



EMS Instructions for Transportation Requests

Log in at events.hope.edu using your 1Hope username & password

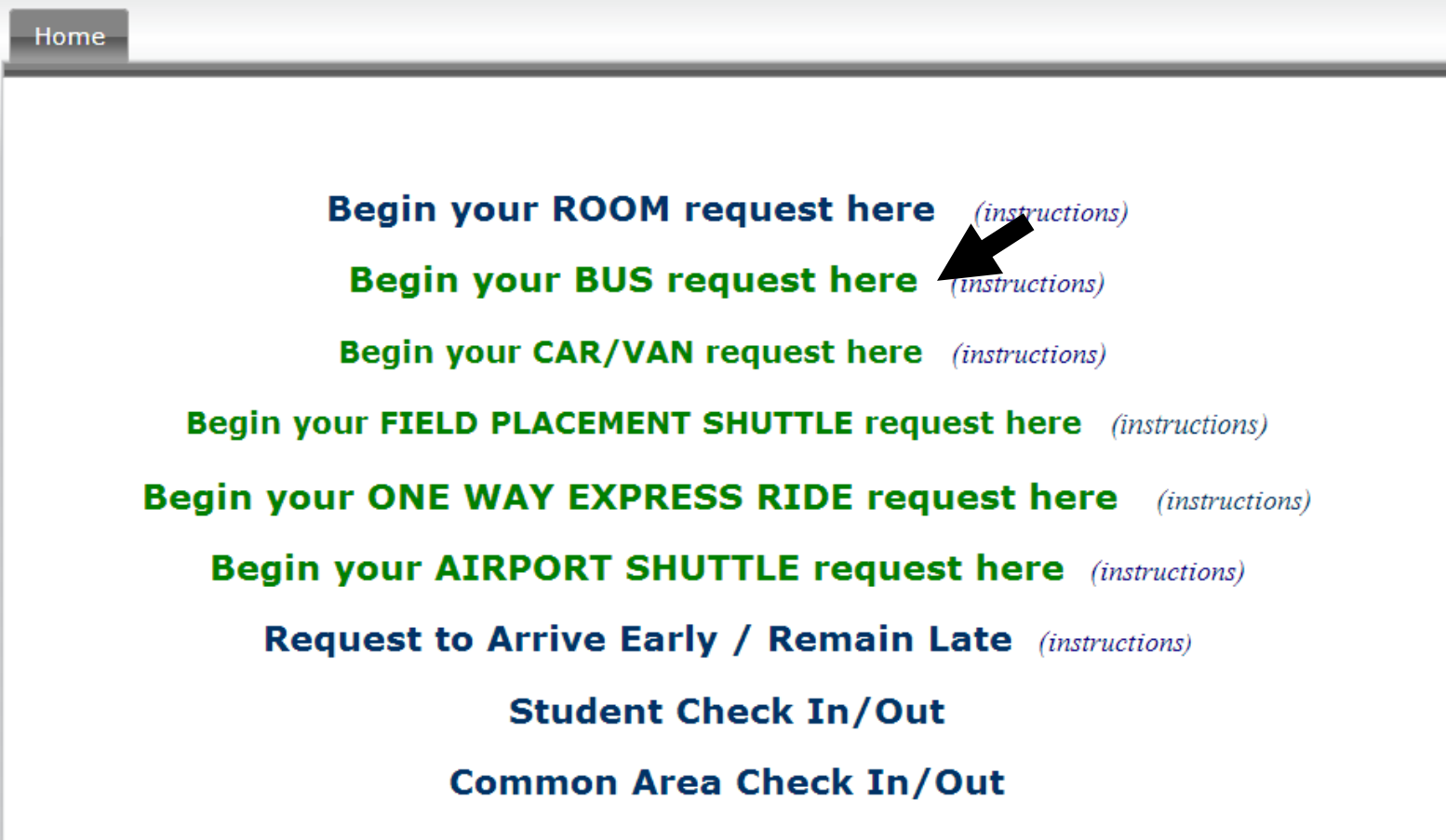
The screenshot shows the top navigation bar of the Hope College Reservations website. On the left is the Hope College logo. In the center are four small images: a garden, a group of people, a plate of food, and a bus. On the right, the word "Reservations" is displayed in a large font, with a list of services below it: "events * rooms * catering", "transportation * audio visual". Below this is a login instruction: "Please log in using your 1HOPE username (without the @hope.edu) and password Events & Conferences Office * 616.395.7222".

Below the navigation bar is a menu with three items: "Browse" (with a magnifying glass icon), "Reservations" (with a calendar icon), and "My Account" (with a person icon).

The main content area is titled "Login" and contains a form with two input fields. The first field is labeled "User Id: *" and contains the text "dumez". The second field is labeled "Password: *" and contains a series of dots. Below the password field is a "Login" button, which is highlighted by a large black arrow pointing to it from the left.

EMS Instructions for Transportation Requests

Select '*Begin your BUS request here*' or '*Begin your CAR/VAN request here*'



Home

Begin your ROOM request here *(instructions)*

Begin your BUS request here *(instructions)*

Begin your CAR/VAN request here *(instructions)*

Begin your FIELD PLACEMENT SHUTTLE request here *(instructions)*

Begin your ONE WAY EXPRESS RIDE request here *(instructions)*

Begin your AIRPORT SHUTTLE request here *(instructions)*

Request to Arrive Early / Remain Late *(instructions)*

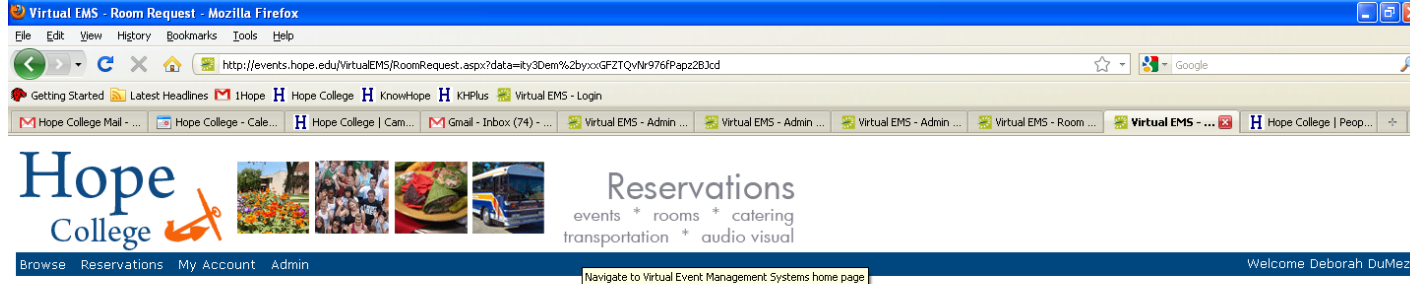
Student Check In/Out

Common Area Check In/Out

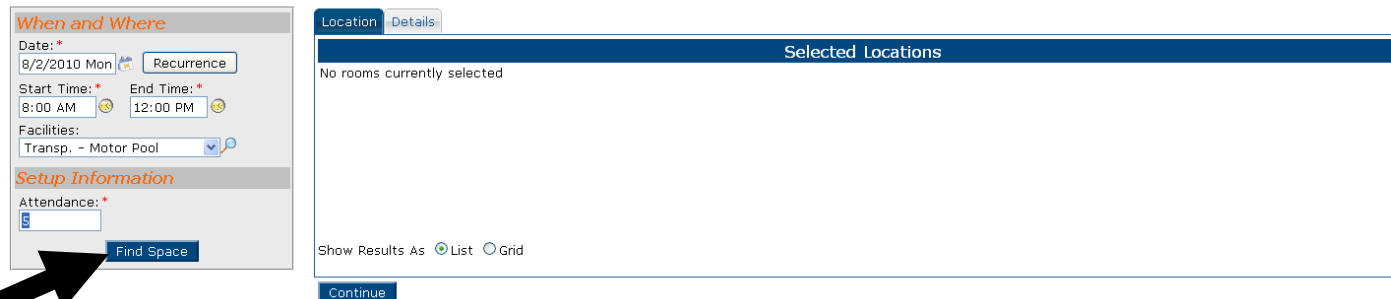
EMS Instructions for Transportation Requests

Complete left hand box (Select *Recurrence*, if you have more than one date for the same time) – Date, Times, Facilities = Transp. Motor Pool

Enter the number of passengers in *Attendance* and Select '*Find Space*'.

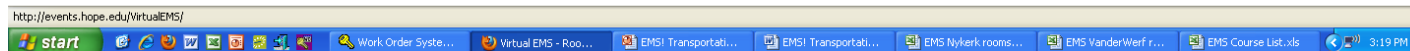


Please use this form for your vehicle(s) requests **48 Hours** in advance.
For all other requests please call the Transportation Office (ext. 7799).



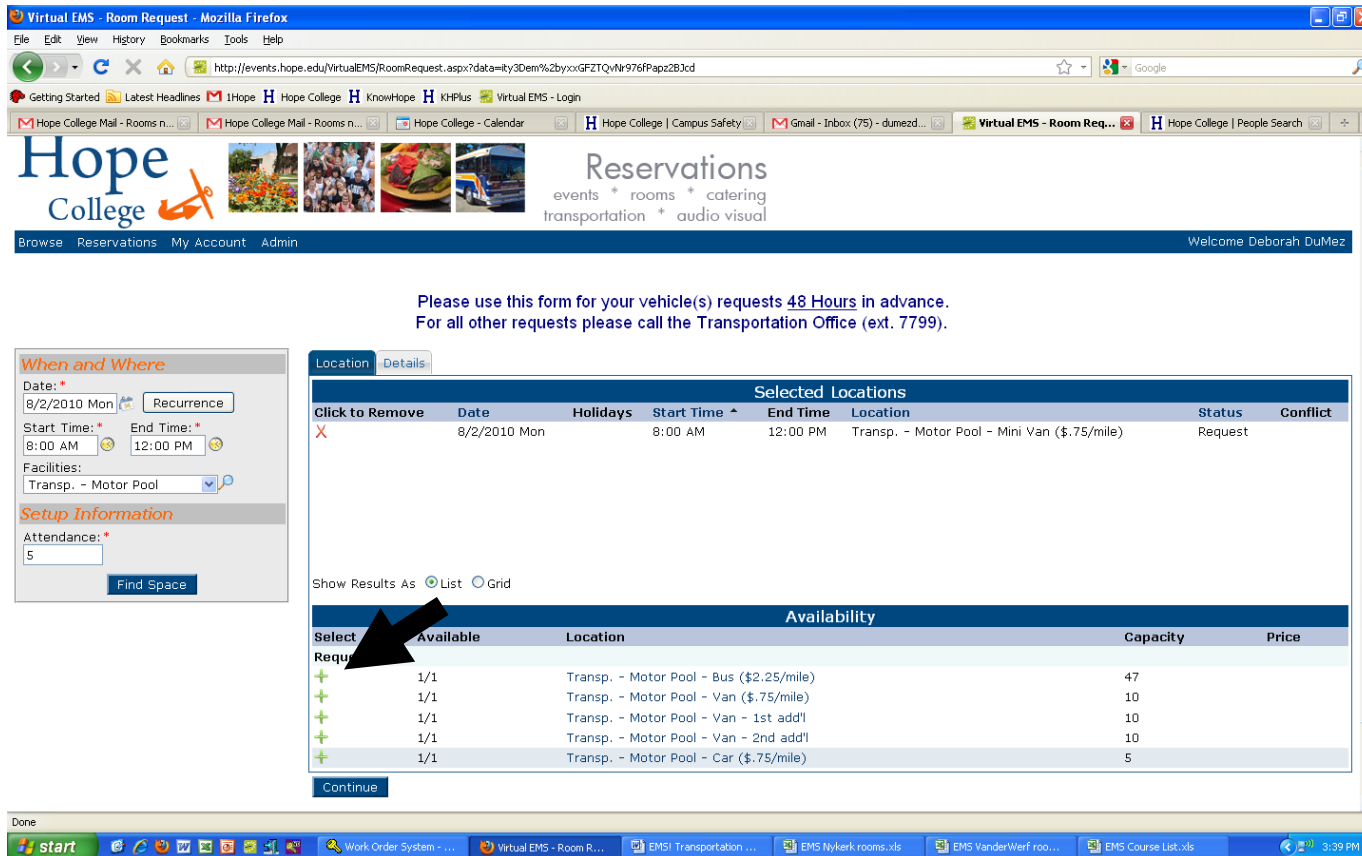
The screenshot shows the 'When and Where' and 'Setup Information' sections of the form. The 'When and Where' section includes fields for 'Date' (8/2/2010 Mon), 'Start Time' (8:00 AM), 'End Time' (12:00 PM), and 'Facilities' (Transp. - Motor Pool). The 'Setup Information' section includes an 'Attendance' field with the value '5' and a 'Find Space' button. A large black arrow points to the 'Find Space' button. The 'Selected Locations' section is currently empty, displaying 'No rooms currently selected'. Below this section are radio buttons for 'List' (selected) and 'Grid', and a 'Continue' button.

Powered by 



EMS Instructions for Transportation Requests

Select green + to select the desired vehicle(s)



Please use this form for your vehicle(s) requests 48 Hours in advance.
For all other requests please call the Transportation Office (ext. 7799).

When and Where

Date: 8/2/2010 Mon

Start Time: 8:00 AM

Facilities: Transp. - Motor Pool

Setup Information

Attendance: 5

Location Details

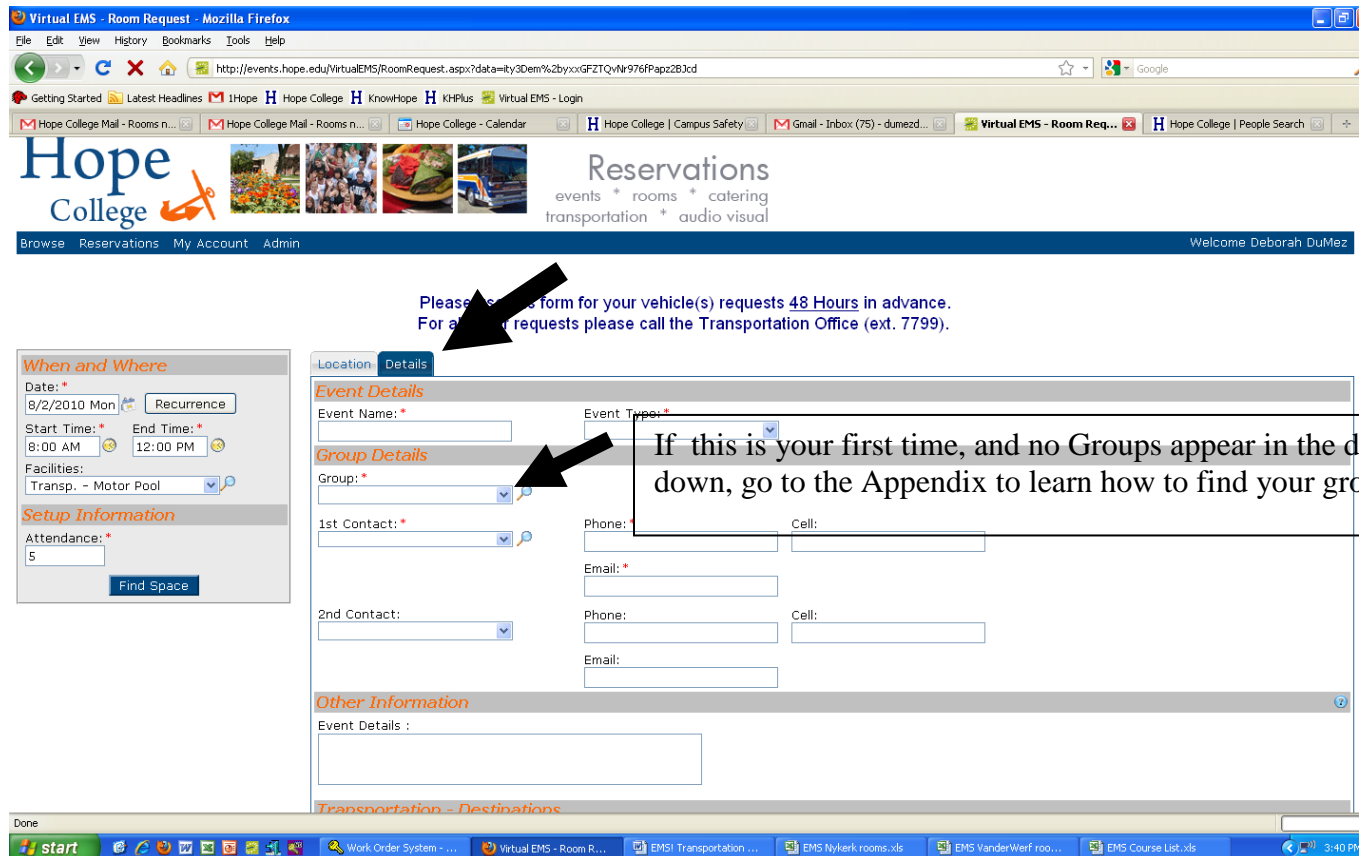
Click to Remove	Date	Holidays	Start Time	End Time	Location	Status	Conflict
X	8/2/2010 Mon		8:00 AM	12:00 PM	Transp. - Motor Pool - Mini Van (\$.75/mile)	Request	

Show Results As List Grid

Select	Available	Location	Capacity	Price
<input type="checkbox"/>	1/1	Transp. - Motor Pool - Bus (\$2.25/mile)	47	
<input type="checkbox"/>	1/1	Transp. - Motor Pool - Van (\$.75/mile)	10	
<input type="checkbox"/>	1/1	Transp. - Motor Pool - Van - 1st add'l	10	
<input type="checkbox"/>	1/1	Transp. - Motor Pool - Van - 2nd add'l	10	
<input type="checkbox"/>	1/1	Transp. - Motor Pool - Car (\$.75/mile)	5	

EMS Instructions for Transportation Requests

Select '*Details*' & complete all required fields (noted with an *)



Virtual EMS - Room Request - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://events.hope.edu/VirtualEMS/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQwNr976fPapz2B3cd

Getting Started Latest Headlines Hope Hope College KnowHope KHPlus Virtual EMS - Login

Hope College Mail - Rooms n... Hope College Mail - Rooms n... Hope College - Calendar Hope College | Campus Safety Gmail - Inbox (75) - dunezd... Virtual EMS - Room Req... Hope College | People Search

Hope College Reservations events * rooms * catering transportation * audio visual

Welcome Deborah DuMez

Please complete this form for your vehicle(s) requests 48 Hours in advance.
For all other requests please call the Transportation Office (ext. 7799).

Location Details

When and Where

Date: *
8/2/2010 Mon Recurrence

Start Time: * 8:00 AM End Time: * 12:00 PM

Facilities:
Transp. - Motor Pool

Setup Information

Attendance: *
5

Find Space

Event Details

Event Name: * Event Type: *

Group Details

Group: *

1st Contact: * Phone: Cell:

2nd Contact: * Phone: Cell:

Email: *

Other Information

Event Details :

Transportation - Destinations

Done

start Work Order System - ... Virtual EMS - Room R... EMS! Transportation ... EMS Nykerk rooms.xls EMS VanderWerf roo... EMS Course List.xls 3:40 PM

If this is your first time, and no Groups appear in the drop-down, go to the Appendix to learn how to find your group

EMS Instructions for Transportation Requests

Enter or verify your Fund-Account and then select '*Submit*'

Billing Information

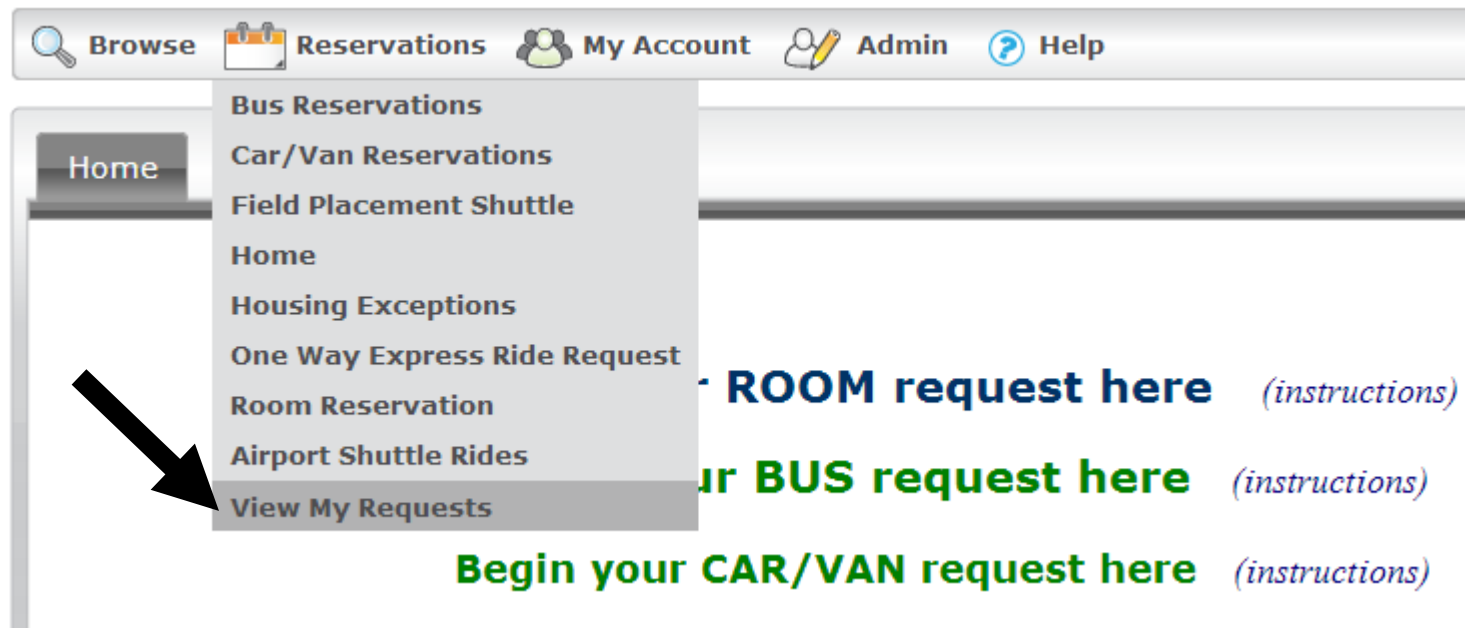
Fund-Account: *



You will receive an email confirming your request.


How to View or Cancel an Existing Reservation


Select the *Reservations* menu and *View My Requests*





A list of your current requests displays


Click on the *Name* to open the details

 [Browse](#)

 [Reservations](#)

 [My Account](#)

 [Admin](#)

 [Help](#)
Welcome

Current

Historical

Calendar

Reservation Id:
Event Name:

 Show

Reservations

ID	NAME	GROUP	FIRST BOOKING	LAST BOOKING	STATUS	LOCATION
62978	DHS ride	Hope College Student (for Housing or Transp. only)	9/10/2010 Fri	9/10/2010 Fri	Holland Northside TO	Transp. - Off Campus - Express Ride 1
62950	Great Lakes Elem ride	Hope College Student (for Housing or Transp. only)	9/10/2010 Fri	12/3/2010 Fri	Holland Northside TO	Multiple
62951	Great Lakes Elem ride	Hope College Student (for Housing or Transp. only)	9/10/2010 Fri	12/10/2010 Fri	Holland Northside FROM	Multiple

EMS Instructions for Transportation Requests

The available actions appear on the right and next to each line

Reservation Details
Additional Information
Attachments

Back to My Requests

Reservation Id	144582
Event Name	DEB this is a test of the new form
Event Type	Transportation
Fund-Account	18150
Group Name	CIT
1st Contact Name	Deb DuMez
Phone	7670
2nd Contact Name	
Phone	

Add Booking

Cancel Bookings

Cancel All Bookings

View Reservation Summary

Add booking to personal calendar

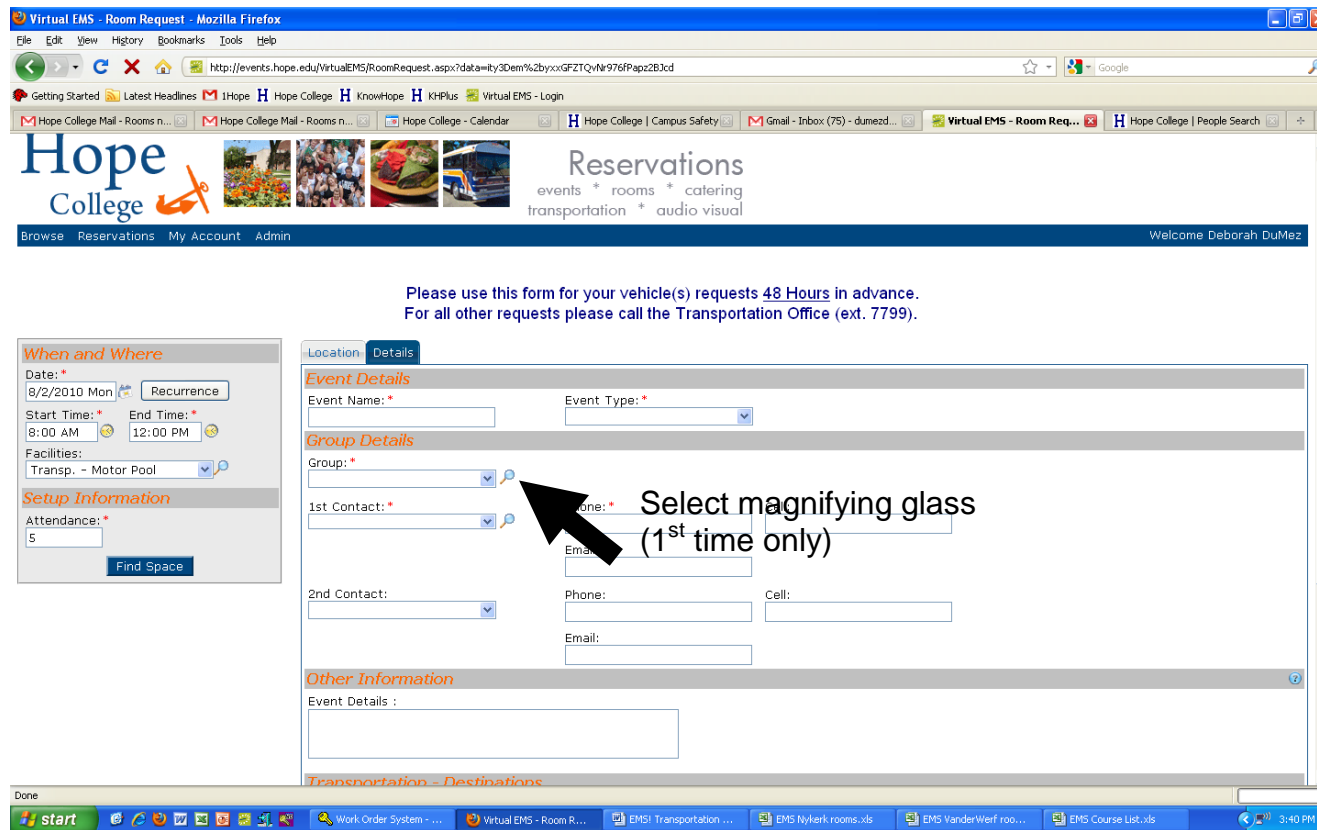
Booking Tools

All
Current
Historical

Bookings

ACTIONS	SERVICES	DATE ▲	TIME	TITLE	LOCATION	STATUS	SETUP
<div style="border: 1px solid black; border-radius: 50%; padding: 2px; display: inline-block;"> ✖ ✍ + 🔍 </div>		8/19/2014 Tue	8:00 AM - 9:00 AM	DEB this is a test of the new form	Bus A (\$2.25/mile)	Web Request - Transportation	(none) (22)

APPENDIX – Making your Group(s) available



Virtual EMS - Room Request - Mozilla Firefox

http://events.hope.edu/VirtualEMS/RoomRequest.aspx?data=ky3Dem%2byxxGFZTQvNr976FPapz2E3cd

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Hope College Reservations
events * rooms * catering
transportation * audio visual

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When and Where

Date: * 8/2/2010 Mon Recurrence
Start Time: * 8:00 AM End Time: * 12:00 PM
Facilities:
Transp. - Motor Pool

Setup Information

Attendance: * 5
Find Space

Event Details

Event Name: * Event Type: *

Group Details

Group: *
1st Contact: *
2nd Contact: *
Phone: * Cell: *
Email: *

Other Information

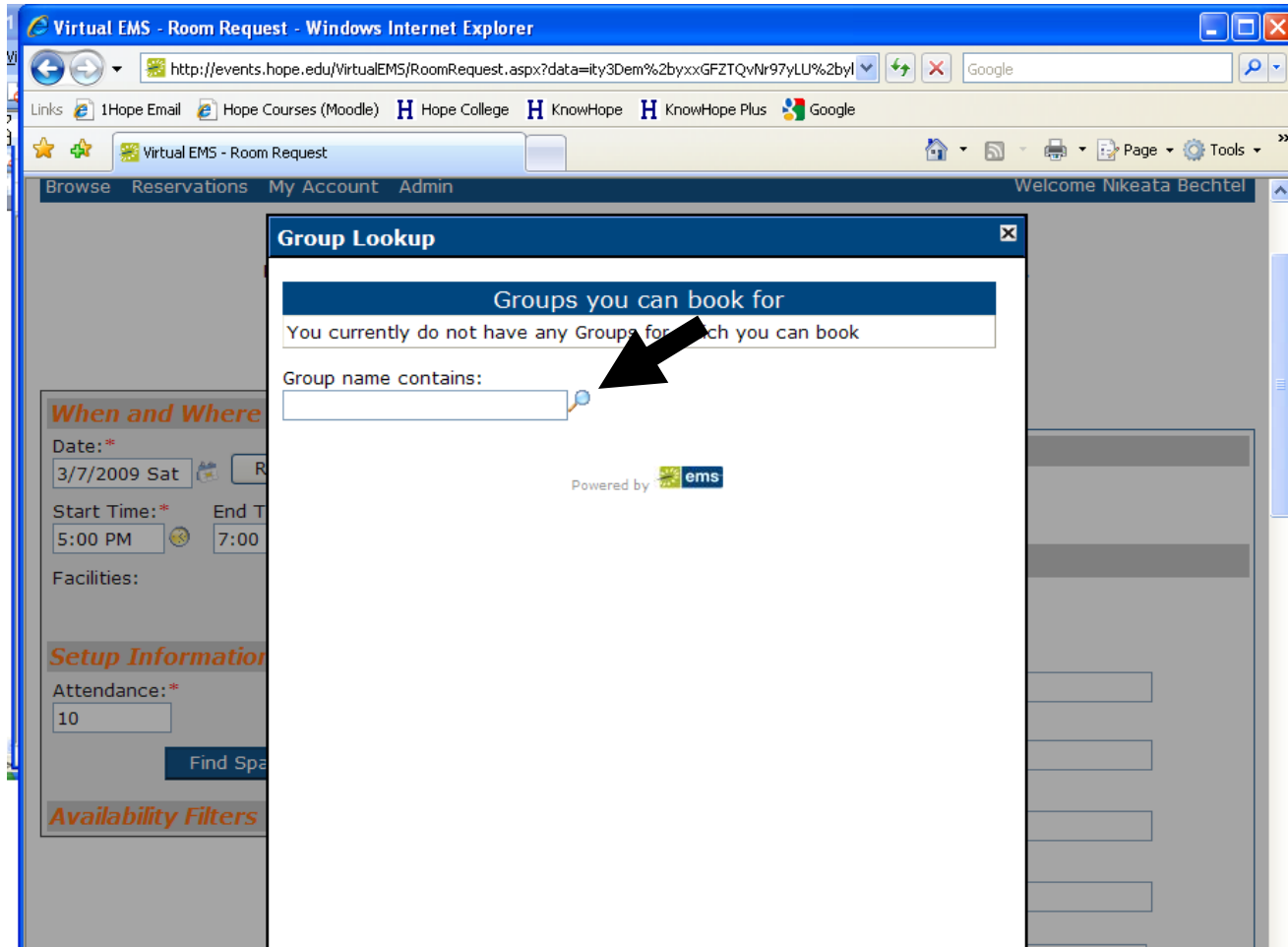
Event Details :
Transportation - Destinations

Done

start Work Order System - ... Virtual EMS - Room R... EMSI Transportation ... EMS Nykerk rooms.xls EMS VanderWerf roo... EMS Course List.xls 3:40 PM

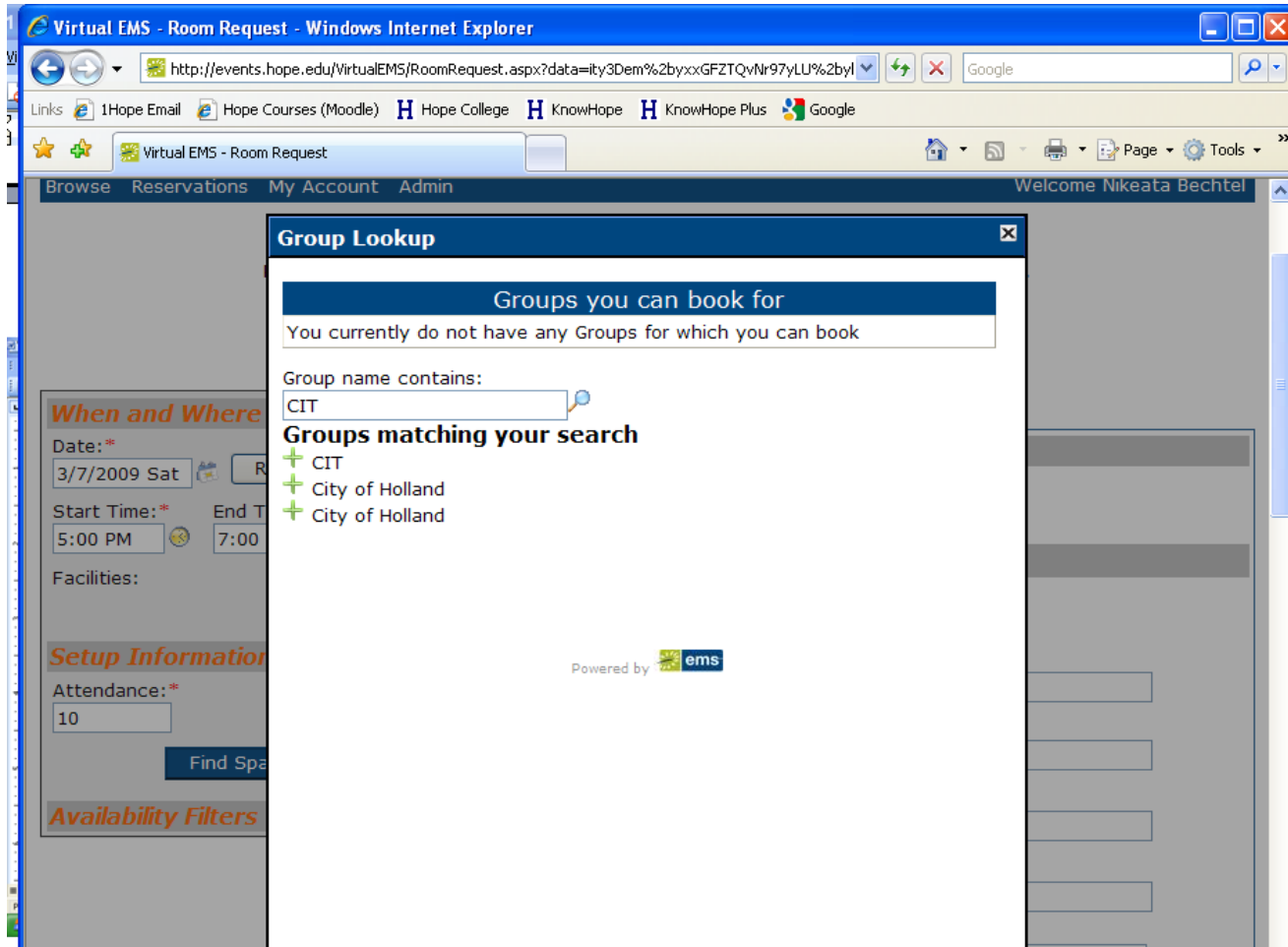
EMS Instructions for Transportation Requests

Type in department name & select magnifying glass



EMS Instructions for Transportation Requests

Select the green **+** next to the desired group name



EMS Instructions for Transportation Requests

Your group has been added to the available groups. Select the 'X' to close the window

