

# EMS Kiosk

## User's Manual





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# Preface

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Welcome to the *EMS Kiosk User's Manual*. The purpose of the *EMS Kiosk User's Manual* is to answer your questions and guide you through the procedures necessary to use the EMS Kiosk application efficiently and effectively.

## Using the manual

You will find the *EMS Kiosk User's Manual* easy to use. You can simply look up the topic that you need in the table of contents. Later, in this Preface, you will find a brief discussion of each chapter to further assist you in locating the information that you need.

## Special information about the manual

The *EMS Kiosk User's Manual* has a dual purpose design. It can be distributed electronically and then printed on an as-needed basis, or it can be viewed online in its fully interactive capacity. If you print the document, for best results, it is recommended that you print it on a duplex printer; however, single-sided printing will also work. If you view the document online, a standard set of bookmarks appears in a frame on the left side of the document window for navigation through the document. For better viewing, decrease the size of the bookmark frame and use the magnification box to increase the magnification of the document to your viewing preference.



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*If you do print the document using a single-sided printer, you might see a single blank page at the end of some chapters. This blank page has been added solely to ensure that the next chapter begins on an odd-numbered page. This blank page in no way indicates that your book is missing information.*

## Conventions used in the manual

The *EMS Kiosk User's Manual* uses the following conventions:

- The EMS Kiosk is highly configurable. Therefore, the features that are described in this manual might be different than the features that are observed for your organization's implementation of the kiosk.
- Information that can vary in a command—variable information—is indicated by alphanumeric characters enclosed in angle brackets; for example, <Location>. Do not type the angle brackets when you specify the variable information.
- A new term, or term that must be emphasized for clarity of procedures, is *italicized*.

- Page numbering is “online friendly.” Pages are numbered from 1 to x, *starting with the cover* and ending on the last page of the manual.



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*Although numbering begins on the cover page, this number is not visible on the cover page or front matter pages. Page numbers are visible beginning with the first page of the table of contents.*

- This manual is intended for both print and online viewing.
  - If information appears in [blue](#), it is a hyperlink. Table of Contents entries are also hyperlinks. Click the hyperlink to advance to the referenced information.

## Assumptions for the manual

The *EMS Kiosk User's Manual* assumes that:

- You are familiar with web-based applications and basic web functions and navigational elements.

## Organization of the manual

In addition to this Preface, the *EMS Kiosk User's Manual* contains the following chapters:

- [Chapter 1, “Getting Started with EMS Kiosk,” on page 9](#) explains how to start the EMS Kiosk application and the typical default page display.
- [Chapter 2, “Today's Events Page,” on page 13](#) details the Today's Events page, which typically is the default page (that page that opens first) when you start the EMS Kiosk.
- [Chapter 3, “Locate a Person Page,” on page 17](#) details the Locate a Person page, which provides a search feature for locating a person who has reservations scheduled for today.
- [Chapter 4, “Locate Space Page,” on page 21](#) details the Locate Space page, which provides a broad perspective of all the available/unavailable space in the building.
- [Chapter 5, “My Reservations Page,” on page 25](#) details the My Reservations page, which provides a search feature for locating all *your* reservations for today. You might also be able to check yourself into/out of a building from this page, cancel a current reservation from this page, and/or end a reservation early from this page.
- [Chapter 6, “Make a Reservation Page,” on page 31](#) details the Make a Reservation page, which you use to make your own reservations for today.
- [Chapter 7, “Information Page,” on page 37](#) details the Information page, which displays links to additional information that your organization has made available to EMS Kiosk users.



# Chapter 1

## Getting Started with EMS Kiosk

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The EMS Kiosk is an optional module for EMS. You can use the kiosk to view the today's events, make a reservation for yourself, view your existing reservations, locate a person who has reservations for today, and, if enabled, check yourself into and out of a building.

This chapter covers the following topics:

- [“Getting Started with the EMS Kiosk” on page 11.](#)

## Chapter 1

### Getting Started with EMS Kiosk

# Getting Started with the EMS Kiosk

The EMS Kiosk is a touchscreen application. Typically, the default page for the application is the Today's Events page. This page lists all of the events that are scheduled for today.

Figure 1-1: Starting the EMS Kiosk

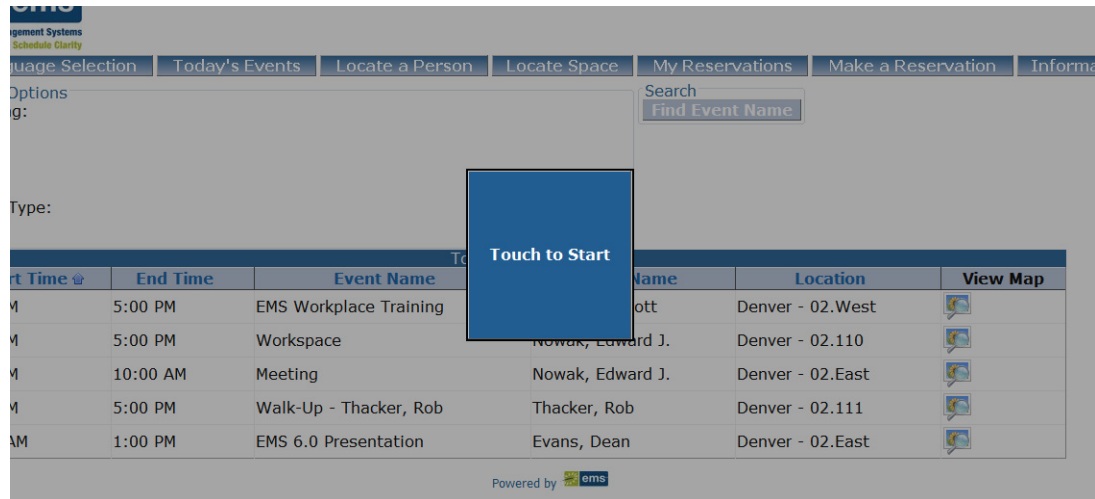
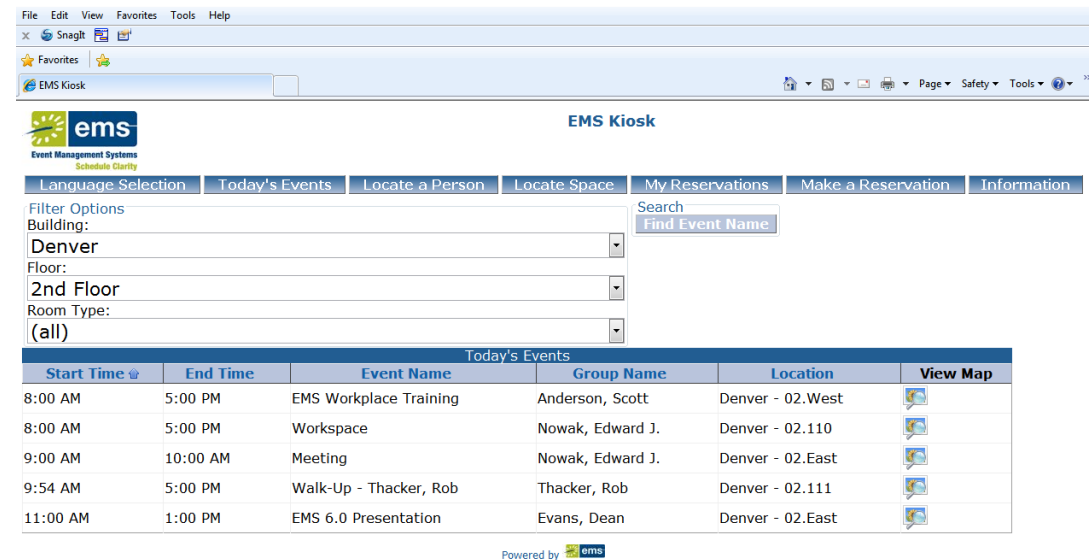


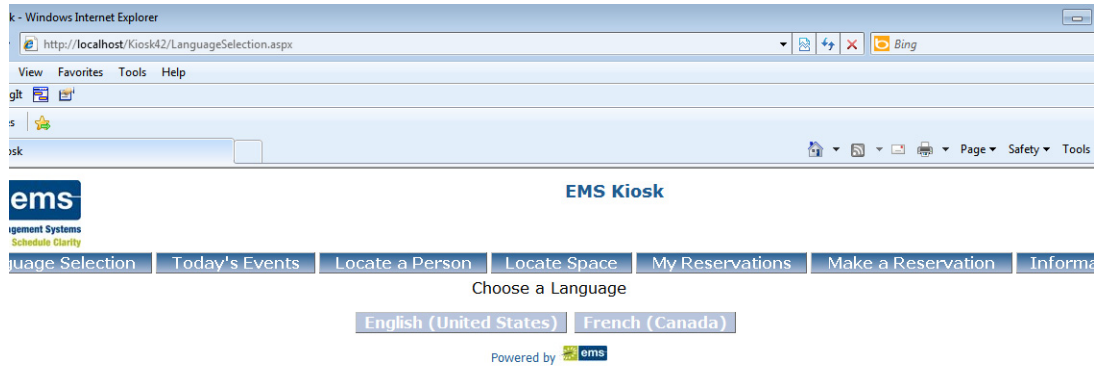
Figure 1-2: Today's Events page



Up to seven options might be available for the EMS Kiosk:

- **Language Selection**—You can use the options on the Language Selection to change the display language for all the pages in the EMS Kiosk. If you need to change the display language for the EMS Kiosk before you use it, open the Language Selection page first, and select the appropriate display language.

*Figure 1-3: EMS Kiosk Language Selection page*



- **Today's Events**—The Today's Events page lists all the events that are currently scheduled for today. Typically, the Today's Events page is the default page (the page that opens first) when you start the EMS Kiosk. See [Chapter 2, "Today's Events Page," on page 13](#).
- **Locate a Person**—The Locate a Person page provides a search feature for locating a person who has reservations scheduled for today. See [Chapter 3, "Locate a Person Page," on page 17](#).
- **Locate Space**—The Locate Space page provides a broad perspective of all the available/unavailable space in the building. See [Chapter 4, "Locate Space Page," on page 21](#).
- **My Reservations**—The My Reservations page provides a search feature for locating all *your* reservations for today. See [Chapter 5, "My Reservations Page," on page 25](#).
- **Make a Reservation**—The Make a Reservation page provides the necessary functions for making a reservation for yourself. See [Chapter 6, "Make a Reservation Page," on page 31](#).
- **Information**—The Information page provides links to information that your organization has made available to EMS Kiosk users. See [Chapter 7, "Information Page," on page 37](#).

# Chapter 2

## Today's Events Page

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The Today's Events page lists all the events that are currently scheduled for today. Typically, the Today's Events page is the default page (the page that opens first) when you start EMS. You can also search for specific events (reservations) for today, and view a map of a building in which an event is scheduled from this page.

This chapter covers the following topics:

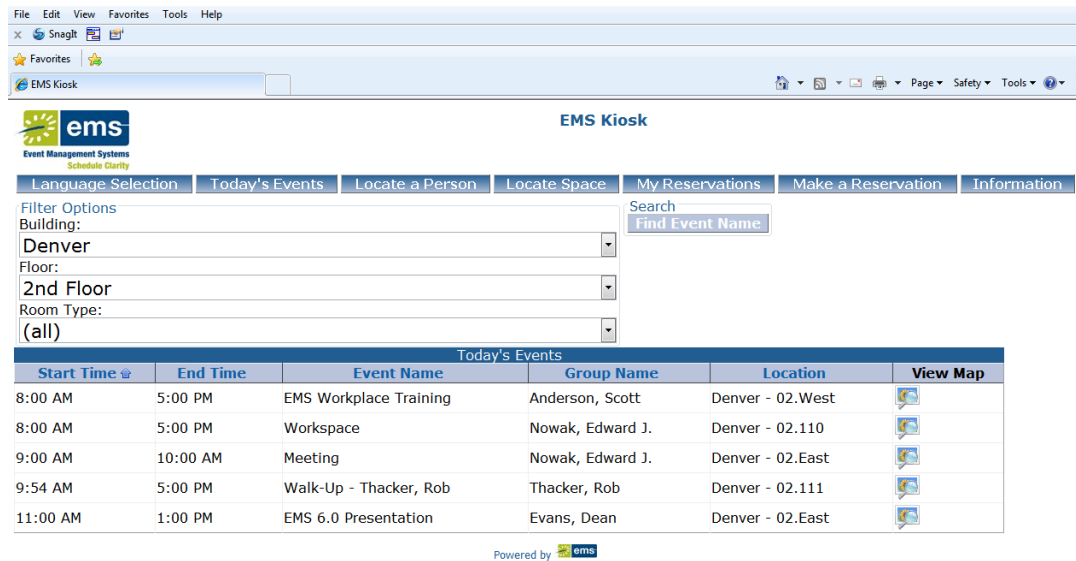
- [“Working with the Today's Event page” on page 15.](#)



## Working with the Today's Event page

The Today's Events page lists *all* the events that are scheduled for today. Typically, the Today's Events page is the default page (the page that opens first) when you start EMS.

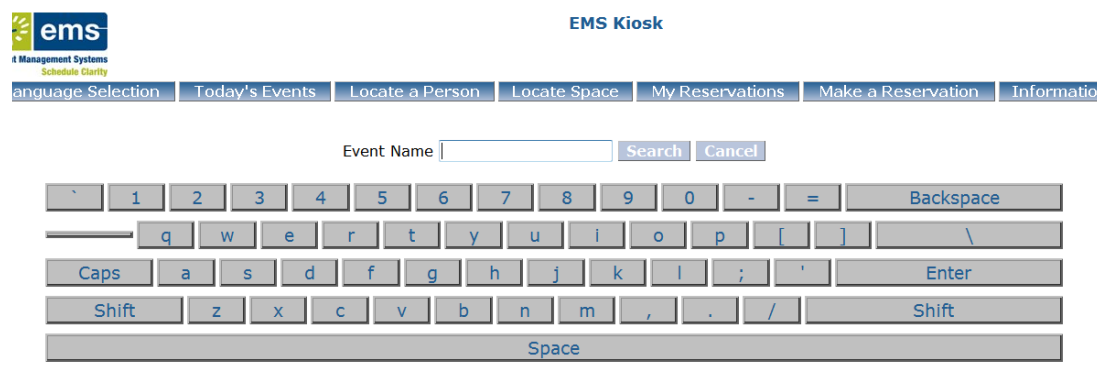
Figure 2-1: Today's Events page



The following options are available on this page:

- To scroll the list of today's scheduled events, use the Scroll Up and Scroll Down arrows at the bottom right side of the page.
- To filter the list of the today's scheduled events, select one or more filter options (Building, Floor, and/or Room Type). The display is dynamically updated as you select the filters.
- To search for a specific event, click Find Event Name to open the Event Search page.

Figure 2-2: Event Search page



Enter your search criteria in the Event Name field, and then click Search. You return to the Today's Events page with the list of events that meet your search criteria displayed on the page.

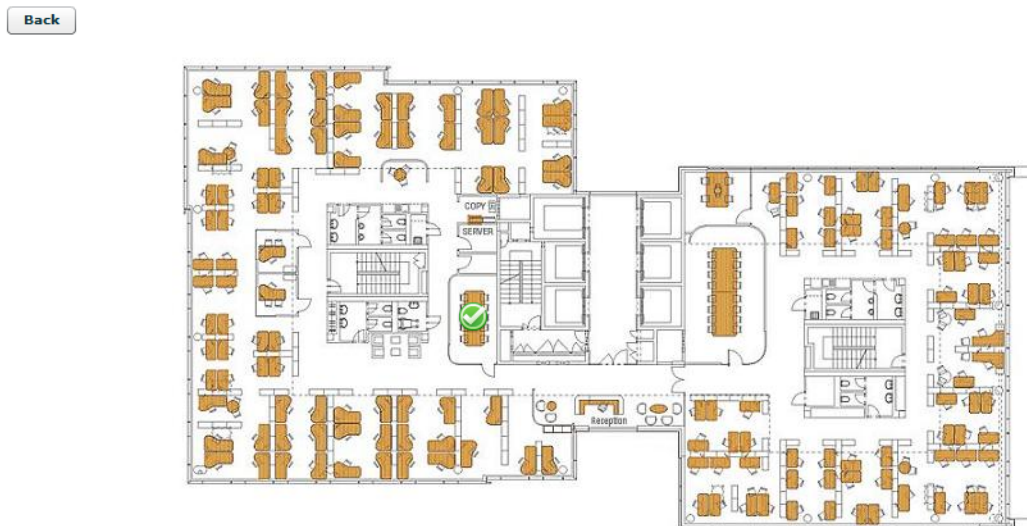


*The search is limited to the exact order of the characters in the string but the string can be found anywhere in the search results and it is not case-sensitive. For example, a search string of “work” returns both EMS **Work**place Training and **Work**space as event names.*

After you have carried out a search, you can click the Cancel icon **X** that is displayed next to the Search Value on the Today's Events page to return to the default display (all of today's scheduled and/or cancelled events) for the page.

- To view a floor map that shows the location of the scheduled event, click the View Map icon for the event.

**Figure 2-3:** Example of a building floor map for a scheduled event



To return to the Today's Event page after viewing a floor map, click Back, which is displayed in the upper left hand corner of the Floor Map page.



# Chapter 3

## Locate a Person Page

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You use the Locate a Person page to search for a person who has reservations scheduled for today.

This chapter covers the following topics:

- [“Working with the Locate a Person page” on page 19.](#)



# Working with the Locate a Person page

The Locate a Person page provides a search feature for locating a person who has reservations scheduled for today. The page displays all of today's reservations for the selected person. You might also be able to view the person's status (checked into a building/checked out of a building) on this page.

1. Click Locate a Person.

A page opens with options for searching for a group/person.

Figure 3-1: Group/Person Search page

1. In the Group field, enter your search criteria, and then click Search.

A list of all groups/people that meet your search criteria is displayed.



*The search is limited to the exact order of the characters in the string but the string can be found anywhere in the search results and it is not case-sensitive. For example, a search string of "ed" returns both Anderson, Scott and Phillips, **D**ean.*

Figure 3-2: Example of search results for a group/person

Select	Group Name
	Anderson, Scott
	Dean Phillips
	Evans, Dean

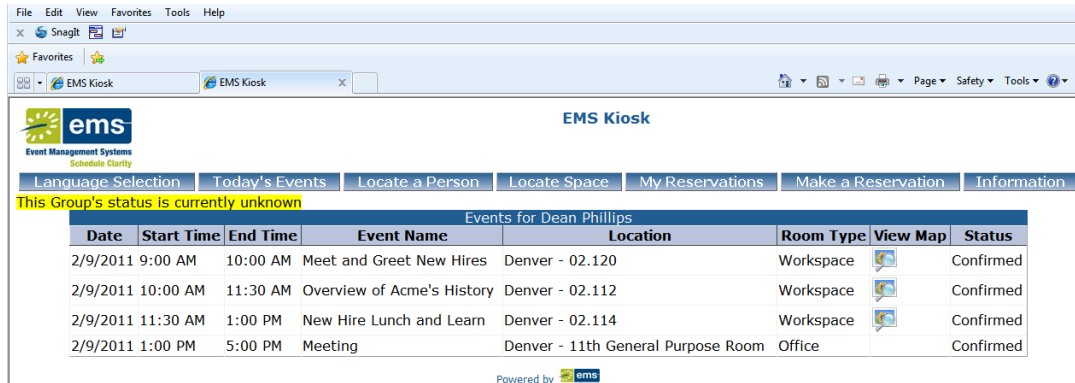
## Chapter 3

### Locate a Person Page




- Click the Group icon  next to the appropriate group/person in the search results.


The Locate a Person page displays all of today's reservations for the selected group/person. This page might also display the group's/person's status (checked into a building/checked out of a building).


*Figure 3-3: Locate a Person page displaying today's reservations for a selected group/person*



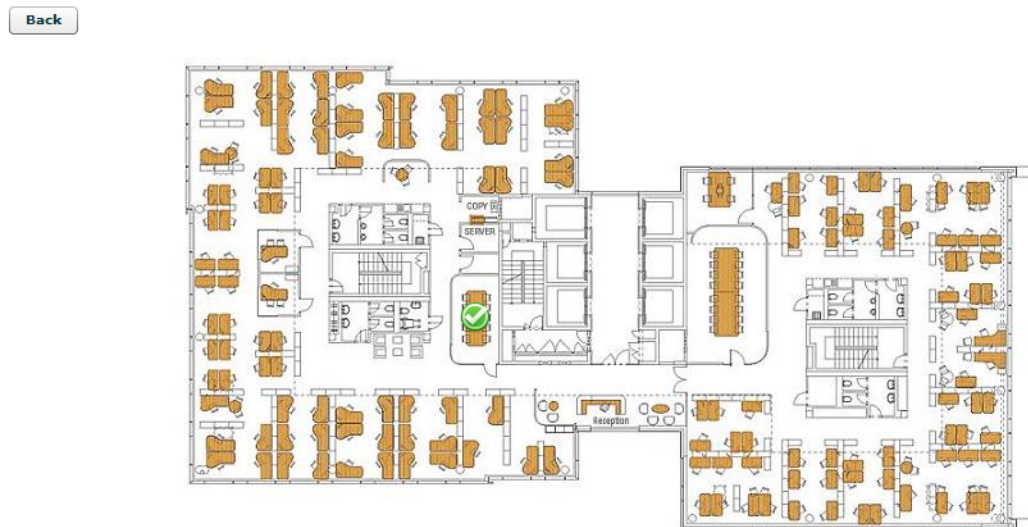
The screenshot shows the EMS Kiosk interface. At the top, there's a navigation bar with links: Language Selection, Today's Events, Locate a Person, Locate Space, My Reservations, Make a Reservation, and Information. Below this, a yellow banner states "This Group's status is currently unknown". The main content area displays a table titled "Events for Dean Phillips".

Date	Start Time	End Time	Event Name	Location	Room Type	View Map	Status
2/9/2011	9:00 AM	10:00 AM	Meet and Greet New Hires	Denver - 02.120	Workspace		Confirmed
2/9/2011	10:00 AM	11:30 AM	Overview of Acme's History	Denver - 02.112	Workspace		Confirmed
2/9/2011	11:30 AM	1:00 PM	New Hire Lunch and Learn	Denver - 02.114	Workspace		Confirmed
2/9/2011	1:00 PM	5:00 PM	Meeting	Denver - 11th General Purpose Room	Office		Confirmed

Powered by 

- Optionally, to view a floor map of a building in which an event for the selected group/person is scheduled, click the View Map icon  for the event.

*Figure 3-4: Example of a building floor map for a scheduled event*



- To return to the Today's Event page after viewing a floor map, click Back, which is displayed in the upper left hand corner of the Floor Map page.

# Chapter 4

## Locate Space Page

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The Locate Space page provides a broad perspective of all the available/unavailable space in the buildings in which today's events are scheduled.

This chapter covers the following topics:

- [“Working with the Locate Space page” on page 23.](#)



## Working with the Locate Space page

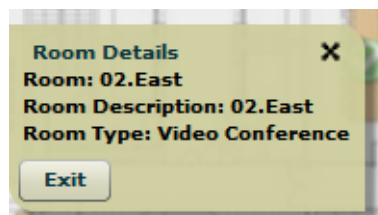
The Locate Space page provides a broad perspective of all the available/unavailable space in the buildings in which today's events are scheduled.

*Figure 4-1: Locate Space page*



After you open a floor map, you can click on any Available Room icon (which is typically a green icon) or an Unavailable Room icon (which is typically a red icon) on the map to view information about the room and the event.

*Figure 4-2: Viewing information about an available room*



To return to the *Today's Event* page after viewing a floor map, click Home, which is displayed in the upper left hand corner of the Floor Map page.





# Chapter 5

## My Reservations Page

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The My Reservations page provides a search feature for locating all your reservations for today. You might also be able to check yourself into/out of a building from this page, cancel a current reservation from this page, and/or end a reservation early from this page.

This chapter covers the following topics:

- [“Working with the My Reservations page” on page 27.](#)



# Working with the My Reservations page

The My Reservations page displays all your reservations for today. You might also be able to check yourself into/out of a building from this page, cancel a current reservation from this page, and/or end a reservation early from this page.



*The following procedure is written from the perspective of a group search; however, depending on how your EMS Kiosk is configured, you might be required to enter a personnel number/employee ID number for your search criteria.*

1. Click My Reservations.

A page opens with options for searching for a group/person.

Figure 5-1: Group/Person Search page

1. In the Group field, enter your search criteria, and then click Search.


A list of all groups/people that meet your search criteria is displayed.



*The search is limited to the exact order of the characters in the string but the string can be found anywhere in the search results and it is not case-sensitive. For example, a search string of “ed” returns both Anderson, Scott and Evans, **Dean**.*

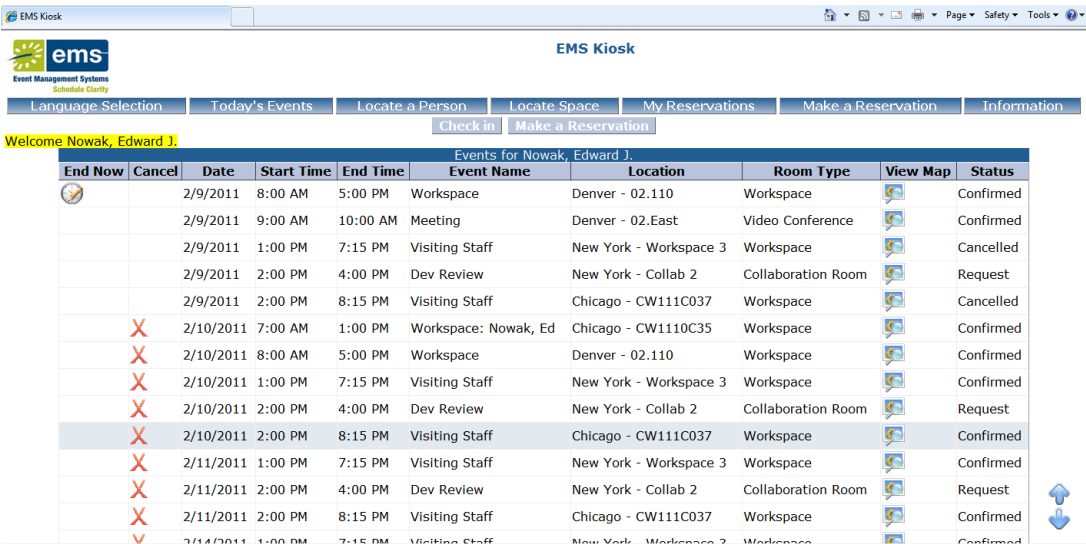
Figure 5-2: Example of search results for a group/person

























Schedule Clarity	
Language Selection	
Today's Events	
Locate a Person	
Locate Space	
Groups	
Select	Group Name
	Nowak, Edward J.

2. Click the Group icon  next to the entry for you in the search results.

The My Reservations page displays all your reservations for today.

Figure 5-3: My Reservations page displaying today's reservations for you



End Now	Cancel	Date	Start Time	End Time	Event Name	Location	Room Type	View Map	Status
		2/9/2011	8:00 AM	5:00 PM	Workspace	Denver - 02.110	Workspace		Confirmed
		2/9/2011	9:00 AM	10:00 AM	Meeting	Denver - 02.East	Video Conference		Confirmed
		2/9/2011	1:00 PM	7:15 PM	Visiting Staff	New York - Workspace 3	Workspace		Cancelled
		2/9/2011	2:00 PM	4:00 PM	Dev Review	New York - Collab 2	Collaboration Room		Request
		2/9/2011	2:00 PM	8:15 PM	Visiting Staff	Chicago - CW111C037	Workspace		Cancelled
		2/10/2011	7:00 AM	1:00 PM	Workspace: Nowak, Ed	Chicago - CW1110C35	Workspace		Confirmed
		2/10/2011	8:00 AM	5:00 PM	Workspace	Denver - 02.110	Workspace		Confirmed
		2/10/2011	1:00 PM	7:15 PM	Visiting Staff	New York - Workspace 3	Workspace		Confirmed
		2/10/2011	2:00 PM	4:00 PM	Dev Review	New York - Collab 2	Collaboration Room		Request
		2/10/2011	2:00 PM	8:15 PM	Visiting Staff	Chicago - CW111C037	Workspace		Confirmed
		2/11/2011	1:00 PM	7:15 PM	Visiting Staff	New York - Workspace 3	Workspace		Confirmed
		2/11/2011	2:00 PM	4:00 PM	Dev Review	New York - Collab 2	Collaboration Room		Request
		2/11/2011	2:00 PM	8:15 PM	Visiting Staff	Chicago - CW111C037	Workspace		Confirmed
		2/11/2011	1:00 PM	7:15 PM	Visiting Staff	New York - Workspace 3	Workspace		Confirmed

The following options are available on this page:




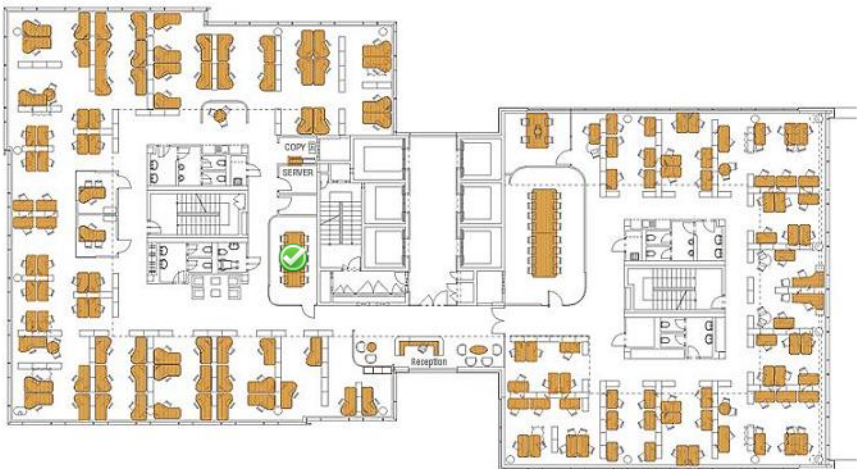
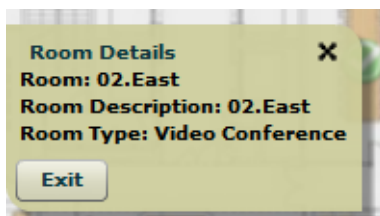
- To scroll the list of today's scheduled events, use the Scroll Up  and Scroll Down  arrows at the bottom right side of the page.
  - To make a reservation for yourself, click Make Reservation. See [Chapter 6, "Make a Reservation Page,"](#) on page 31.
3. To view to view a floor map of a building in which you have a scheduled event, click the View Map icon  for the event.

Figure 5-4: Example of a building floor map for a scheduled event





After you open a floor map, you can click on the Available Room icon (which is typically a green icon) to view information about the room.

*Figure 5-5: Viewing information about an available room*



To return to the My Reservations page after viewing a floor map, click Back, which is displayed in the upper left hand corner of the Floor Map page.

The following options might also be available on this page:

- To check yourself into/out of a building, click Check in/Check out at the top of the page.
- To end an in-progress event early, click the End Now  icon for the event.
- To cancel an event if you are not going to use the reserved space for the event, click the Cancel icon  for the event.



# Chapter 6

## Make a Reservation Page

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You use the Make a Reservation page to make your own reservations for today.

This chapter covers the following topics:

- [“Working with the Make a Reservation page” on page 33.](#)





# Working with the Make a Reservation page

You use the Make a Reservation page to make your own reservations for today.

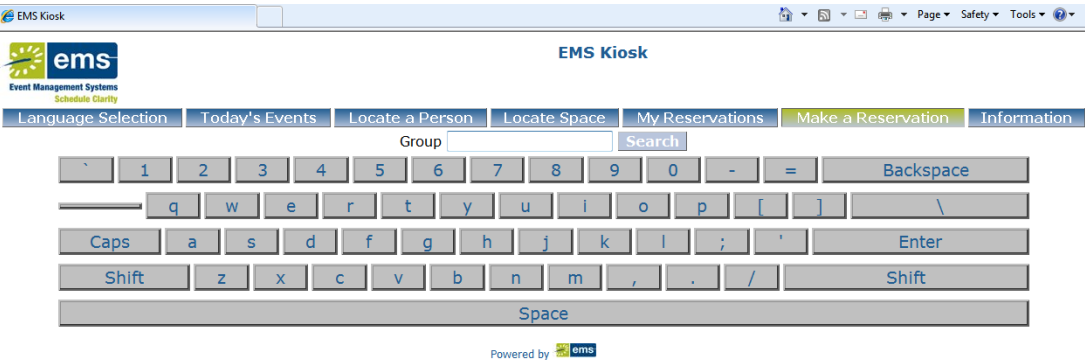


*The following procedure is written from the perspective of a group search; however, depending on how your EMS Kiosk is configured, you might be required to enter a personnel number/employee ID number for your search criteria.*

- 1. Click Make a Reservation.

A page opens with options for searching for a group/person.

Figure 6-1: Group/Person Search page



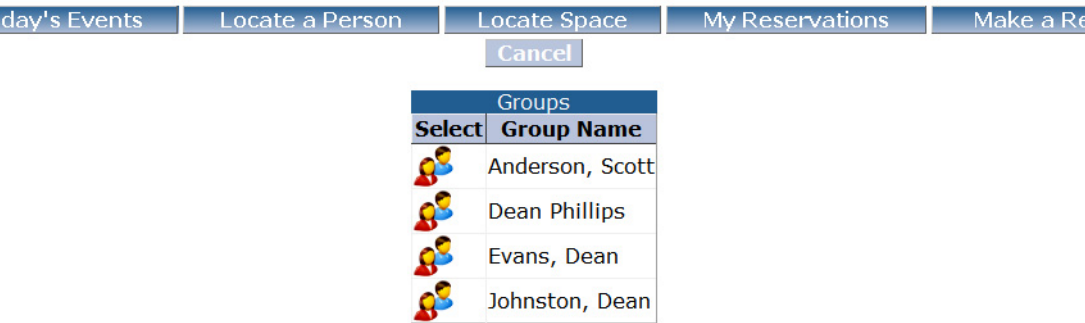
- 1. In the Group field, enter your search criteria, and then click Search.

A list of all groups/people that meet your search criteria is displayed.




*The search is limited to the exact order of the characters in the string but the string can be found anywhere in the search results and it is not case-sensitive. For example, a search string of “ed” returns both Anderson, Scott and Evans, **Dean**.*

Figure 6-2: Example of search results for a group/person



## Chapter 6

### Make a Reservation Page

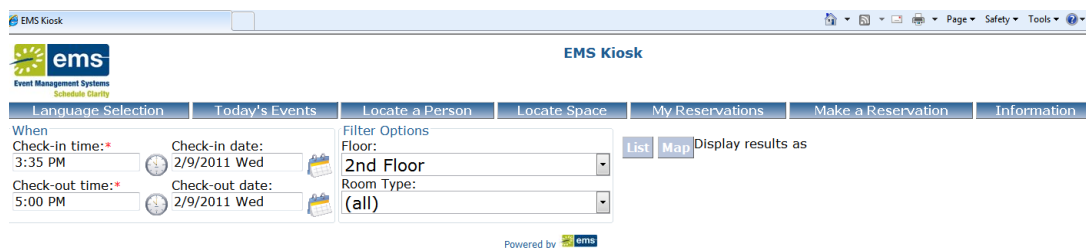
- Click the Group icon  next to the entry for you in the search results.

The Make a Reservation opens. Required fields are marked with a red asterisk (\*). The Check-in time field is set by default to the current time. The Check-out time is set by default to 5:00 pm. The Check-in and Check-out dates are set by default to today's date.



*Based on how your organization has configured EMS Kiosk, various fields, including the Check-in time, Check-out time, Check-in date, and Check-out date, might or might not be available.*

Figure 6-3: Make a Reservation page

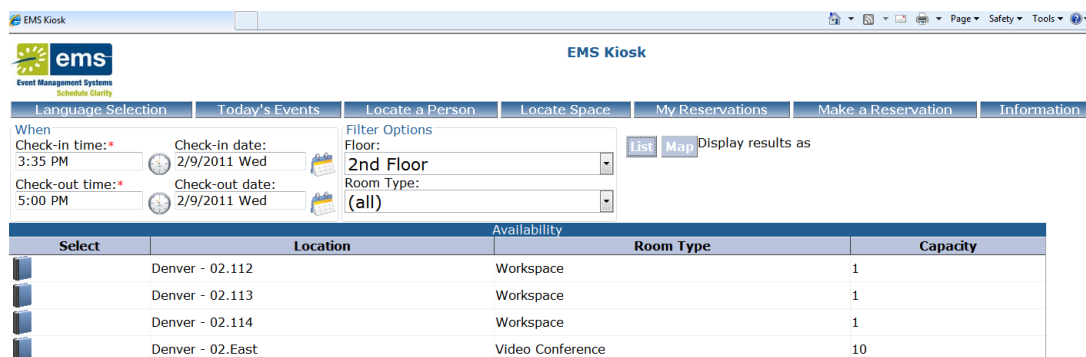






- Modify the values for Check-in time, Check-out time, Check-in date, and/or Check-out date as needed.
- Specify your filtering options, and then continue to one of the following:
  - “To reserve rooms from a list.”
  - “To reserve rooms from a map” on page 35.


### To reserve rooms from a list

- Click List to display the list of available rooms in a list.

Figure 6-4: List of available rooms



Select	Location	Availability	Room Type	Capacity
	Denver - 02.112	Workspace		1
	Denver - 02.113	Workspace		1
	Denver - 02.114	Workspace		1
	Denver - 02.East	Video Conference		10

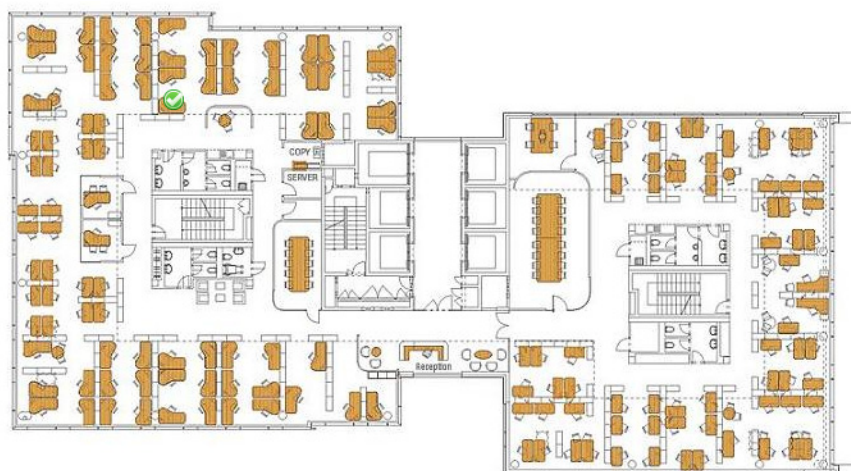
2. Click the Reserve Room icon  next to the room that you want to reserve for your event.

The selected room is reserved for your event. The Make a Reservation page closes and the My Reservations page opens. The newly scheduled event is now displayed on this page. See [“Working with the My Reservations page” on page 27](#).

## To reserve rooms from a map

1. Click Map to view the available rooms (typically marked with a green icon) on a building map.

*Figure 6-5: Map view of available rooms*



**DEN Office Layout**

2. Click the icon for the available room that you want to reserve for your event.  
A Room Details popup opens with an option for reserving the room.

*Figure 6-6: Room Details popup*



## Chapter 6

### Make a Reservation Page

#### 3. Click Reserve.

The selected room is reserved for your event. The Make a Reservation page closes and the My Reservations page opens. The newly scheduled event is now displayed on this page. See [“Working with the My Reservations page” on page 27](#).

# Chapter 7

## Information Page

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The Information page displays additional information that your organization has made available to EMS Kiosk users.

This chapter covers the following topics:

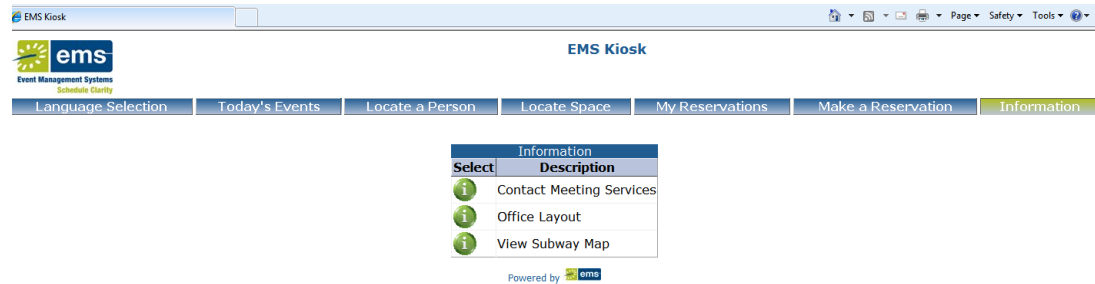
- [“Working with the Information page” on page 39.](#)



## Working with the Information page

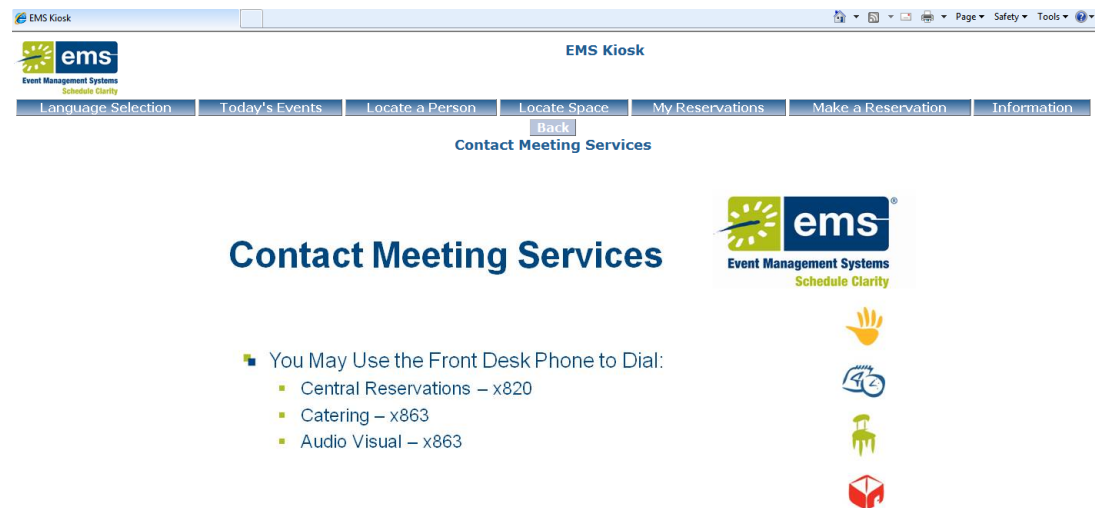
The Information page displays links to additional information that your organization has made available to EMS Kiosk users.

Figure 7-1: Information page



To view specific information, click the Select Information icon next to the appropriate entry.

Figure 7-2: Example of additional information displayed to an EMS Kiosk user



To return to the Information page, click Back at the top of the displayed information.

