

EMS Web App User Manual – Vehicle Rentals

This is a user manual for the EMS Web App (formerly VEMS). The EMS Web App is the online component of the desktop application EMS and is used to schedule simple events or meetings that have “No Setup Required” and vehicle rentals. **However, this manual will focus on the vehicle rental portion.** For more information regarding scheduling simple events please see the [Conference & Events Services’ EMS Web App User Manual](#).

Anyone employed by SU or any student working for an SU department that necessitates an account may request an EMS Web account by submitting a request [here](#).

POLICY

HOW FAR OUT IN ADVANCE CAN YOU BOOK VEHICLE RENTALS?

Vehicle Rentals open on the EMS Web App for each quarter on the following dates below.

- Fall 2019 – *Currently Open*
- Winter 2020-Monday, Nov 4, 2019
- Spring 2020 –Monday, Jan 13, 2020
- Summer 2020 – Monday, May 4, 2020

WHO CAN DRIVE THESE VEHICLES?

Only authorized drivers that have completed the Application for Vehicle Driver Authorization may drive University Vehicles. To become an authorized driver, please visit the [Vehicle Rental website](#). The person reserving the vehicle DOES NOT have to be the driver.

HOW MUCH DO THESE VEHICLES COST?

Price varies based on the type of vehicle. Please see the pricing list below.

- **SU 12-Passenger Van Rentals:**
 - Basic Rental Fee: \$25.00
 - Mileage Fee: \$0.55 per mile driven over 25 miles
 - Trash Disposal Fee: \$50 (if necessary)
 - Fee of \$25.00 for each of the following violations:
 - Failure to cancel reservation 3 (three) business days prior to check-out time
 - Failure to complete Section 1 (one) of the Vehicle Inspection Form
 - Failure to complete Section 2 (two) of the Vehicle Inspection Form
 - Failure to complete Section 3 (three) of the Vehicle Inspection Form
 - Failure to attach gas receipt/fill gas tank to a minimum of ½ tank
 - Failure to return contract
 - Smoking in van
 - Fee of \$50.00 *if* returned late and has disrupted the service for the next user.

- **Enterprise Vehicle Rentals:**
 - 12-Passenger Van: \$115.00 per day (3-day minimum rental charges applies)
 - 8-Passenger SUV: \$115.00 per day (3-day minimum rental charges applies)
 - 7-Passenger Minivan: \$65.00 per day (3-day minimum rental charges applies)
 - 5-Passenger Car: \$45.00 per day (3-day minimum rental charges applies)
 - *Mileage Fee: Unlimited Mileage*
 - Trash Disposal Fee: \$50 (if necessary)
 - Full rental charge for Failure to cancel reservation 3 (three) business days prior to check-out time.
 - Additional Fee of \$25.00 for each of the following violations:
 - Failure to complete Section 1 (one) of the Vehicle Inspection Form
 - Failure to complete Section 2 (two) of the Vehicle Inspection Form
 - Failure to complete Section 3 (three) of the Vehicle Inspection Form
 - Failure to attach gas receipt/fill gas tank to a minimum of ½ tank
 - Failure to return contract
 - Smoking in van
 - Fee of \$50.00 *if* returned late *and* has disrupted the service for the next user.

IMPORTANT NOTES:

The Department of Public Safety (DPS) carefully monitors campus usage of the EMS Web App. If it is discovered that any of the following is happening in the list below, your access will be revoked, any reservations will be cancelled, and DPS may take further action.

- You are over-reserving or not using all of your reserved rentals
- You are not cancelling unused reservations
- You are misrepresenting the reason for your vehicle rental
- You are misrepresenting for whom you are reserving the vehicle
- You are abusing your privileges of the EMS Web App

PROCEDURE

YOU MUST FIRST REQUEST AN ACCOUNT BEFORE YOU MAY ACCESS THE EMS WEB APP!

To request an account please fill out the form [here](#). Once you have received your account credentials from DPS, point any internet browser to the following address: <https://oitems.seattleu.edu/EmsWebApp/>

(NOTE: In order to access the website, **YOU MUST** be on campus using the SU Secure network, or be connected via the [VPN](#) or [Virtual Desktop](#) if you are off-campus.)

LANDING PAGE

SEATTLEU Welcome, Guest.

HOME SITE HOME MY HOME

EMS WEB APP

Room Reservations

Room Requests

- If you already have an EMS Web App account, please click the "My Home" tab to Sign In
- If you do not have an account, please submit an [Account Request Form](#)
- If you have any questions or comments about this system please contact rooms@seattleu.edu

Van Reservations

Van Requests

- If you require access to an account for van rental purposes, please submit an [Account Request](#)
- Requirements for van rental privileges have more restrictions and are outlined on the [DPS Website](#)
- You cannot have a Web App account without a department invoice number for van rentals to be charged to
- The [user guide](#) for reserving vans can be found on the [DPS Website](#)

To get to the Login page, click on the "Welcome, Guest" tab on the upper right hand corner.

Sign In

SU Email Address *

Password *

Sign In

[I've forgotten my password.](#)

Enter in your SU email address and chosen password.

BOOKING A VAN AS FACULTY/STAFF

Once logged in, you may see a number of options available to you in the “My Home” screen. If you are faculty/staff click the “book now”, to get started.

The screenshot shows the SeattleU website interface. At the top is a red header with the SeattleU logo and user information (DPS, profile icon). A left sidebar contains navigation links: HOME, CREATE A RESERVATION, MY EVENTS, and a LINKS section with 'How-to: Rooms', 'How-to: Vans', and 'Request An Account'. The main content area has tabs for 'SITE HOME' and 'MY HOME'. Under 'MY HOME', there's a 'My Reservation Templates' section with a 'Request a Van Rental' button and 'book now'/'about' options. Below that is a 'My Bookings' section for 'APRIL 10, 2019' with a 'SEARCH' button and 'Pacific Time [PT]' indicator. A date navigation bar shows 'Day', 'Month', and 'Date' options, along with 'Previous', 'Today', and 'Next' buttons. A large empty box contains the text: 'There are no bookings for April 10, 2019'.

Select the date you wish to reserve your vehicle(s). Then, select the start time and end time.

The 'Date & Time' form includes the following elements:

- Date:** A date picker showing 'Tue 04/30/2019' and a 'Recurrence' button.
- Start Time:** A time picker showing '11:30 AM'.
- End Time:** A time picker showing '12:30 PM'.
- Time Zone:** A dropdown menu labeled 'Create booking in this time zone' with 'Pacific Time' selected.
- Locations:** A section with 'Add/Remove' and 'Vehicle Rentals' listed.
- Search:** A red 'Search' button.
- Room Selection:** Two teal buttons: 'Let Me Search For A Room' and 'I Know What Room I Want', each with a 'Search' button below it.

Next, select the vehicle(s) you are wishing to reserve by clicking the “+” button. Then, click “Next Step”.

The screenshot shows the SEATTLEU Room Request interface. The top navigation bar is red with the SEATTLEU logo and the text "Room Request". On the right, there are icons for help, DPS, and a user profile. Below the navigation bar, the page title is "New Booking for Tue Apr 30, 2019" with a "Next Step" button on the right.

The interface is divided into two main sections: "Date & Time" and "Selected Rooms".

Date & Time Section:

- Date:** Tue 04/30/2019 (with a calendar icon) and a "Recurrence" button.
- Start Time:** 11:30 AM (with a clock icon).
- End Time:** 12:30 PM (with a clock icon).
- Create booking in this time zone:** Pacific Time (with a dropdown arrow).
- Locations:** Vehicle Rentals (with an "Add/Remove" button).
- Search:** A red "Search" button.
- Let Me Search For A Room:** A blue button with a checkmark.
- Number of People:** A text input field containing the number "4".

Selected Rooms Section:

- Text: "Your selected Rooms will appear here."
- Room Search Results:** A section with "LIST" and "SCHEDULE" tabs. The "LIST" tab is active.
- Favorite...:** A checkbox that is currently unchecked.
- Find A Room:** A text input field.
- Search:** A red "Search" button.
- Table Headers:** Room, Location, Floor, TZ, Cap, Price, Filter Match (with a dropdown arrow).
- Rooms You Can Reserve:** A table with 5 rows, each representing a different room type. Each row has a "+" button in the first column, which is circled in red in the image. The other columns contain the room name, location, floor, time zone, capacity, and price. A green bar is visible at the end of each row.

DO NOT CHANGE THE AMOUNT OF ATTENDEES. LEAVE IT AT 4. Then click, “Add Room”.

The screenshot shows the SEATTLEU Room Request interface with a modal dialog box open. The background is dimmed, showing the same search filters as the previous screenshot. The modal dialog box is titled "Attendance & Setup Type" and has a close button (X) in the top right corner.

The modal dialog box contains the following text:

- To continue, please enter the number of attendees and desired setup type for this Room.
- No. of Attendees**
- A text input field containing the number "4", which is circled in red in the image.
- Two buttons at the bottom: "Add Room" (red) and "Cancel" (white).

From there, click “Next Step” and fill out all the necessary details, including requestor information, on-site contact, additional info, and your billing reference number.

The screenshot shows the 'Room Request' form on the SEATTLEU website. The header is dark red with the SEATTLEU logo and 'Room Request' text. On the right, there are icons for help, DPS, and a user profile. Below the header, there is a navigation bar with 'Request a Van Rental' and 'My Cart (1) Create Reservation'. The main content area is titled 'Reservation Details' and is divided into two sections: 'Event Details' and 'Client Details'. In the 'Event Details' section, there is a text input for 'Event Name *' and a dropdown for 'Event Type *' with 'Van Rental' selected. The 'Client Details' section includes a dropdown for 'Client *' (set to 'Conference and Event Services'), a dropdown for 'Requestor' (set to '(temporary contact)'), a search icon, a text input for 'Requestor Name *' (set to '(temporary contact)'), and text inputs for 'Requestor Phone *' and 'Requestor Cell Phone'.

Congrats! You have submitted a vehicle rental request!

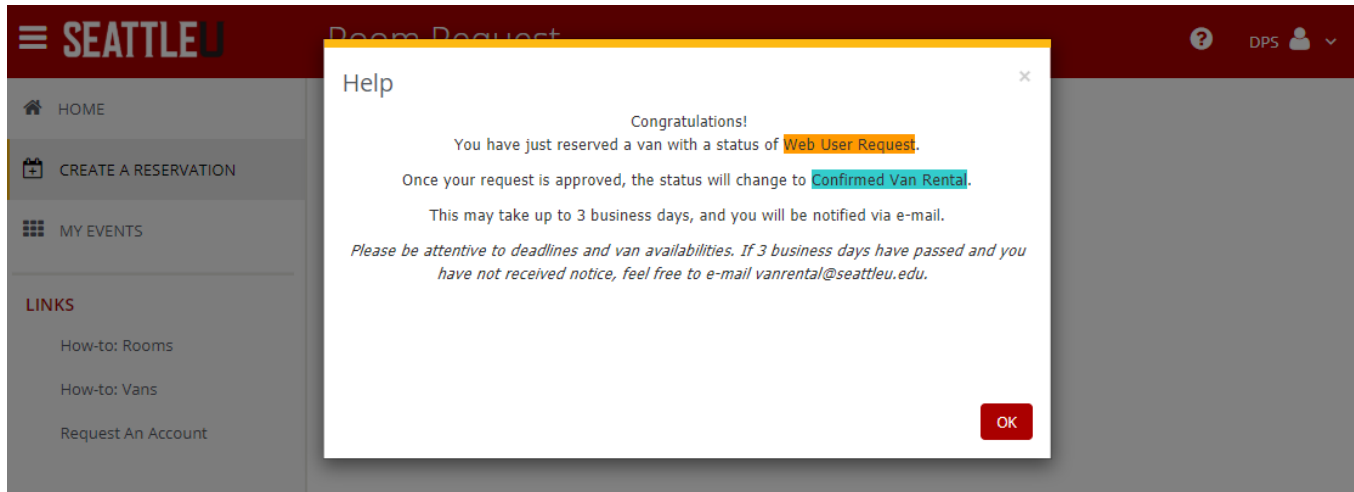
This screenshot shows the same SEATTLEU Room Request form as above, but with a confirmation pop-up window overlaid. The pop-up is titled 'Help' and contains the following text: 'Congratulations! You have just reserved a van with a status of Web User Request. Once your request is approved, the status will change to Confirmed Van Rental. This may take up to 3 business days, and you will be notified via e-mail. Please be attentive to deadlines and van availabilities. If 3 business days have passed and you have not received notice, feel free to e-mail vanrental@seattleu.edu.' There is an 'OK' button at the bottom right of the pop-up. The background shows the navigation menu on the left with options like HOME, CREATE A RESERVATION, MY EVENTS, and LINKS.

BOOKING A VAN AS A STUDENT

Once logged in, you will see a number of options available to you in the “My Home” screen. If you are a student click the “book now” to get started and follow the same steps for the faculty/staff (see pages 3-6).

As a student you will not have the option to input a budget number. **YOU MUST SUBMIT THE STUDENT VEHICLE BUDGET APPROVAL FORM, FOUND HERE: <https://www.seattleu.edu/transportation/van-rentals/student-vehicle-budget-approval-form/#form>**

If you do not fill out the Student Vehicle Budget Approval Form within 3 business days your vehicle rental request will be cancelled.



CREATING AN OVERNIGHT RENTAL

First follow the steps found on pages 3-4.

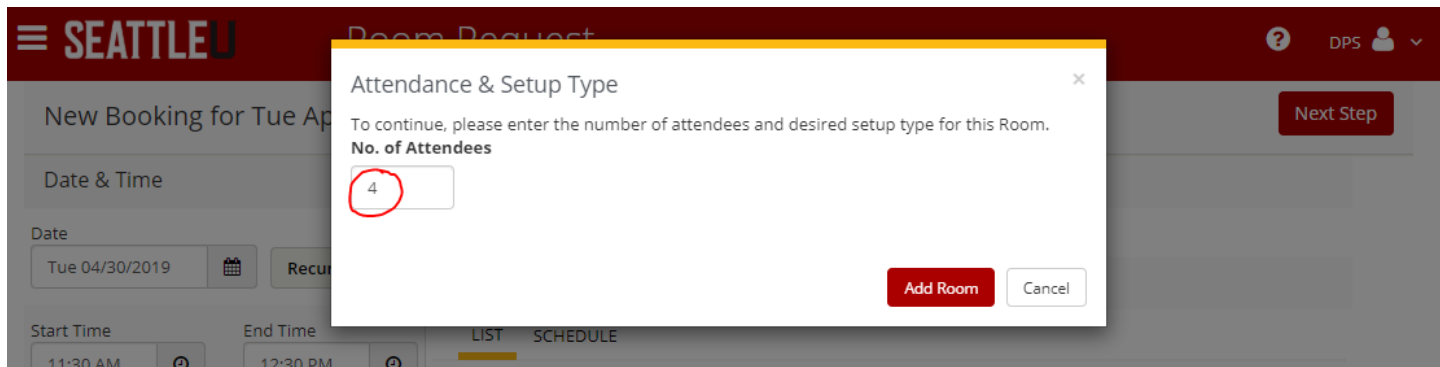
For the first day of your reservation make the end time 12:00 AM. Once again, remember **TO NOT CHANGE THE NUMBER OF PEOPLE. LEAVE IT AT FOUR.** Then, click either “Search” button.

A screenshot of the SeattleU reservation form. The 'Date' field is set to 'Tue 04/30/2019'. The 'Start Time' is '10:00 AM' and the 'End Time' is '12:00 AM'. The 'Create booking in this time zone' dropdown is set to 'Pacific Time'. The 'Locations' dropdown is set to 'Vehicle Rentals'. A red 'Search' button is at the bottom.

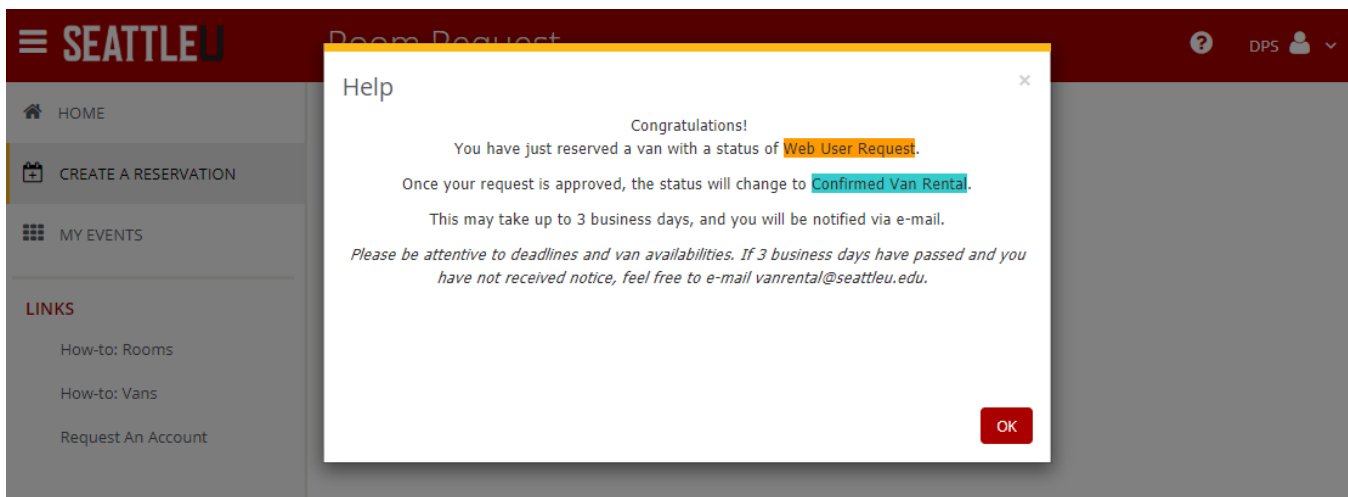
Next, select the vehicle(s) you are wishing to reserve by clicking the “+” button. **DO NOT CLICK NEXT STEP**, like you would in a normal one-day reservation. Instead, select the next date, change the start time to 12:00 AM and change the end time to whatever time you wish to end the reservation. Select search again, and select the same vehicle. Continue to repeat this step for the amount of days you need the vehicle.

Once you have booked all the days you need reservations for, and then click “Next Step”.

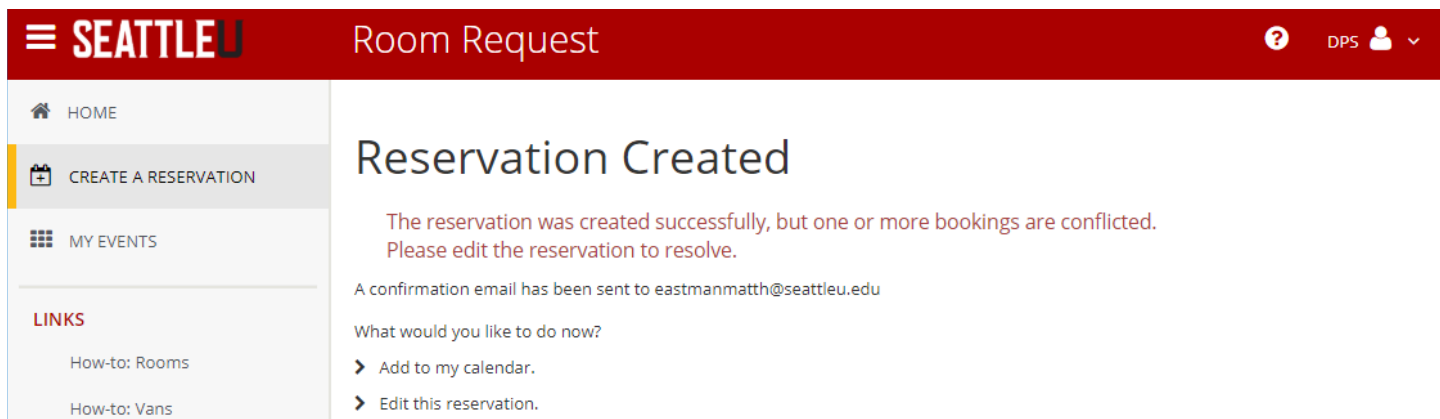
Once again, **DO NOT CHANGE THE AMOUNT OF ATTENDEES. LEAVE IT AT 4.** Then click, "Add Room".



Congrats! You have submitted a vehicle rental request!



Please note you should receive the following error message below. **THIS IS FINE. DO NOT EDIT THE RESERVATION.** Wait to receive a confirmation from, DPS. If the confirmation is incorrect, please reach out to VanRental@seattleu.edu.



MORE INFORMATION

WANT MORE INFO ON EMS WEB APP?

For more information on how to book conference spaces, how to change passwords and more please see [Conference & Events Services' EMS Web App User Manual](#).

QUESTIONS ABOUT VEHICLE RENTALS?

For more information regarding vehicle rentals please reach out to VanRental@seattleu.edu or by phone at 206-296-5992.