

EMS Lite Sample Reports

Keep attendees, staff members, volunteers and vendors on the same page with clear, concise reports covering all aspects of your scheduling operation. A wide array of reports can be produced in more than 40 formats - and then printed, emailed or exported.

Some of the most widely used reports include:

- **Confirmation- p 1**
Used to confirm that all event details have been discussed
- **Event Calendar - p 2**
Listing of events in wall calendar format
- **Event Schedule - p 3**
Listing of events by date or date range
- **Setup Worksheet - p 4**
Invaluable for operations staff as they prep for events

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For a Free Demonstration of EMS Lite
Call 800.440.3994

<Your Organization Name Here>

2219 Oak St.
Boulder, CO 80301
303-555-6748

Confirmation

Document can be printed
and faxed to customers,
or sent via email.

Group	Reservation:	1479
Chip Hadley	Event Name:	JCT Seminar
NCMA	Phone:	303-555-3827
13750 Sunrise Valley Drive	Fax:	303-555-5958
Herndon, VA 20171	Event Type:	Event/Seminar
	Billing Reference:	741-854-7852

Bookings / Details	Quantity	Price	Amount
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Comments

- 1) A signed contract must be received by our office at least two weeks prior to the first booking date.
- 2) Catering details must be finalized no later than 5 days before the first booking date.

Thanks!

User-defined messages and
comments let you create a customized
greeting and ensure that customers
are aware of important information.

Monday, November 03, 2008

8:30 AM - 4:00 PM JCT Seminar (Confirmed) Multipurpose Ro

Conference for 25

Resources:

AM Break	1	\$100.00	\$100.00
<i>Coffee, Tea and Assorted Pastries (Serves 10).</i>			
Coffee Service (Serves 10)	2	\$20.00	\$40.00
Ice Water	1		
Lapel Microphone	1	\$10.00	\$10.00
LCD Projector	1	\$50.00	\$50.00

Wednesday, November 05, 2008

8:30 AM - 4:00 PM JCT Seminar (Confirmed) Multipurpose Room B

Conference for 25

Resources:

AM Break	1	\$100.00	\$100.00
<i>Coffee, Tea and Assorted Pastries (Serves 10).</i>			
Coffee Service (Serves 10)	2	\$20.00	\$40.00
Ice Water	1		
Lapel Microphone	1	\$10.00	\$10.00
LCD Projector	1	\$50.00	\$50.00

Subtotal \$400.00

Grand Total \$400.00

This Confirmation contains the details for your meeting or event. Please review the document and call us at 303-555-8733 at your earliest convenience if you have any questions or concerns. We look forward to working with you!

December 2008

A quick overview of facility activity.

The Event Calendar can be run in Standard format or using any number of custom formats that you define.

Sunday	Tuesday	Wednesday	Thursday	Friday	Saturday
	2	3	4	5	6
Dayton Meeting 3:00 PM Alba Meeting	9:00 AM Harriman Meeting 9:00 AM Helping Hands 2:00 PM Advanced MS Power Point	9:00 AM CRM New Hire Training 1:00 PM MS Access Class	9:00 AM Abel Contract VCs 4:00 PM Orienteering Team	8:00 AM Bike n Hike 8:00 AM CAP Review 9:00 AM Abel Contract VCs	
7	8	9	10	11	12
8:00 AM Sunrise Service	10:00 AM Altus Meeting	9:00 AM Harriman Meeting 9:00 AM Intro to MS Power Point	9:00 AM CRM New Hire Training	2:00 PM Children's Charities 3:00 PM Media Staff meeting	
14	15	16	17	18	19
8:00 AM Sunrise Service	7:00 AM All Hands 10:00 AM Westin Review	7:00 AM Westin Review 9:00 AM Harriman Meeting 9:00 AM Senior Fit	7:00 AM Westin Review 9:00 AM CRM New Hire Training 1:00 PM MS Access Class	9:00 AM OD Video Conference	2:00 PM LP Training
21	22	23	24	26	27
8:00 AM Sunrise Service		9:00 AM Controllor Interviews 9:00 AM Harriman Meeting 9:00 AM NCMA VC 9:00 AM QBRS	8:00 AM Maintenance: Floors 9:00 AM CRM New Hire Training	8:00 AM Maintenance: Floors	
28	29	30	31		
8:00 AM Sunrise Service					

Date fields expand to accommodate even the busiest days.

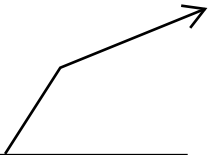
Start	End	Group	Event	Location
Tuesday, December 02, 2008				
9:00 AM	11:30 AM	Brad Newton	Harriman Meeting	Multipurpose Room A
9:00 AM	12:15 PM	The River	Helping Hands	Oak Ballroom
2:00 PM	3:00 PM	Bryan Peck	Advanced MS P	Clear, concise information for visitors, receptionists and help desk staff.
Wednesday, December 03, 2008				
9:00 AM	12:00 PM	Human Resources	CRM New Hire Training	Oak Ballroom
1:00 PM	4:00 PM	Bryan Peck	MS Access Class	Training Room B
Thursday, December 04, 2008				
9:00 AM	10:30 AM	Tom Jenkins	Video Conference	Video 310
4:00 PM	5:00 PM	NavTech	Orienteering Team	Video 215
Friday, December 05, 2008				
8:00 AM	12:30 PM	Erie Pa	Open Hike	Auditorium
9:00 AM	11:45 AM	Tom Jeyou.	Contractors VC	Video 310
Sunday, December 07, 2008				
8:00 AM	9:00 AM	Bradley Chapel	Sunrise Service	Oak Ballroom
Monday, December 08, 2008				
10:00 AM	1:00 PM	Ann Anderson	Altus Meeting	Multipurpose Room B
Tuesday, December 09, 2008				
9:00 AM	12:00 PM	Brad Newton	Harriman Meeting	Multipurpose Room A
9:00 AM	12:00 PM	The River	Intro to MS Power Point	Oak Ballroom
Wednesday, December 10, 2008				
9:00 AM	12:00 PM	Human Resources	CRM New Hire Training	Oak Ballroom
Thursday, December 11, 2008				
2:00 PM	5:00 PM	Ignacio San Domingo	Children's Charities	Multipurpose Room A
3:00 PM	5:00 PM	Media Center Business Office	Media Staff meeting	Auditorium
Sunday, December 14, 2008				
8:00 AM	9:00 AM	Bradley Chapel	Sunrise Service	Oak Ballroom

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Group	Status	Res ID Book ID
Monday, December 08, 2008								
10:00 AM	10:00 AM	1:00 PM	1:00 PM	Multipurpose Room B Altus Meeting	Conference (6) Client Meeting	Everything your operations crew needs... Reserved time, event time, setup type and count, setup notes and more!	Confirmed	1334
				Resources			*	3554
				* 1 Laptop Computer				
				* 1 LCD Projector				
Tuesday, December 09, 2008								
8:30 AM	9:00 AM	12:00 PM	12:30 PM	Oak Ballroom Intro to MS Power Point	Classroom/Theatre (10) Internal Meeting	TekTronics Sara Miller 303-555-5857	Confirmed	1320
								*
								3501
9:00 AM	9:00 AM	12:00 PM	12:00 PM	Multipurpose Room A Harriman Meeting	Conference (3) Client Meeting	Overland Data Greg Durrell 303-555-3299	Confirmed	1115
								*
								2928
				Resources				
				* 1 AM Break				
				Coffee, Tea and Assorted Pastries (Serves 10).				
				* 1 Ice Water				
				* 1 Lapel Microphone				
				Setup Notes				
				* Please close blinds for video presentation.				
Wednesday, December 10, 2008								
8:30 AM	9:00 AM	12:00 PM	12:30 PM	Oak Ballroom Helping Hands	Classroom/Theatre (10) Internal Meeting	Human Resources Nina Ballesteros 303-555-9388	Confirmed	1250
								*
								3324
				Resources				
				* 1 Laptop Computer				
				* 1 LCD Projector				
				* 1 Ice Water				
				* 1 AM Break				
				Coffee, Tea and Assorted Pastries (Serves 10).				
				Setup Notes				
				* Please set refreshment table on west wall.				

Everything your operations crew needs...

Reserved time, event time, setup type and count, setup notes and more!

Recently added information is bolded for easy identification.



Print with or without service details.