

Using Delegation to Share EMS Reservations On a Team (rev. 2015/12)

Student Activities
studentactivities@pacificu.edu
503-352-3127

Conference & Event Support Services
schedule@pacificu.edu
503-352-2283

Technology Helpdesk
help@pacificu.edu
503-352-1500

*"How many dozen cookies did we ask catering to leave in that room?" • "How much time do we have for set-up?"
"Did we cancel that space we don't need anymore?" • "How many tables did we order at last year's?"*

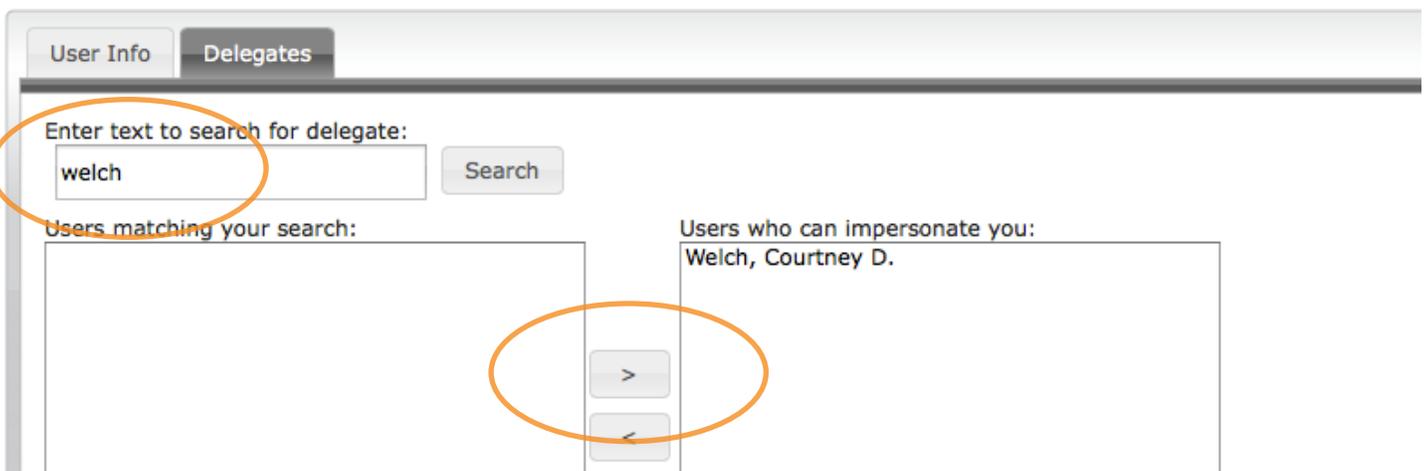
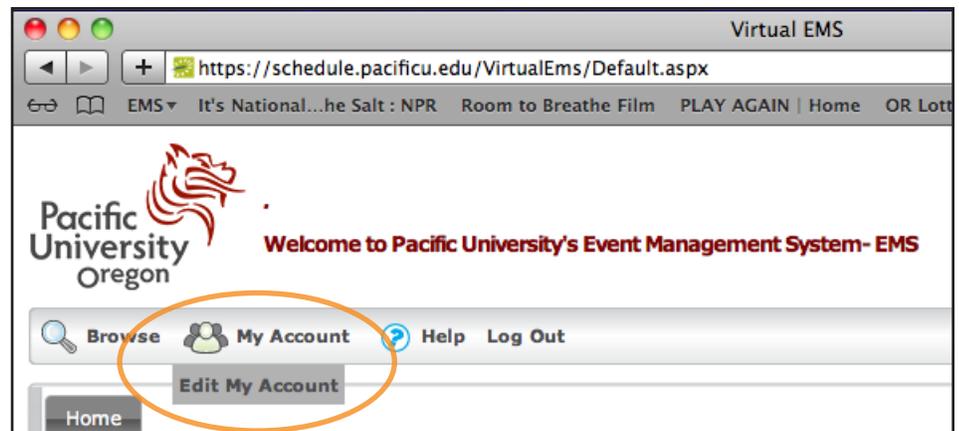
People in an office may need to share responsibility for scheduling frequent meetings or work together on the details of large events. EMS only allows one web user to "own" a reservation, who may in fact be different from the contact listed for the event. However, EMS does have a delegation feature that 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.

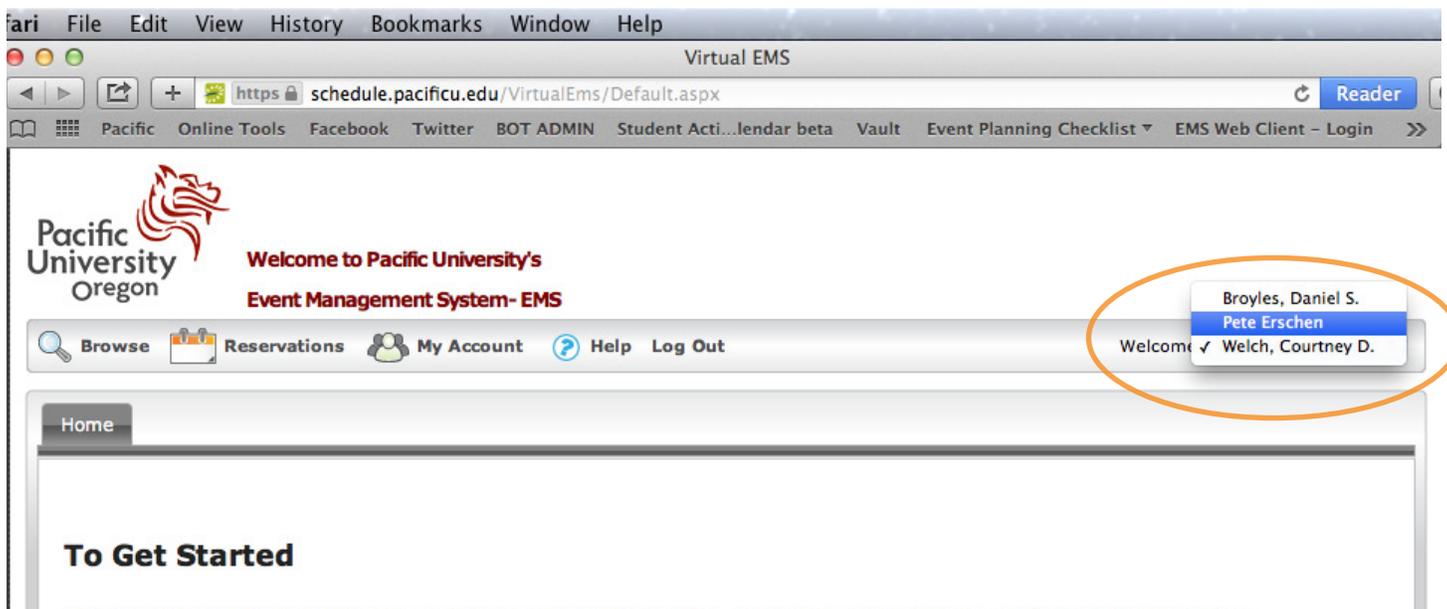


Using Delegation to Share EMS Reservations On a Team (page 2)

5. If you have chosen to delegate to a student employee, submit a Technology Helpdesk request to help@pacificu.edu. Indicate that you have delegated to a student in EMS, the student's name, and the purpose of the delegation. 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 finalize their access to make reservations on your behalf. A system administrator must enable your EMS 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. When you remove them as delegates, they will no longer be able to make or view reservations associated with your account.

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. Submit a Technology Helpdesk request to help@pacificu.edu to request that EMS privileges be registered to your organizational account, including the organizational account PUNet ID and the purpose for using EMS and the organizational account together. UIS will **not** grant organizational accounts solely for the purpose of using EMS. Furthermore, the privilege to use organizational accounts in EMS is not automatically granted and is considered on a case-by-case basis.