EMS CAMPUS WIDE: WEB CLIENT INSTRUCTIONS FOR APPROVERS

Approvers are individuals from various Departments and/or Divisions who have responsibility over certain areas to approve requests for space in that area. This documentation is to provide access to the EMS Web Client to review the request and change the status. For more information, please contact scheduling@memphis.edu or call the Scheduling Office at 901-678-5000.

1. Run Internet Explorer Browser and go to http://wems.memphis.edu
2. Login with your University ID and password.
3. Look for the “Dashboard”. Should be blinking or solid red to let you know you have a pending request.

4. DASHBOARD: Click on Dashboard to open in a new window. If this is your first time, click on Options on the upper right hand corner of the page to set up your Dashboard for the best notifications. It should look like this:

   Make sure to:

   Uncheck “Show Web Request” and “Show Reconfirm Dates”.

   Web Requests, Reconfirm Dates and Building Hours Exceptions = Never

   All the rest are fine with defaults of “Automatically”.

   Click OK.
5. Next, go down to the areas on the left and set:
   a. **Notifications** = Web Reservations
   b. **Type/Area** = All Spaces.

6. Then, highlight the event you want to view and click **"Go To"**
7. Here you will see the whole **Reservation** and the **Bookings** below.

8. **Change Status to Reservation:** to change the status for the **“Reservation”** as a whole, highlight the Reservation and click on **“Change Status”**. You can use the drop down to change the Status to **“Web Confirmed”** which will confirm the space. Then click **Next**. That will open the Booking Status Wizard. Here you can select the Booking/Bookings you want to act upon.
   a. If you Choose **“Web Cancelled”**, you will get a pop up box for choices.
      i. **Reason:** choose from drop down
      ii. **Who Cancelled** is Required Field
      iii. **Notes:** further information on why. Required Field.

Click **Ok** to continue. [**“Web Confirmed”** and **“Web Conflict”** require no further information]
9. **Booking Status Wizard**: Select “Bookings” to approve. And then click Finish.

This will return a Change of Status confirmation.

10. **EXIT FROM DASHBOARD**: Click on the red x in the upper right corner of the screen to return to the main page.

11. **NOTIFICATION**: You will receive an email notifying you of a pending “Web Request”. Use the “Reservation number” to search for the Reservation rather than pull it up in your Dashboard.

12. **SEARCHING**: you can search for a pending request by using the “Navigator” portion of your tool bar:
13. CONFIRMATION: the Requestor is sent an automatic notification once at the end of the day. Sometimes there might be a time issue that warrants an earlier notification. If you wish to send the parties a confirmation of their Reservations you can do that with the “Confirmation” button found the main Reservation page.
This is all you should need to do to approve a request. To make a booking request yourself, Approvers are advised go to https://vems.memphis.edu

For more information on using Web EMS, consult the Advanced Tools Documentation.

HELP: To obtain further assistance you can call the Help Desk at 901-678-8888, call the Scheduling Office at 901-678-5000, or email them at scheduling@memphis.edu

Also…look for the Help Icons within the site for helpful hints and information.

14. LOGOUT: Please use the drop down for "My Account" and "Logout" when done.