ringsmuth, Timothy Suzanne	9/21/2017	12/4/2017	MW	1:20 PN
ART 122 01			81596	INTRODUCTION TO DRAWING	ACT	Macon,Keaton Amir	9/21/2017	12/4/2017	MW	1:20 PN
ART 122 02			81612	INTRODUCTION TO DRAWING	ACT	Adsit,Robin V	9/21/2017	12/4/2017	TR	6:00 PN
ART 123 01			81538	INTRO ART & TECHNOLOGY	ACT	Grip,Katie L	9/21/2017	12/4/2017	MW	6:00 PN
ART 125 01			81602	FRESHMAN SEM: ART & SOCIETY I	LEC	Khalsa,Sant S. K.	9/21/2017	12/4/2017	т	6:00 PN
ART 200 70			81539	STUDIES IN ART		Blalock,Ashley V				
ART 200 71			81651	STUDIES IN ART		Blalock, Ashley V				
ART 221 01			81540	ART HIST: PREHIST-MID AGES		Blalock,Ashley V				
ART 232 01			81541	INTRO TO COMP. AND UI/UX DSGN	ACT	Houlihan,Francis	9/21/2017	12/4/2017	MW	6:00 PN
ART 235 01			81542	BEGINNING PAINTING	SEM	Roessler,Heather Lee-Ann	9/21/2017	12/4/2017	MW	1:20 PN
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<u>Bonus</u>: You can export this information by clicking on "Export". After clicking export, indicate where you want to save the file.

Click the **Academic Book** to search for each room for specific courses and course information. Select Term from drop down and building. Click on each room on left for detail to that particular room only.

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Side note: At the beginning of Phase II in the schedule production is when we will optimize for the upcoming term. This means any class that has not been assigned a classroom in PeopleSoft will be assigned to a room in EMS that is a best fit (wherever that may be). All classroom changes <u>after</u> this will need to be done in EMS and in EMS ONLY.

**To change rooms** for a class already scheduled, double click on the class you are interested in changing, and highlight <u>all</u> of the the class sections. Click on "Tools" and then "Wizards"

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### The next screen will pop up and select "Change Rooms" and click "Next"

#### Select "Search for Rooms" and click "Next"

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		10/19/20:	7 Thu 8:00 /	AM 9:25 AM CS							
		10/24/20	7 The 8:00 /	AM 9:25 AM CS							
		10/20/20	7 Tue 8:00 /	AM 9:25 AM CS							
		11/2/2017	Thu 8:00/	AM 9:25 AM CS							
		11/7/2012	Tue 8:00 /	AM 9:25 AM CS							
		11/9/2012	Thu 8:00 /	AM 9:25 AM CS							
		11/14/20:	7 Tue 8:00 /	AM 9:25 AM CS							
		11/16/20	7 Tuo 8:00 /	AM 9:25 AM CS							
		11/28/20	7 Tue 8:00 /	AM 9:25 AM CS							
		11/30/20	7 Thu 8:00 /	AM 9:25 AM CS							
					Cancel						< Previous Next >

(Res	ervation No	. 52972) - Chan	ge Rooms		
S	itart 🗸	End	Building	Room	Number Of Bookings
8:	00 AM	9:25 AM	CS	CS-122	20
					-
Hi	ide Cancelleo	d Bookings:	Hide Old Bo	ookings:	
	Cancel				< Previous Next >

Highlight the room that you are changing "from" and click "next"

Highlight all of the academic classes scheduled for this class by clicking the "select all" button. Room specifications is set to "all" for best results, the set up count is 60 and the status must be "Academic Class Confirmed".

S - CS-122 8:00 AM to 9:25 AM		Location/New Sta	atus Features	
Date (20) 🔺 Event Name	Sta 🔺	Search		
9/21/2017 Thu CHEM-345-01 MODERN QUANT ANALYS	S Aca	Building:	(all)	
9/26/2017 Tue CHEM-345-01 MODERN QUANT ANALYS	S Aca	Dunung.	()	
9/28/2017 Thu CHEM-345-01 MODERN QUANT ANALYSI	S Aca	Room Specifi	ications	
10/3/2017 Tue CHEM-345-01 MODERN QUANT ANALYSI	S Aca	Type: (	all)	•
10/5/2017 Thu CHEM-345-01 MODERN QUANT ANALYSI	S Aca			
10/10/2017 Tue CHEM-345-01 MODERN QUANT ANALYS	S Aca	Floor: (	all)	<b>-</b>
10/12/2017 Thu CHEM-345-01 MODERN QUANT ANALYSI	S Aca ≘	Setup Type: A	Academic	
10/17/2017 Tue CHEM-345-01 MODERN QUANT ANALYSI	S Aca	comp type.		
10/19/2017 Thu CHEM-345-01 MODERN QUANT ANALYSI	S Aca	Setup Count: 6	60	
10/24/2017 Tue CHEM-345-01 MODERN QUANT ANALYSI	S Aca			
10/26/2017 Thu CHEM-345-01 MODERN QUANT ANALYSI	S Aca	Update Setup 1	ype On Selected Bookings:	
10/31/2017 Tue CHEM-345-01 MODERN QUANT ANALYSI	S Aca	Update Setup C	ount On Selected Bookings:	
11/2/2017 Thu CHEM-345-01 MODERN QUANT ANALYSI	S Aca	Status		
11/7/2017 Tue CHEM-345-01 MODERN QUANT ANALYSI	S Aca			
11/9/2017 Thu CHEM-345-01 MODERN QUANT ANALYSI	S Aca	Status: F	Academic Class Confirmed	<b></b>
11/14/2017 Tue CHEM-345-01 MODERN QUANT ANALYSI	S Aca	Reconfirm:	<b>~</b>	
1/16/2017 Thu CHEM-345-01 MODERN QUANT ANALYSI	S Aca 🍸			
	•	Update Reservation	ation Status:	
Select All Unselect All				

The results screen will show available rooms and the number of event days that are available (very important). Make sure that **all dates are available** for your class sections. Select the room you wish to move the class into and select the right arrow key to move your selected room to the right. Here you can get room information (pictures, number of seats and other basic information)

Connict	(24)						
Available (10)	Room Description	Building	Days Availa		Dates (20)	Rooms (0)	
CE-241	CE-241 (Sem)	CE	20		11/30/2017	()	
CH-116	CH-116(Lec)	СН	20	>	11/28/2017	()	
CH-135	CH-135 (Lec)	CH	20		11/21/2017	()	
JB-111	JB-111 (Lec)	JB	20	<	11/16/2017	()	
RG-117	RG-117 (Lec)	PDC Rogers Gateway	20		11/14/2017	()	
W-120	IW-120 (Lec)	PDC-IW	20		11/9/2017	()	
PS-223	PS-223 (Lec)	PS	20		11/7/2017	()	
BS-213	SBS-213 (Lec)	SB	20		11/2/2017	()	
C-16	TC-16 (Lec)	TC	20		10/31/2017	()	
C-17	TC-17 (Lec)	TC	20		10/26/2017	()	
					10/24/2017	()	
					10/19/2017	()	
					10/17/2017	()	
					10/12/2017	()	
					10/10/2017	()	
					10/5/2017	()	_
•	III		•		10/3/2017	()	
		Room Info Build	ling Hours		9/28/2017	()	

Click "Finish" to view changes.

eservation No. 52	972) - Change Rooms							
Available Conflic	t (24)							
Available (0)	Room Description	Building	Days Available	- Mi		Dates (20)	Rooms (20)	
						11/30/2017	(CE - CE-241 (Sem))	
					>	11/28/2017	(CE - CE-241 (Sem))	
						11/21/2017	(CE - CE-241 (Sem))	
					<	11/16/2017	(CE - CE-241 (Sem))	
						11/14/2017	(CE - CE-241 (Sem))	
						11/9/2017	(CE - CE-241 (Sem))	
						11/7/2017	(CE - CE-241 (Sem))	
						11/2/2017	(CE - CE-241 (Sem))	=
						10/31/2017	(CE - CE-241 (Sem))	
						10/26/2017	(CE - CE-241 (Sem))	
						10/24/2017	(CE - CE-241 (Sem))	
						10/19/2017	(CE - CE-241 (Sem))	
						10/17/2017	(CE - CE-241 (Sem))	
						10/12/2017	(CE - CE-241 (Sem))	
						10/10/2017	(CE - CE-241 (Sem))	
						10/5/2017	(CE - CE-241 (Sem))	
•				•		10/3/2017	(CE - CE-241 (Sem))	
		Room Info	Building Ho	urs		9/28/2017	(CE - CE-241 (Sem))	~
Cancel							< Previous Fir	nish

Change Ro	oms
?	Do you wish to change any more Rooms?
	Yes No

Click yes or no depending on the need to change more rooms.

Date 🖌	Start	End	Time Zone	Building	Room	Event	Status	Results	<ul> <li>Go T</li> </ul>
/25/2017 Mon	10:00 AM	11:50 AM	PT	CE	CE-308	ACCT-212-01 INTRO ACCOUNTING II	Academic Class Confirmed	Change Successful	
/27/2017 Wed	10:00 AM	11:50 AM	PT	CE	CE-308	ACCT-212-01 INTRO ACCOUNTING II	Academic Class Confirmed	Change Successful	
0/2/2017 Mon	10:00 AM	11:50 AM	PT	CE	CE-308	ACCT-212-01 INTRO ACCOUNTING II	Academic Class Confirmed	Change Successful	
0/4/2017 Wed	10:00 AM	11:50 AM	PT	CE	CE-308	ACCT-212-01 INTRO ACCOUNTING II	Academic Class Confirmed	Change Successful	E
0/9/2017 Mon	10:00 AM	11:50 AM	PT	CE	CE-308	ACCT-212-01 INTRO ACCOUNTING II	Academic Class Confirmed	Change Successful	
0/11/2017 Wed	10:00 AM	11:50 AM	PT	CE	CE-308	ACCT-212-01 INTRO ACCOUNTING II	Academic Class Confirmed	Change Successful	
0/16/2017 Mor	10:00 AM	11:50 AM	PT	CE	CE-308	ACCT-212-01 INTRO ACCOUNTING II	Academic Class Confirmed	Change Successful	
0/18/2017 Wed	10:00 AM	11:50 AM	PT	CE	CE-308	ACCT-212-01 INTRO ACCOUNTING II	Academic Class Confirmed	Change Successful	
0/23/2017 Mor	10:00 AM	11:50 AM	PT	CE	CE-308	ACCT-212-01 INTRO ACCOUNTING II	Academic Class Confirmed	Change Successful	
)/25/2017 Wed	10:00 AM	11:50 AM	PT	CE	CE-308	ACCT-212-01 INTRO ACCOUNTING II	Academic Class Confirmed	Change Successful	
0/30/2017 Mor	10:00 AM	11:50 AM	PT	CE	CE-308	ACCT-212-01 INTRO ACCOUNTING II	Academic Class Confirmed	Change Successful	
1/1/2017 Wed	10:00 AM	11:50 AM	PT	CE	CE-308	ACCT-212-01 INTRO ACCOUNTING II	Academic Class Confirmed	Change Successful	
1/6/2017 Mon	10:00 AM	11:50 AM	PT	CF	CF-308	ACCT-212-01 INTRO ACCOUNTING II	Academic Class Confirmed	Change Successful	Ŧ
Show Unchar	ged Only								

After viewing Change Room Results click "close".

**For Additional rooms** (Break out sessions, flood, fire or other reason) please contact Academic Scheduling Office and we will assist in additional reservations.

To search for available academic rooms. Go to Academic Planning  $\rightarrow$  Courses  $\rightarrow$  Search for Rooms

EMS Software V44.1 - ACBI-EMS-	SQLIEMSData					
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Main Menu	1				Search For Rooms	;
Reservations	Grouping	Description			Manage Terms	
Billing	Reservations	Reservation Wiza	ard		Optimization Scer	narios
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Academic Planning	Reservations	Navigator				ule remplates
	Reservations	Clients			Final Exam Sessio	ns
	Reservations	Reservation Boo	k	_		
	Reservations	Calendar				
	Reservations	Resource Calend	dar			
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Select Term, Start and End Times, Days, and Room Type for classroom requested and click "Next". A list of available rooms will show based on your search criteria.

From this list you can click on each room for room information and images (if available) ettings Reservations Reports Billing Configuration Academic Planning Window Help

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orts			Ava	llable Room	ns Acad	emic Cor	flicts					
9			Bui	ilding			Room Code	Room	Min Cap	acity Max	Capacity	
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ienne i ien	illig		Cha	aparral Hall			CH-135	CH-135 (Lec)	0	75		
			Jac	k H. Brown	Hall		JB-111	JB-111 (Lec)	0	60		
			Phy	sical Scien	ces		PS-223	PS-223 (Lec)	0	72		
			Soc	ial and Bel	navioral S	ciences	SBS-213	SBS-213 (Lec	0	60		
			TC	13-17/Mod	ular#212		TC-16	TC-16 (Lec)	0	60		
			TC	13-17/Mod	ular#212		TC-17	TC-17 (Lec)	0	60		
			<u> </u>									
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Results are below for selection, click on room and images (if available)