Using Delegation to Share EMS Reservations On a Team (rev. 2015/08)

People in an office may need to share responsibility for scheduling frequent meetings or work together on the details of large events. EMS (Event Management System) only allows one web user to “own” a reservation, who may in fact be different from the contact listed for the event. However, EMS does have a delegation feature that makes it possible to work together as a team on your reservations.

1. Decide on a staff or faculty member that will “own” all the reservations. For a small administrative team, it might make sense for an administrative assistant to delegate to their supervisor, vice-versa, or both. Whoever makes the most reservations or is most responsible for the reservations should probably be the “owning” account. In the case of work-study students who assist a department in scheduling department functions, a faculty or staff member must “own” the reservations and supervise the student who is assisting.

2. The people who are going to share your reservations, i.e., the ones with whom you are sharing the power to make reservations on your behalf, must have logged into schedule.pacificu.edu using their PUNet ID and password at least once. If they have never logged in, they do not have an account in EMS and you cannot delegate to them.

3. The responsible faculty or staff member who is “owning” all the reservations logs into schedule.pacificu.edu using their PUNet ID and password. Choose My Account > Edit My Account.

4. Select the “Delegates” tab. In this example, Pete Erschen is going to delegate to a work-study student, Courtney Welch. Search for the users in your team by typing in a portion of their name and use the arrow to move them into the “Users who can impersonate you” column. Click “Save” and log out after you finish delegating. If you cannot find the person, type a smaller portion of their name or verify with them that they have logged in to schedule.pacificu.edu. Recall, user accounts do not exist in EMS until the user logs in at least once.
5. If you have chosen to delegate to a student employee, notify Student Activities and Conference and Event Support Services of your intent to have a student employee submit reservations on your behalf. You may use the EMS Organization Registration form for this purpose. Since students are not entitled to reserve campus spaces in EMS—except as the registered scheduler for a student organization in good standing—delegating to a student alone does not actually grant them access to make reservations. EMS administrators in Student Activities or Conference and Event Services must enable your account in order for your delegation selections to take effect.

6. You are responsible for all activity generated from your user account. It is your responsibility to remove your delegates from your account when either their employment with you ends or they no longer share responsibility for managing space reservations in your area.

7. Your delegates can now assume your identity in the right hand menu when they log in, and make and alter reservations on your behalf. In this example Courtney Welch has been given authority by two of her work-study supervisors to submit and manage reservations for them. She is choosing here to make and manage reservations for Pete Erschen. If Pete has delegated to other student employees, they will be able to alter the same reservations in his account that Courtney is able to make or alter. When users click on the Pacific logo at top, they return to the screen where they can change their identity again.

If your department has a PUNet organizational account, it may also “own” all the events and delegate to others. You may notice that organizational accounts do not have the ability to make reservations at first. Reservation privileges are not automatically granted to organizational accounts when they are created in EMS. Contact an EMS administrator in Student Activities or Conference and Event Services after you log in once with the organizational account to have the privileges registered. University Information Services will not grant organizational accounts solely for the purpose of using EMS.