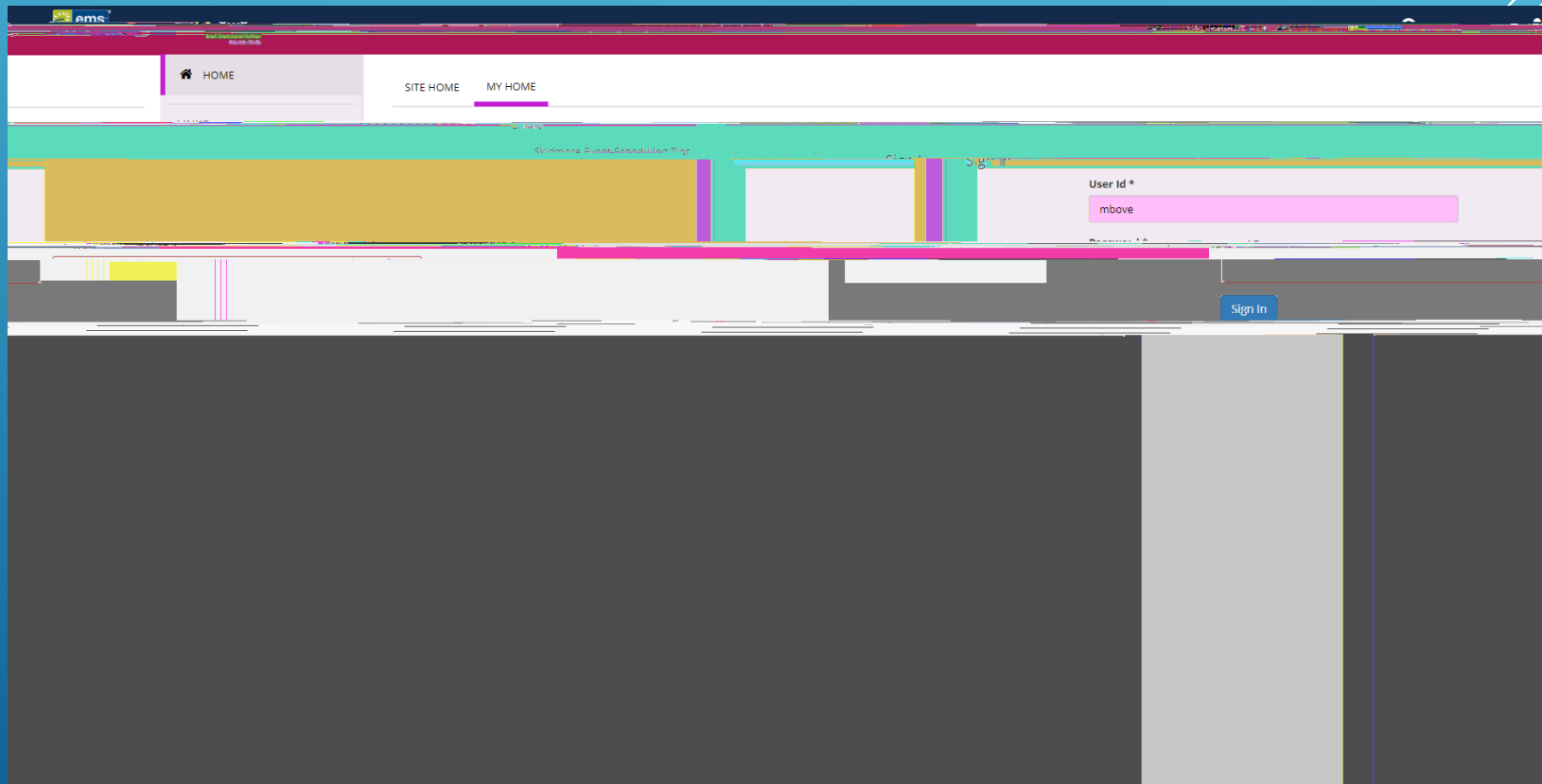


# HOW TO REQUEST SERVICES USING EMS


The background is a blue gradient, transitioning from a lighter blue at the top to a darker blue at the bottom. On the right side, there are several white, parallel diagonal lines that create a sense of motion or speed, extending from the top right towards the bottom left.

# Log into EMS

Log in using your Skidmore user name and password



# There are 3 ways to submit a Catering Request

1. At the time of submitting a new space request
  2. After a space request has already been submitted
  3. Catering Only Request
- 
- A decorative graphic consisting of several parallel white lines of varying lengths and orientations, located in the bottom right corner of the slide. The lines are arranged in a way that suggests movement or a stylized signature.

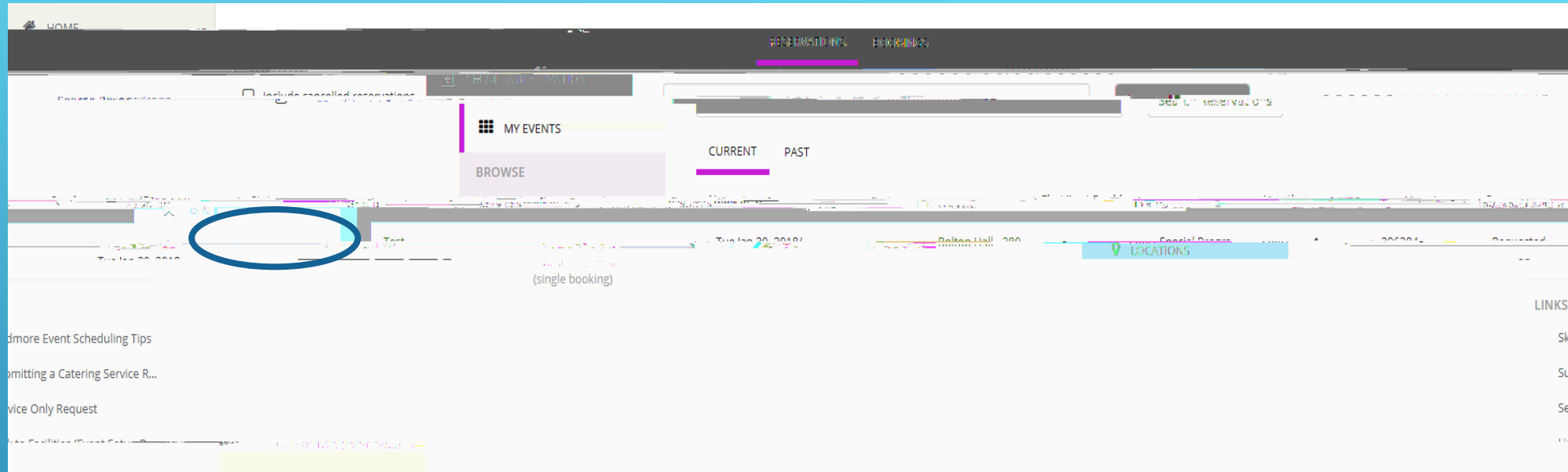


# Submitting Catering

The screenshot shows a website interface with a navigation bar at the top. On the left, there is a 'HOME' link with a house icon and a 'CREATE A RESERVATION' button with a calendar icon. In the center, there are links for 'SITE HOME' and 'MY HOME'. Below the navigation bar, there is a 'BROWSE' button. The main content area is partially obscured by a large grey rectangular area. Within this grey area, there is a pink box containing the text 'How to Request Catering' and a help icon (a question mark in a circle) with the text 'Click on [?] for more information or help on that page or section.' To the right of the grey area, there is a blue box with the text 'Space requests will be reviewed Monday through Friday. Space managers will try to respond to requests within 48 hours.' Below this, there is a pink box with the text 'Space requests are currently being accepted through May 10, 2018. Dates after May 10, 2018 will be craved out.' At the bottom of the page, there are several grey rectangular blocks, likely representing content sections that are not fully visible.

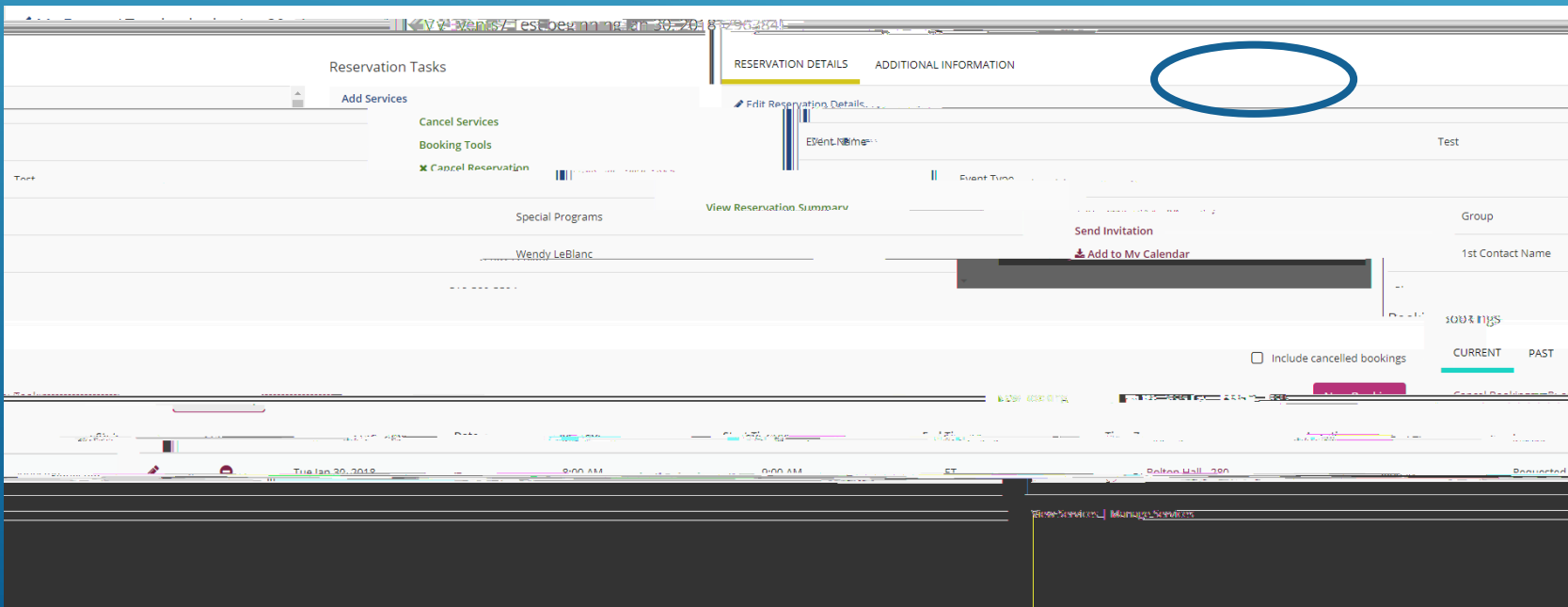
1st:

Find the event you want to add services to, and click your event name



2nd:

Click "Add Services" under the Reservation Tasks



Fill out all of the required Dining Services information that pertain to your event

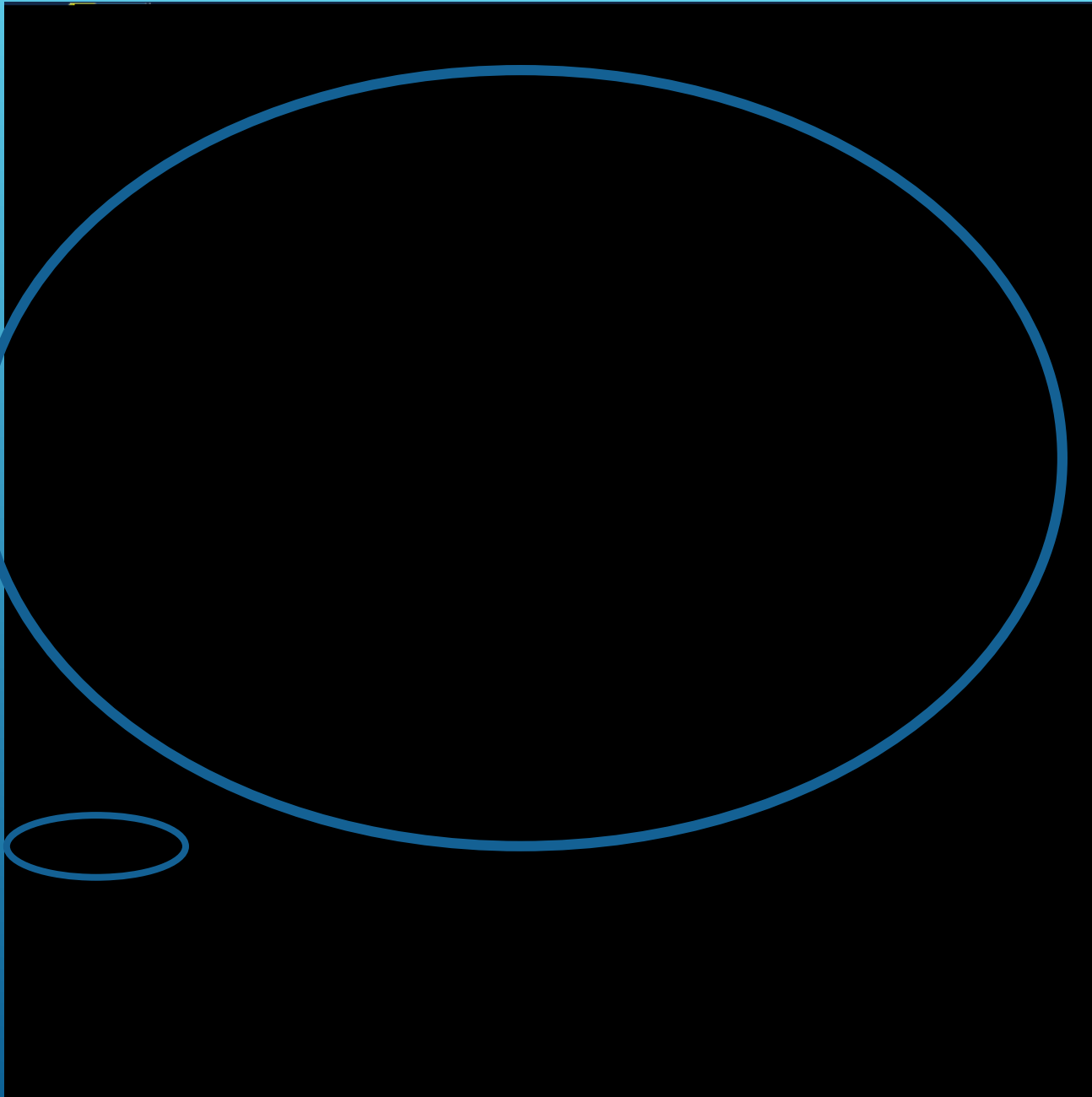
Enter start time as the time catering is to be set up by

Enter end time as the time catering is to be finished

\*\*This may be different than your start and end time of the event



Be sure to click the "Terms and Conditions" box





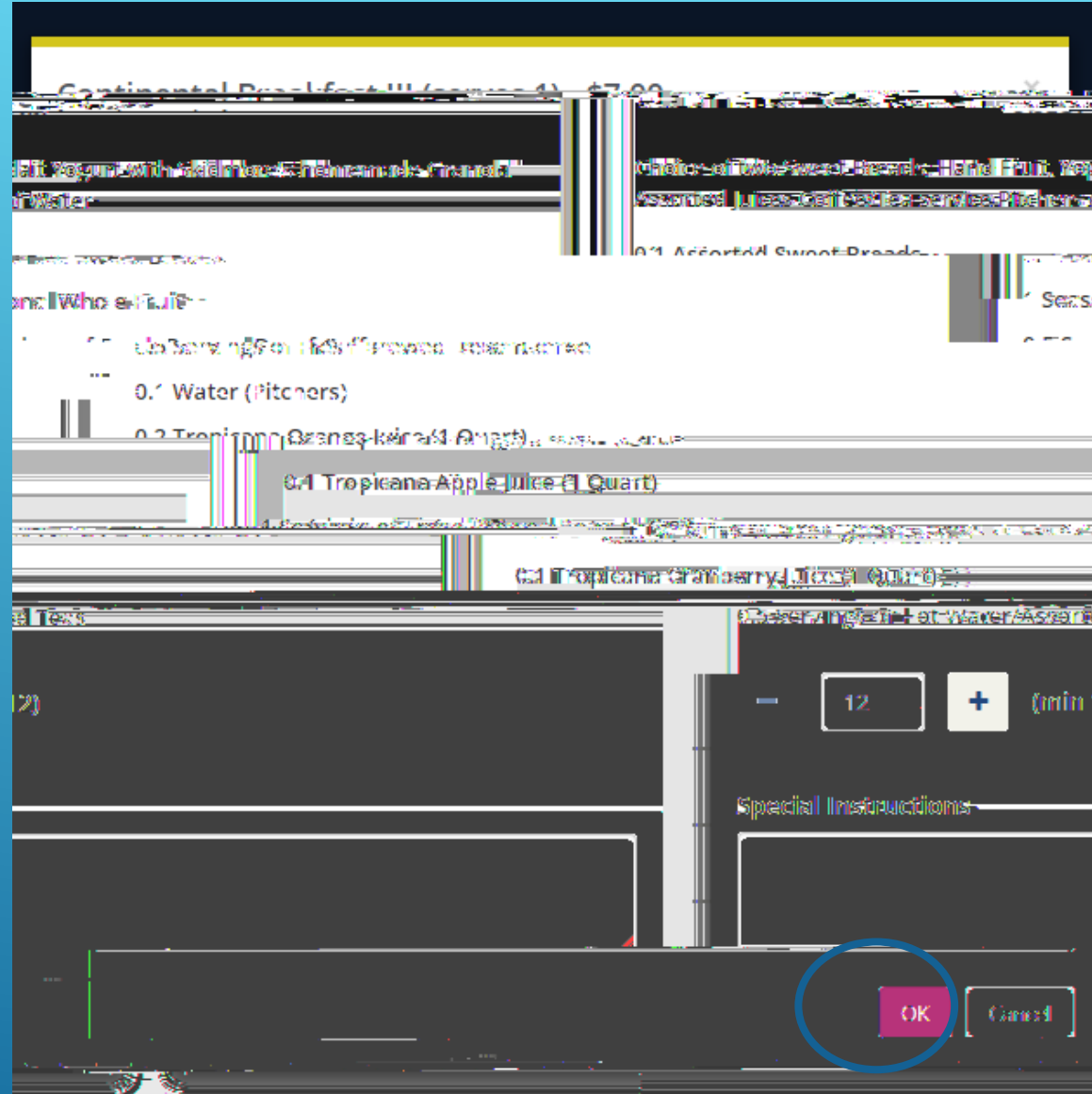


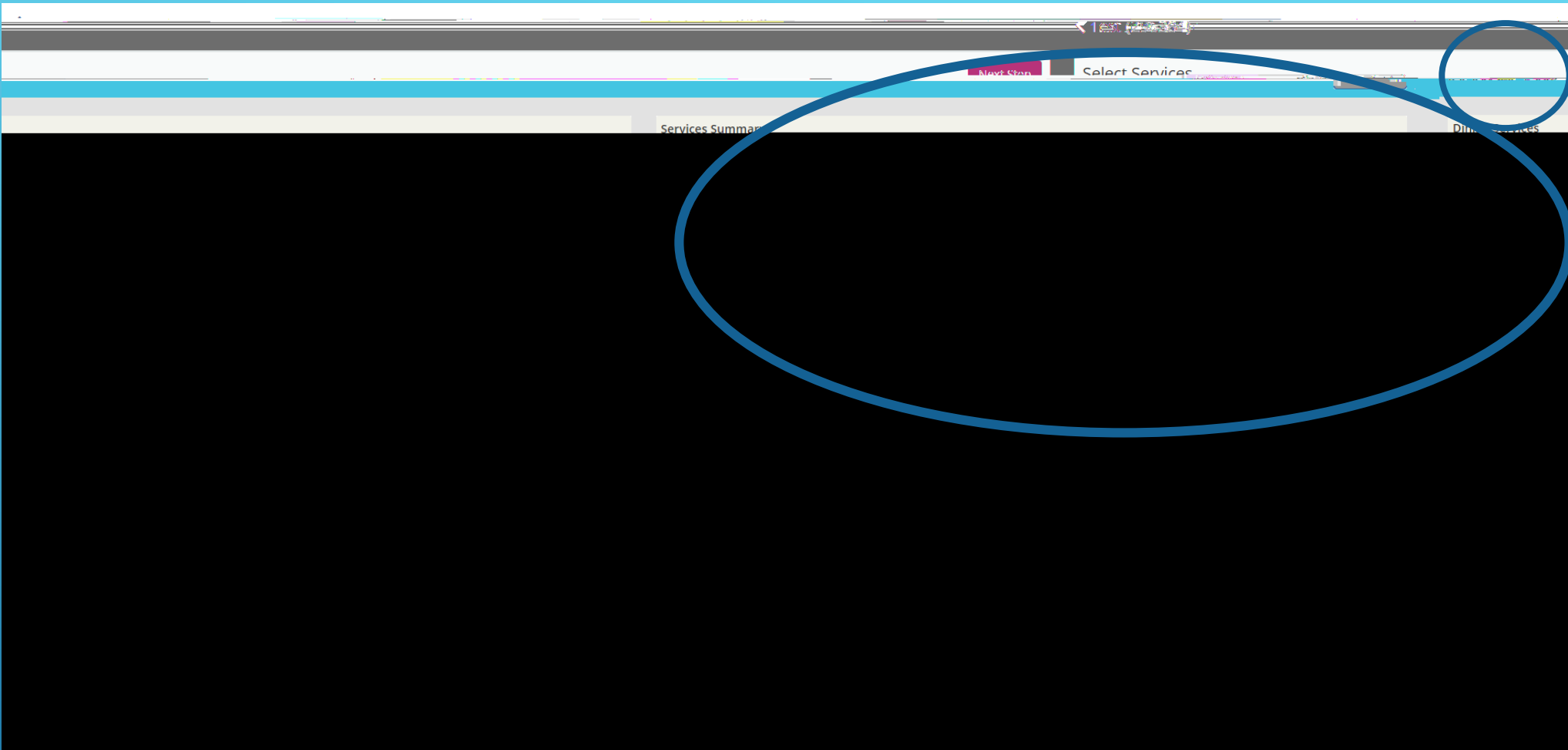
Here is where you will find the details offered for your selected services. Including price and quantity.

If you have any special instruction please enter here



Once finished, click "OK"





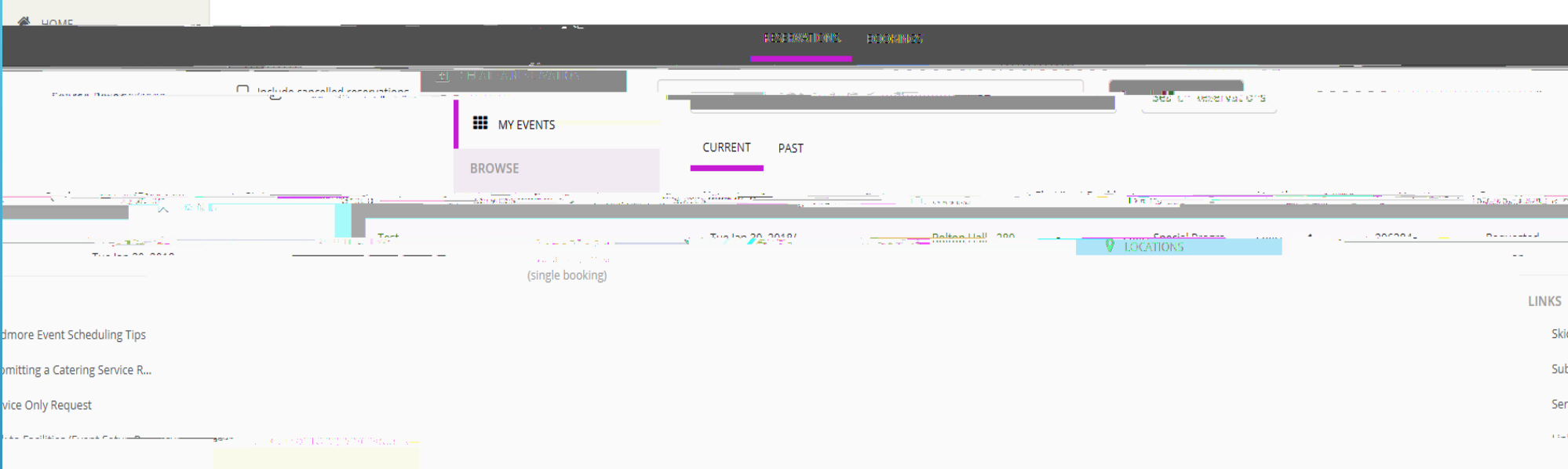
Your selected services will now show here.



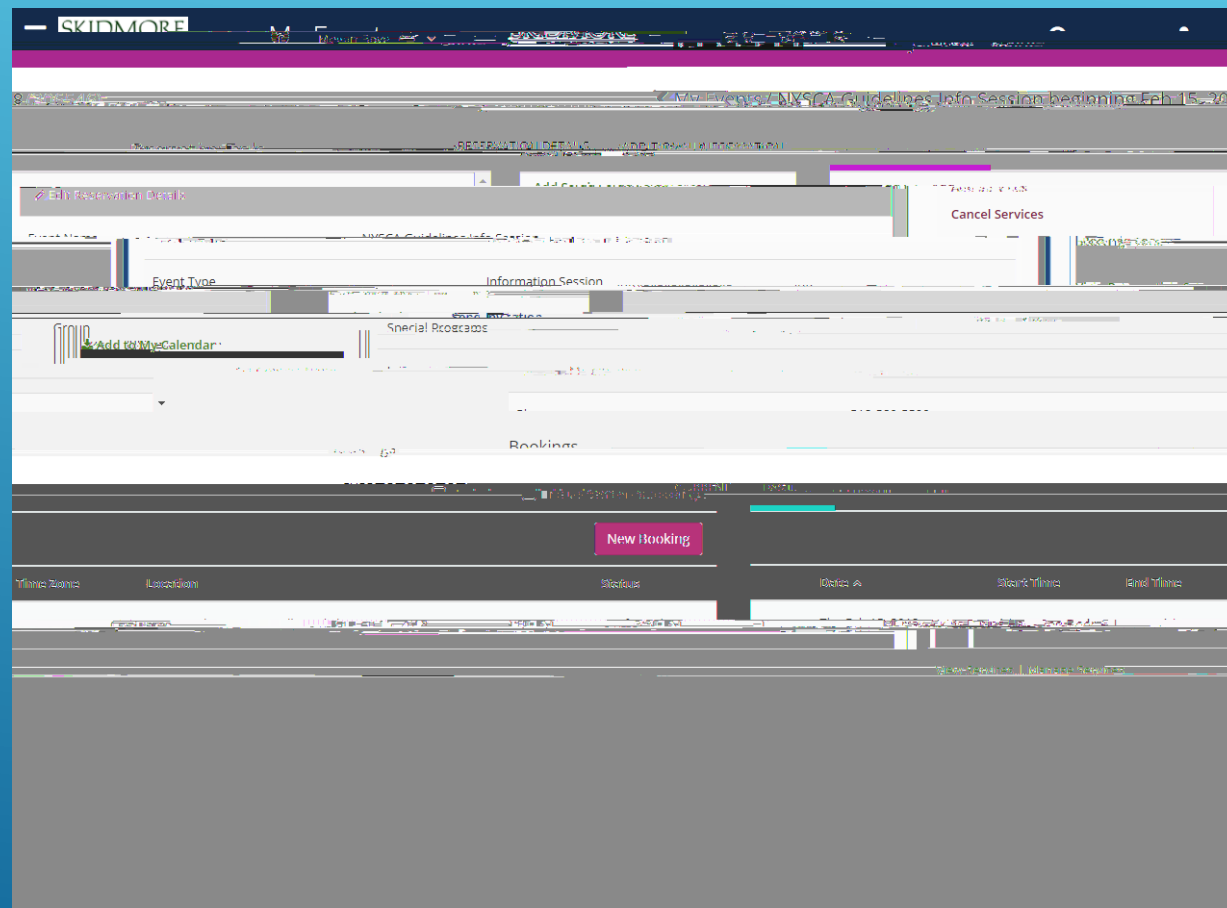
When finished adding services click "Next Step"



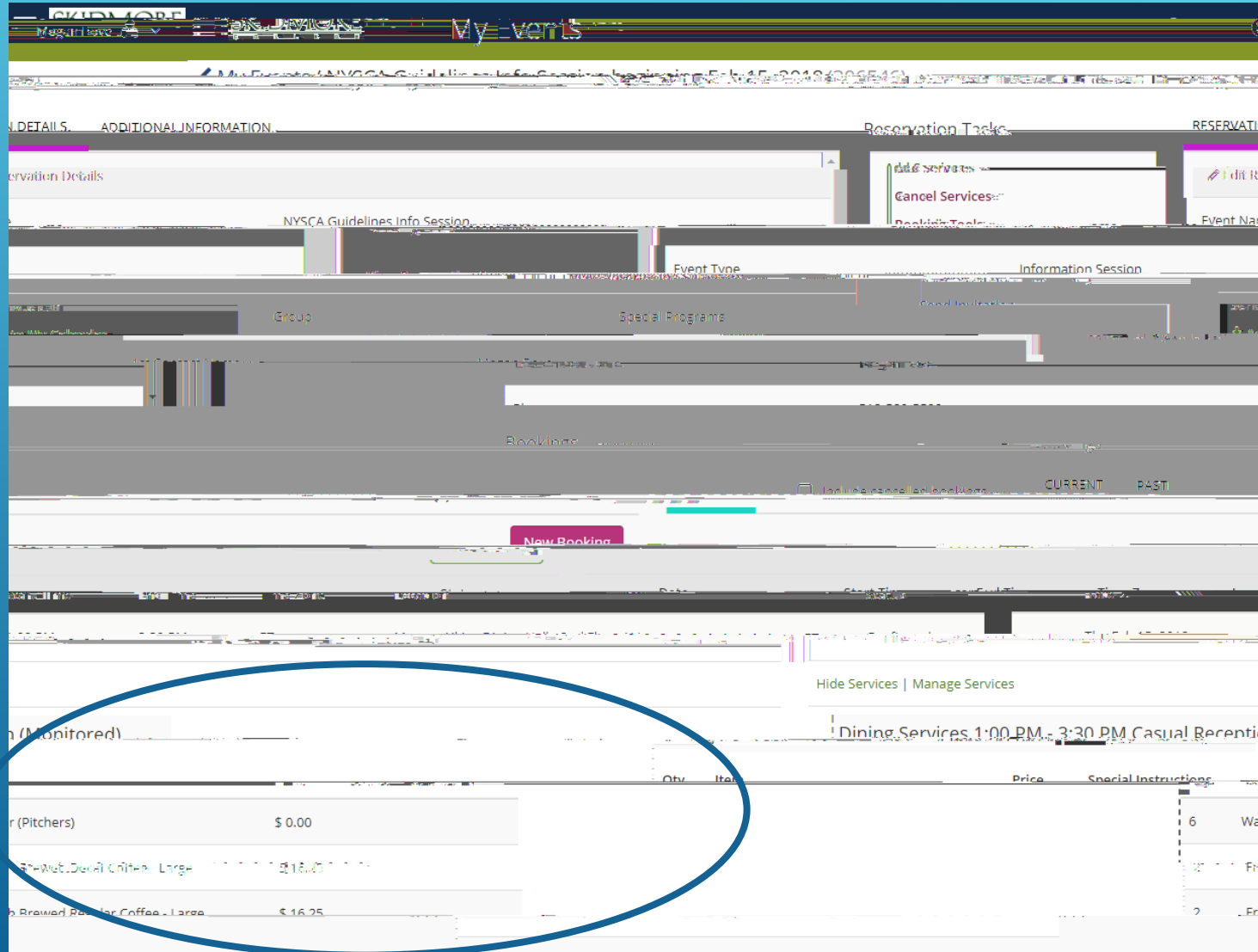
If you are adding 2 services for the same event (example breakfast and lunch) you must create

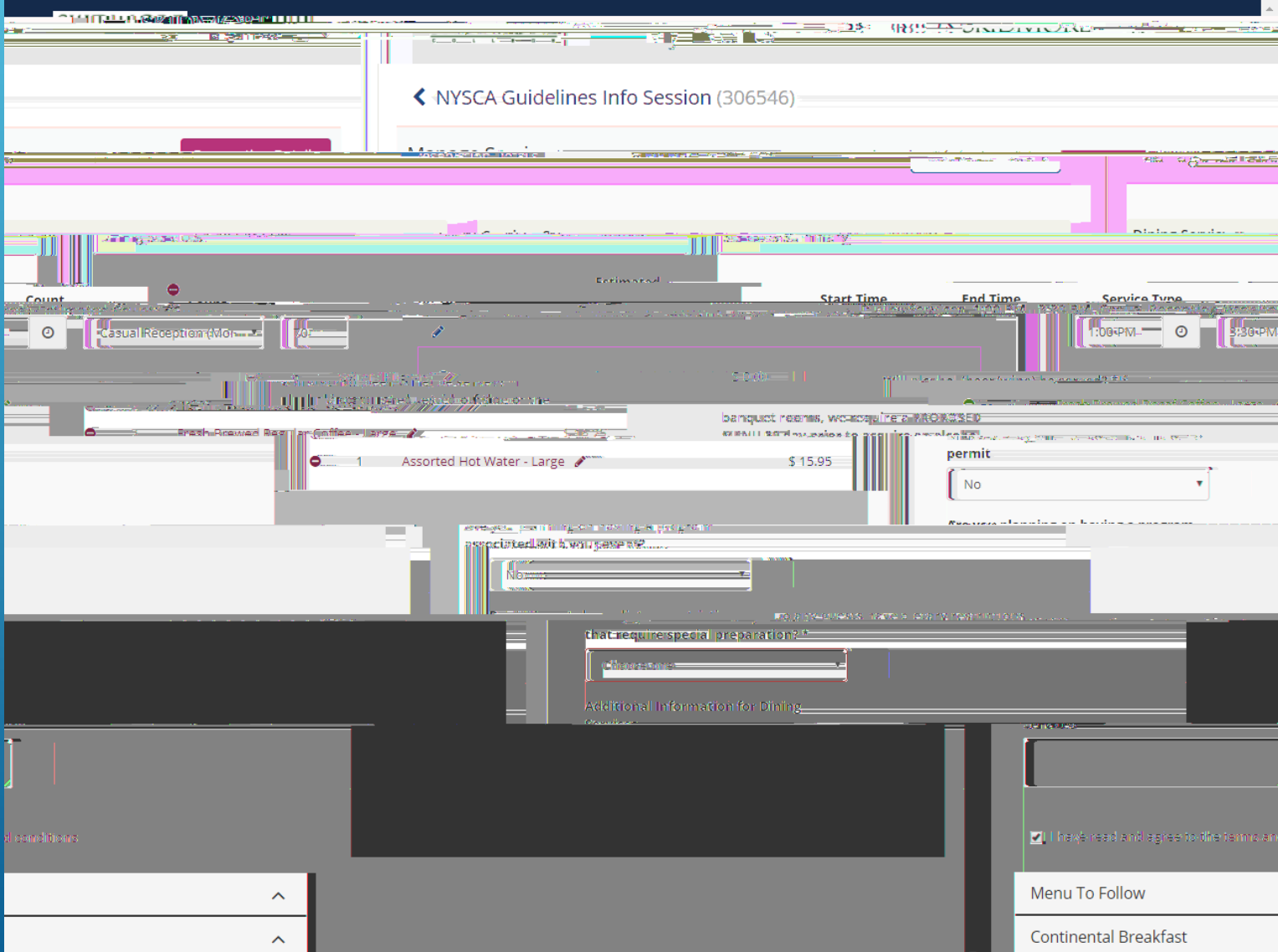


YOU CAN THEN VIEW OR MANAGER YOUR SERVICES ON YOUR EXISITING RESERVATION HERE



"VIEW SERVICES" WILL SHOW YOU THE SERVICES YOU ALREADY HAVE REQUESTED

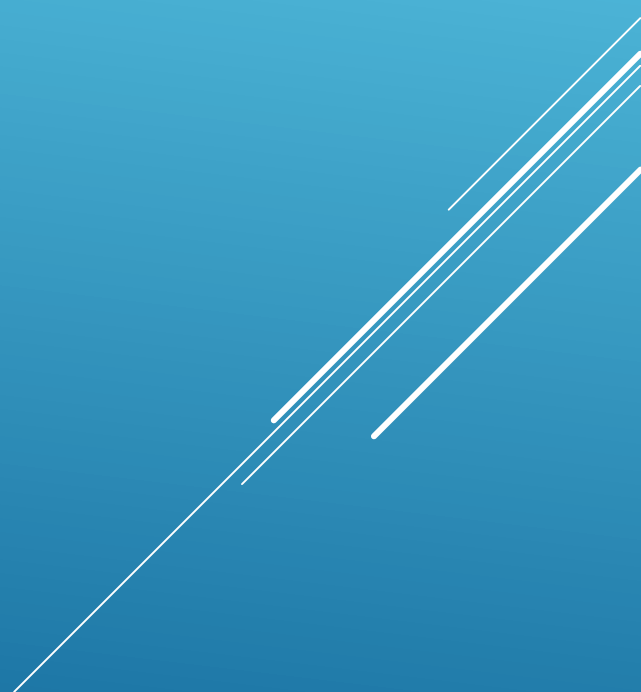
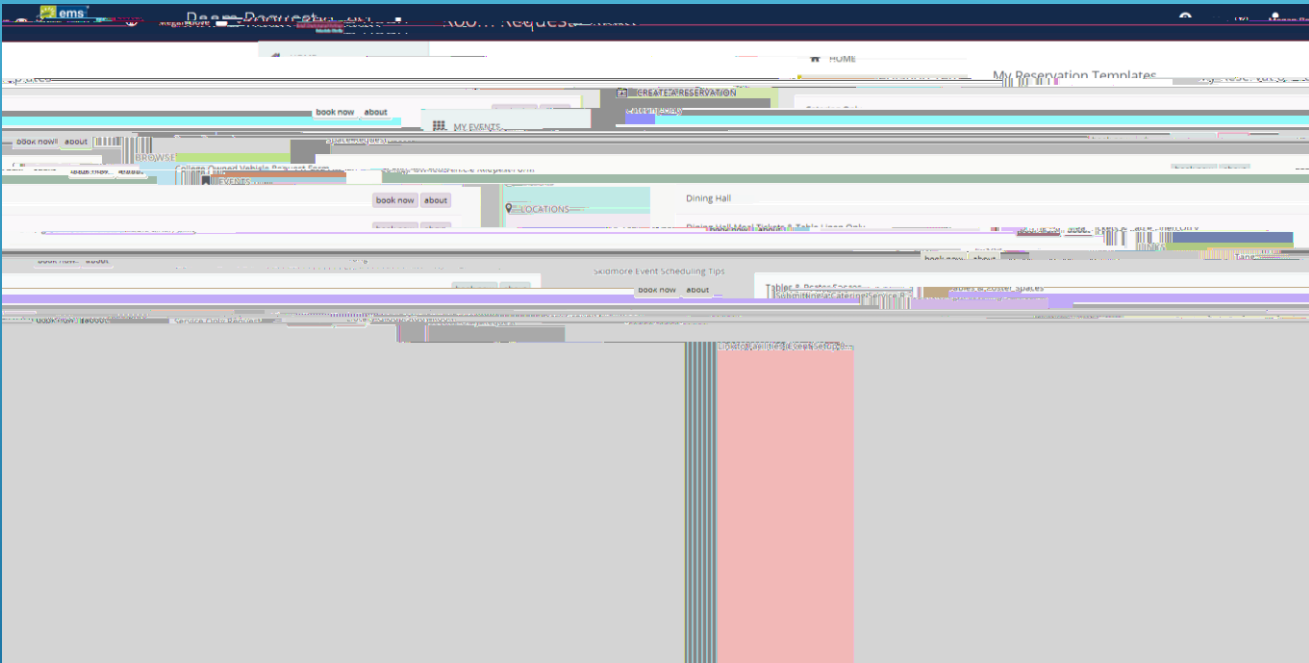












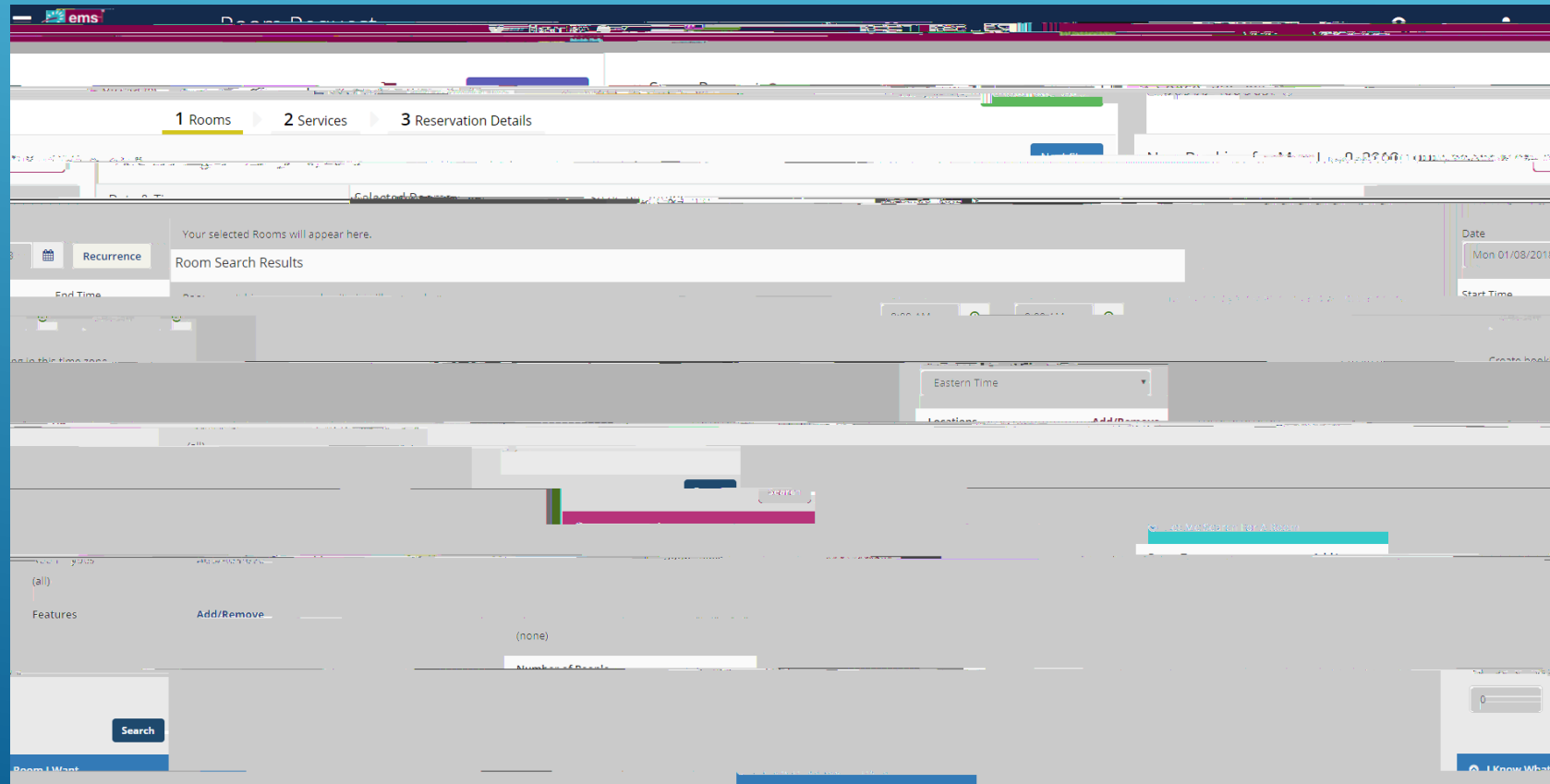
# Space Request

Fill out event date and time.

\*Start and end time should reflect *actual* event time.  
Set up and tear down time will be added in reservations details.



# Finding a Room



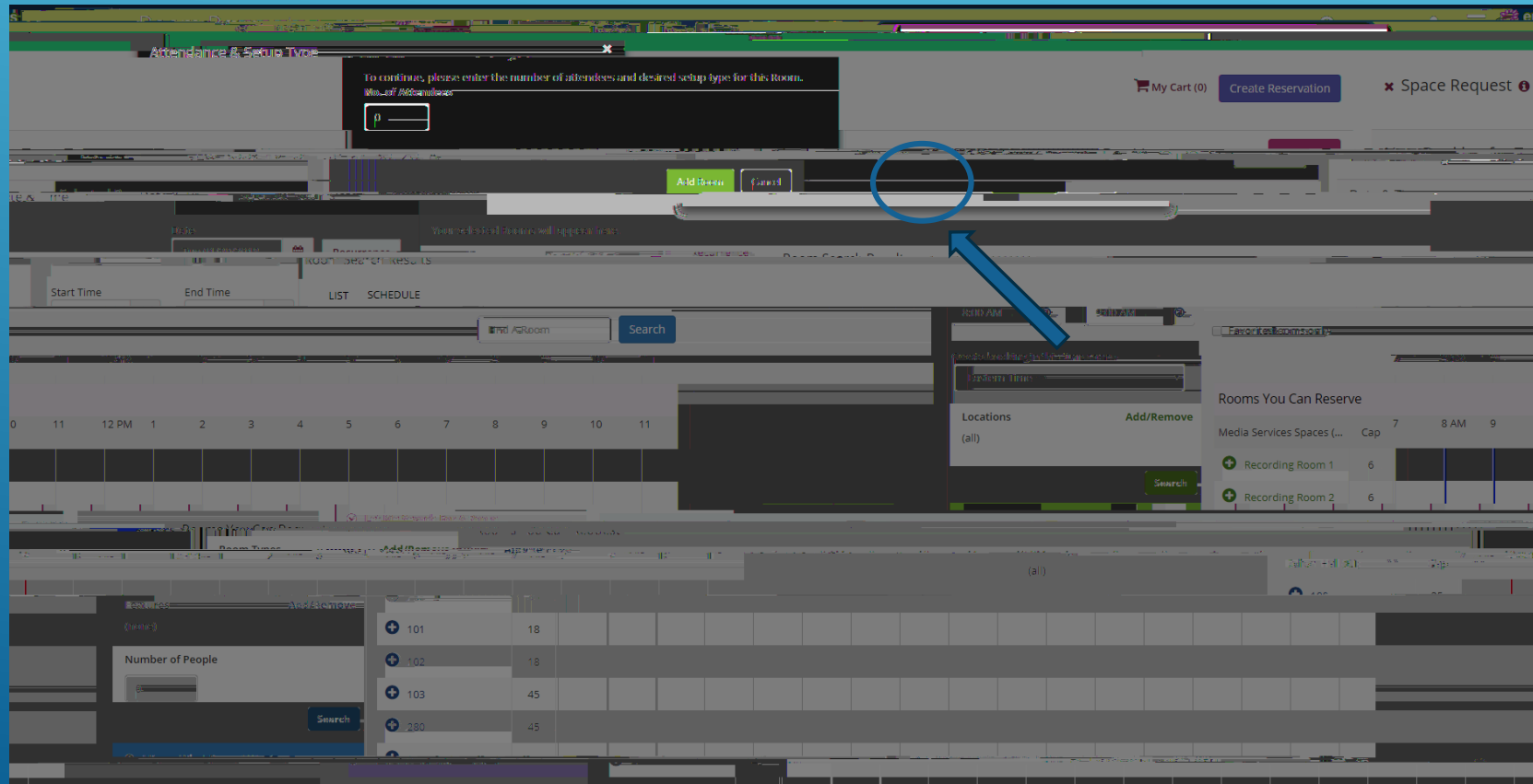


Select one of more room(s) by clicking the blue + sign

The screenshot displays a room reservation system interface. At the top, there is a search bar and a 'Search' button. Below this, there are sections for 'Rooms You Can Reserve' and 'Rooms You Can Request'. The 'Rooms You Can Reserve' section shows a list of rooms with columns for 'Locations', 'Room Types', and 'Add/Remove'. A blue circle highlights a plus sign (+) next to a room entry, and a blue arrow points to it from the left. The 'Rooms You Can Request' section shows a list of rooms with columns for 'Number of People' and 'Add/Remove'. The interface also includes a calendar view at the bottom, showing a grid of days and times. The overall layout is clean and modern, with a light blue and white color scheme.

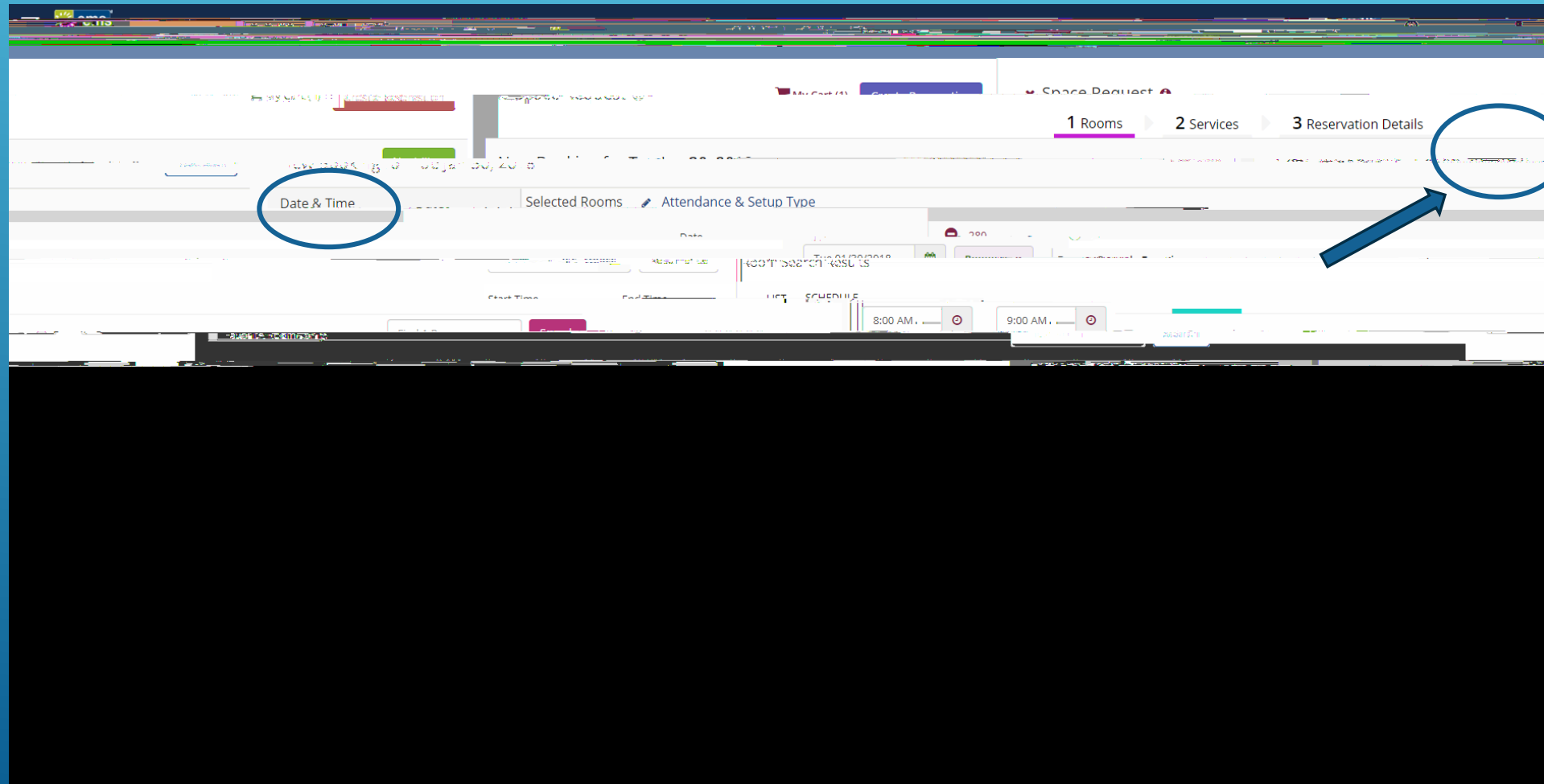
Enter a attendance for your event and click "add room"

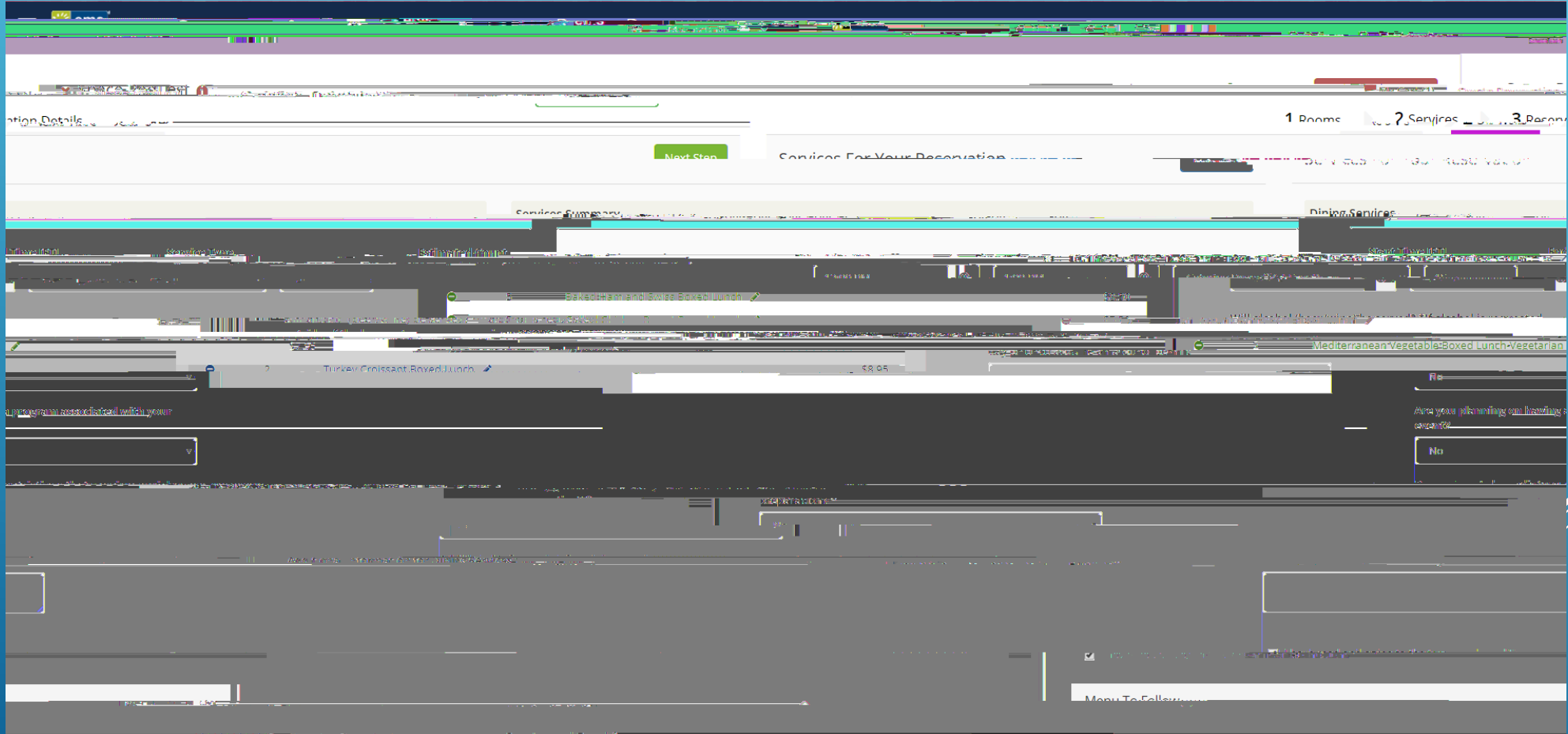
\*When requesting tables, poster space, etc. enter "1"



Your requested room will now appear at the top of the screen.

Click "Next Step"







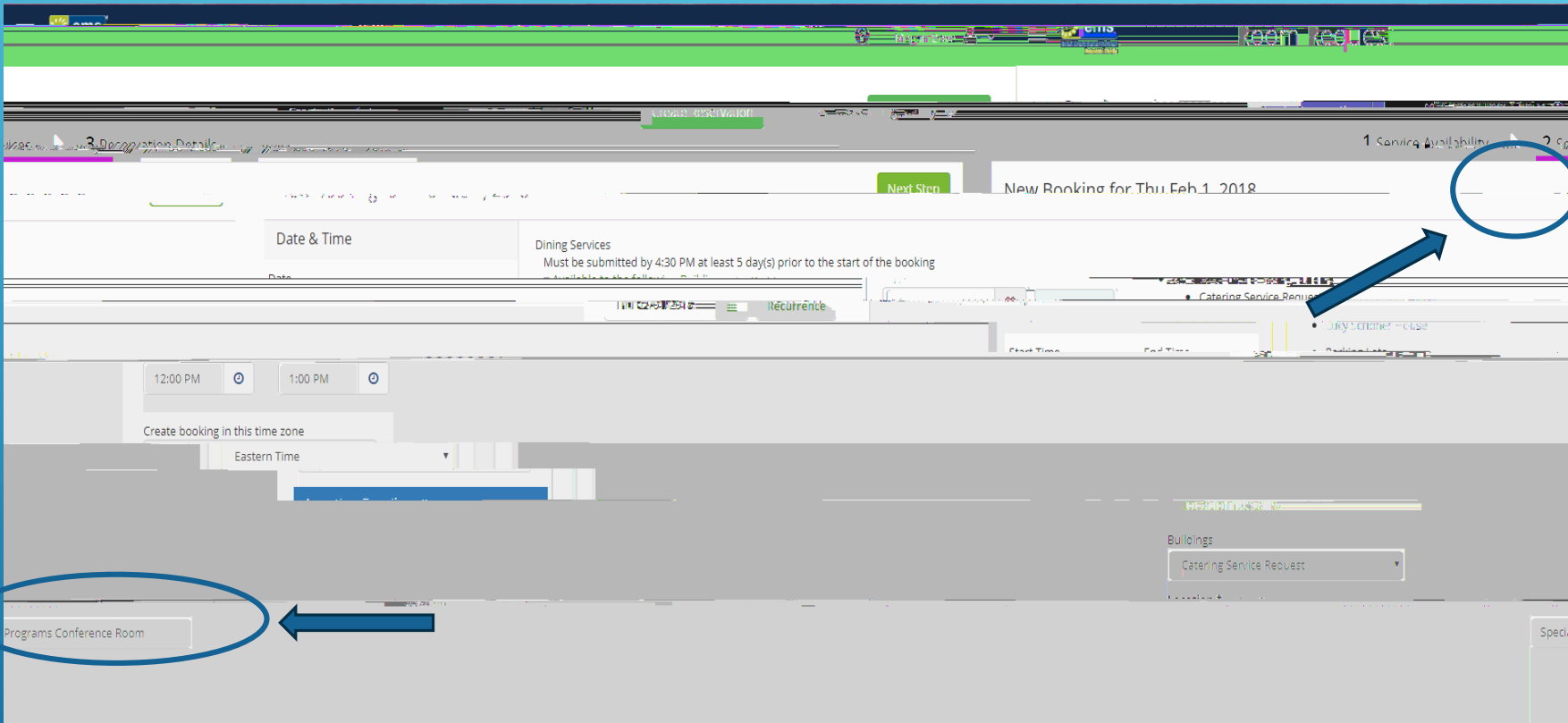


If the location of your event is not managed through EMS (for example, department conference rooms), you must submit a Catering Only request.

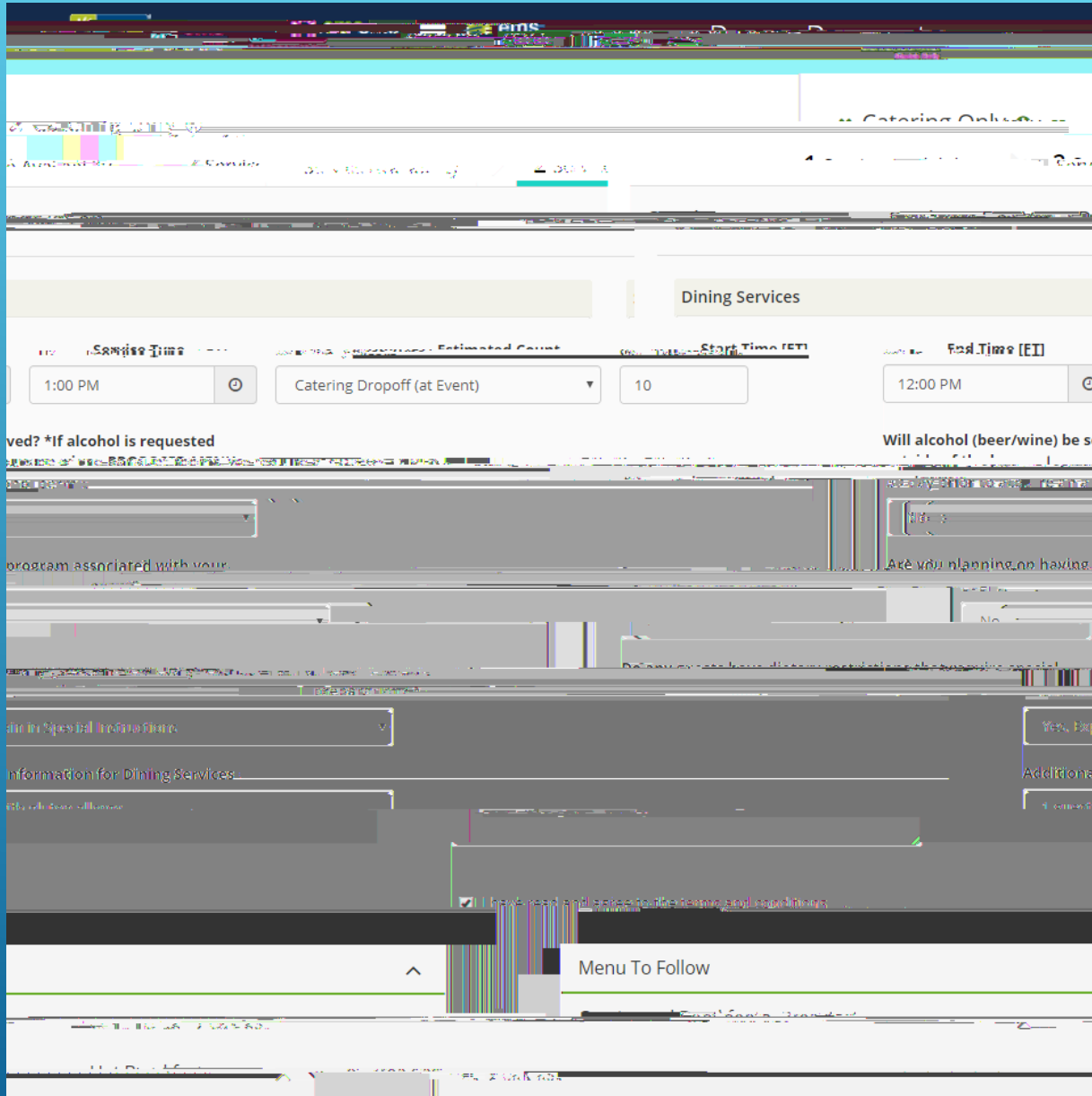
On your home screen, click:

1. Create a reservation
2. Select "Catering Only" Reservation Template
3. Book Now



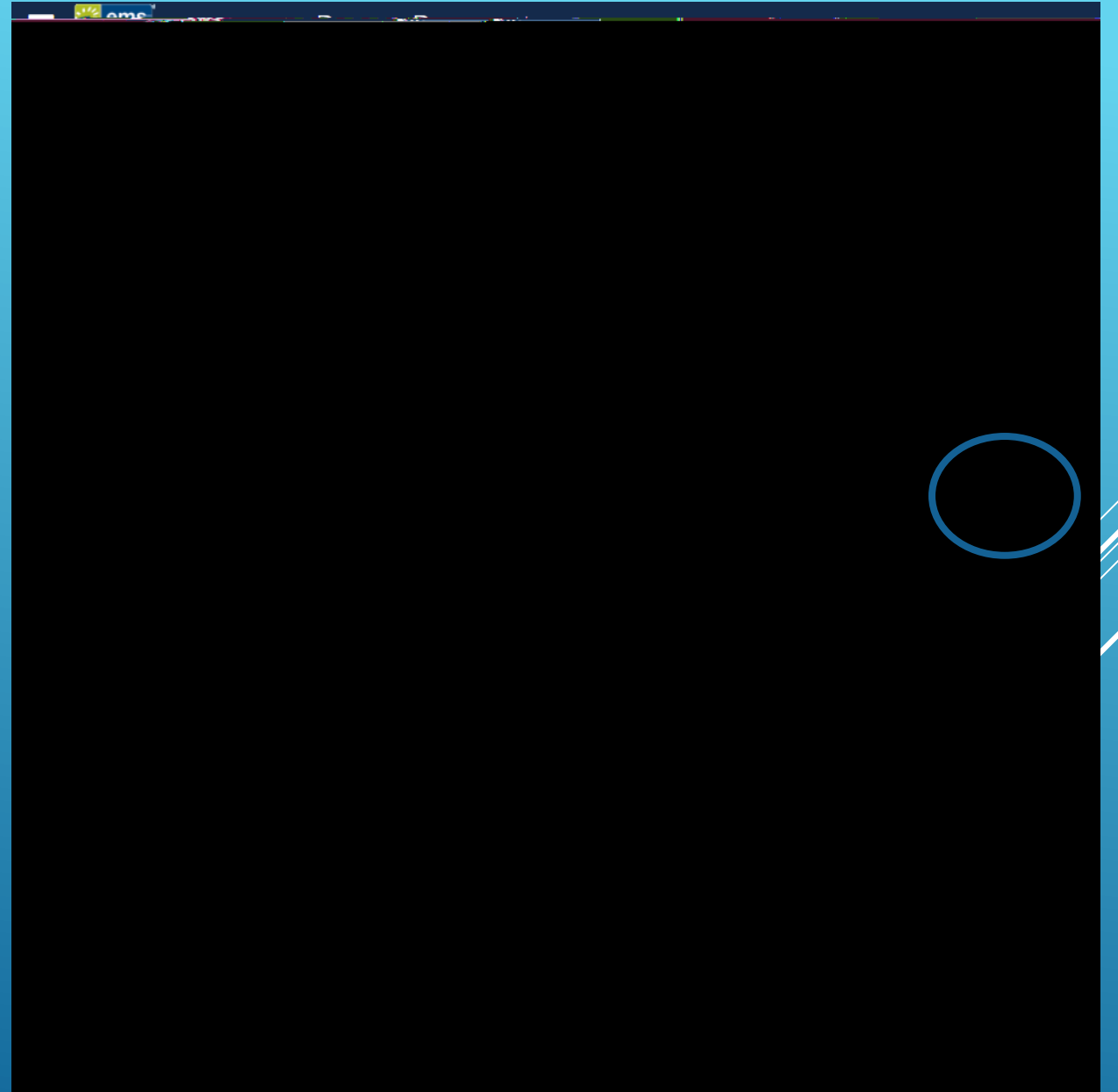


- Fill in date and time you have the space reserved for event
- Leave " Buildings" as Catering Service Request
- Type in specific room where catering is needed in " Location" field
- Click " Next Step "

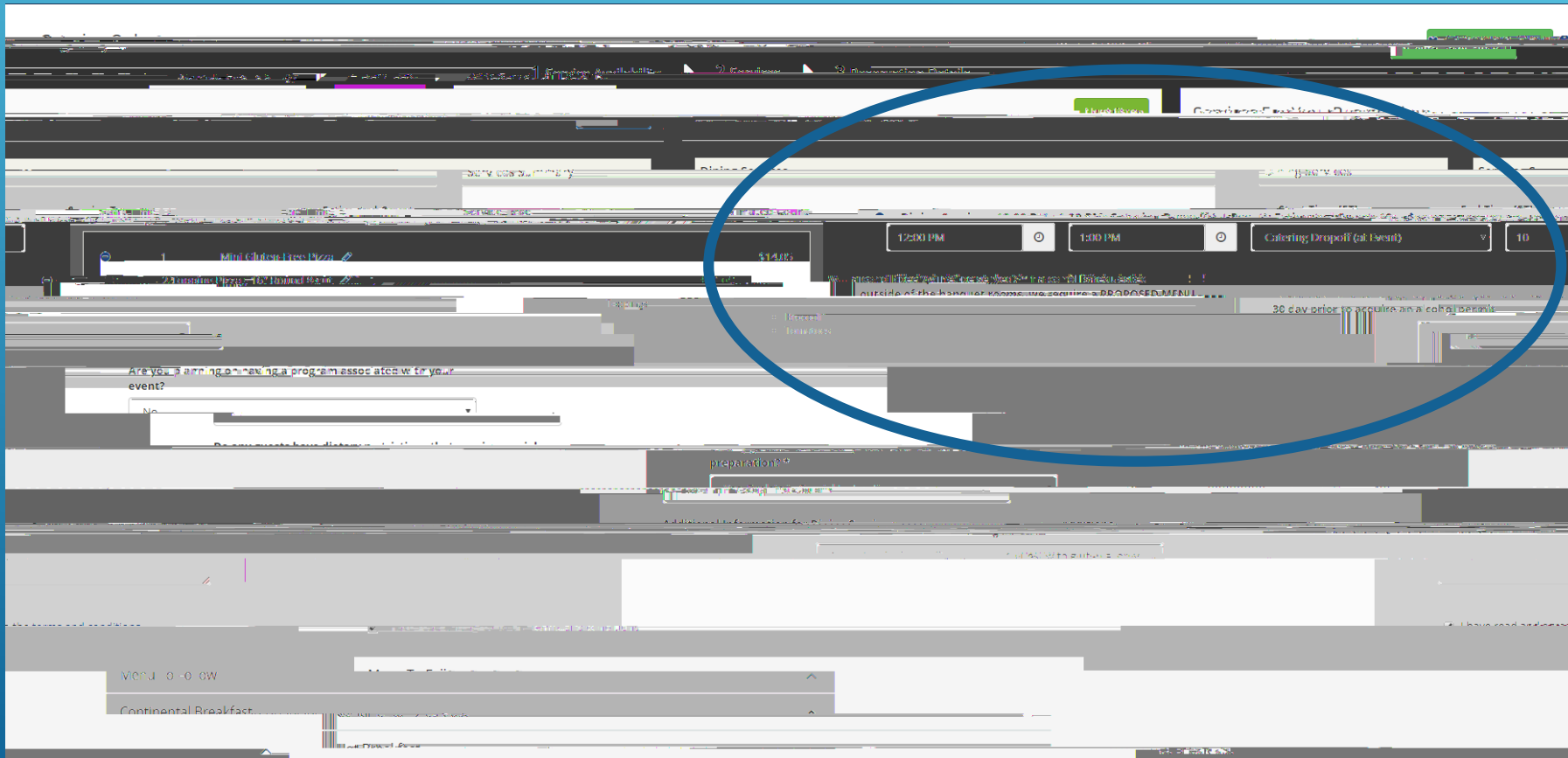


- Fill in time of catering service (this may be different than your event time)
- Select service type(plated, buffet, formal, pick up, drop off etc.)
- Enter estimated headcount
- Answer all appropriate questions
- Check box for " terms and conditions"

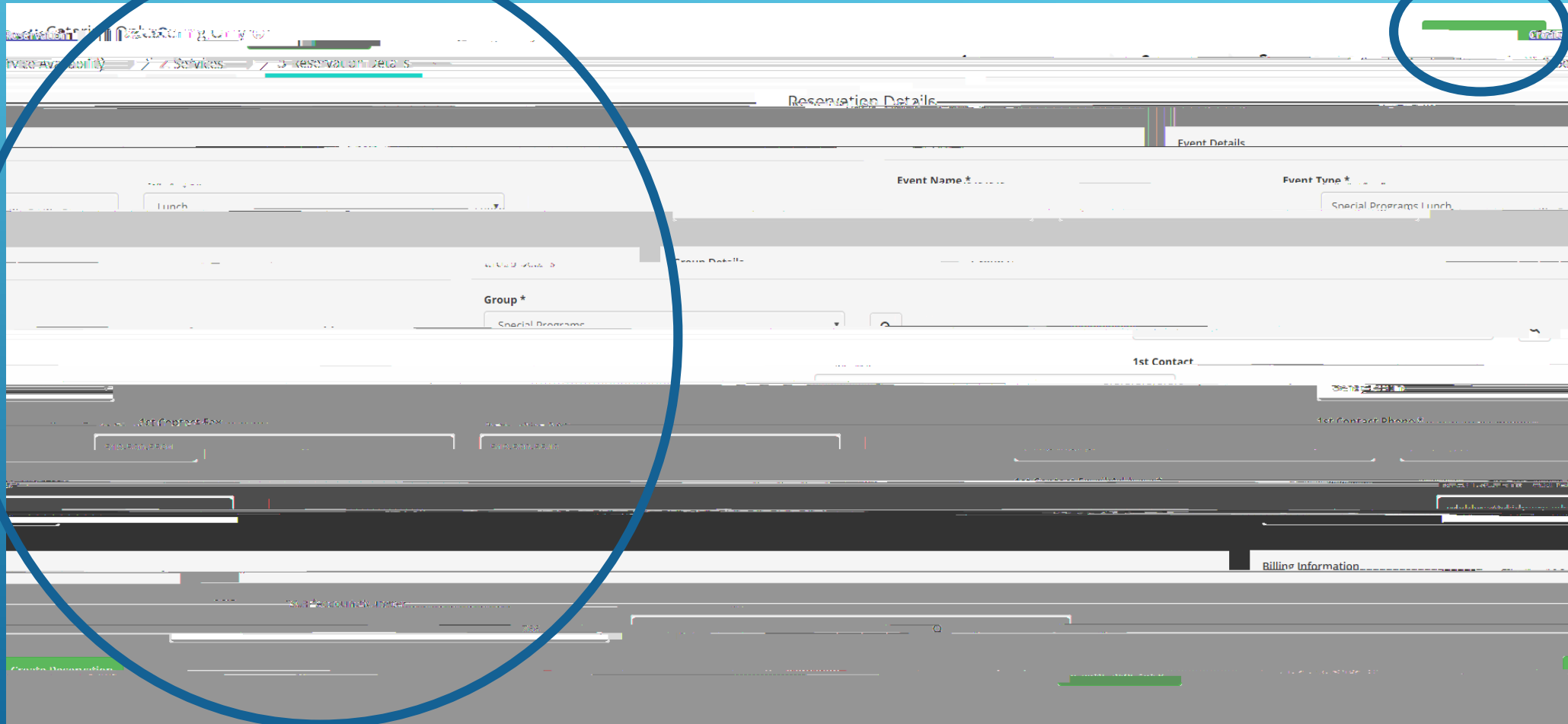
Use arrows to search different options for your catering needs. Each tab will list different choices



Your selected services will now appear here









Your request has now been successfully entered! Click "OK"

