

## EMS Professional Sample Reports

View, print, export or email event information to keep attendees, staff and vendors up-to-date. More than 140 reports cover every aspect of your scheduling process: Daily Operations, Statistics, Financials and more.

Below are just a few of the reports that come standard with EMS Professional:

■ **Calendar of Events - p 1**

Listing of events in wall calendar format

■ **Confirmation - p 2**

Used to confirm that all event details have been discussed

■ **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

■ **Service Order Schedule - p 5**

Overview of the services for a specified date or date range

■ **Billing Worksheet - p 6**

Used to confirm correct pricing before invoices are generated

■ **Invoice - p 7**

Detailed list of charges for a reservation

■ **Sales by Group- p 8**

Summary of sales by group (i.e. customer)

■ **Room Statistics - p 9**

Provides details on room use in number of bookings, hours and attendance

■ **Cancellation Report - p 10**

Shows cancelled events and the reason for their cancellation

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Call 800.440.3994

For: Denver North Facility  
 December 2008

A quick overview of facility activity.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	7:00 PM CTC Review	9:00 AM Staff Meeting	8:00 AM Senior Advantage Seminars 7:00 PM CTC Review		9:45 AM JCDD	
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
	Date fields expand to accommodate even the busiest days.	9:00 AM Staff Meeting 11:30 AM Sullivan Project	9:00 AM Internet Basics	11:00 AM Section 9 Update	7:00 PM Council Meeting	
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
	7:00 PM CTC Review	9:00 AM Staff Meeting	7:00 PM CTC Review		4:00 PM Student Speak Series	
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
		9:00 AM Staff Meeting				
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			



Scheduling Office  
 3990 E. Arapahoe  
 Denver CO 80126  
 303-771-0110 / 303-796-7429

Include your company or department logo.

## Confirmation

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

<b>Group</b>	<b>Reservation:</b> 363
Mitch Thomas	Event Name: Sullivan Pr
LogiServe Computer Consulting	Status: Confirmed
301 Smart Dr.	Phone: 303-555-3932
Denver, CO 80121	Event Type: Meeting
	2nd Contact: Lisa Culver
	Phone: 303-555-3944

### Bookings / Details

Signed Contract (Due Date: 12/2/2008)

*Please note that a signed contract is due at least 7 days before your event. Thanks!*

Reminders ensure that attendees are aware of important information.

### Tuesday, December 09, 2008

#### **11:30 AM - 1:00 PM Sullivan Project (Confirmed) Dnvr North Maple Conf**

Reserved: 8:30 AM - 3:00 PM

Conference for 15

Audio Visual:

80" Diagonal Screen	1	\$100.00	\$100.00
Less 7% Discount			(\$7.00)

Data Projector	1	\$75.00	\$75.00
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Dell Laptop	1	\$50.00	\$50.00
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Two-Way Radio (Motorola Talkabout)	3	\$5.00	\$15.00
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Food Service:

11:30 AM - 1:00 PM Break for 15-g

Box Lunch #1	15	\$7.25	\$108.75
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*Choice of ham, chicken or roast beef sandwich, with chips and pickle.*

Box Lunch #2	5	\$8.00	\$40.00
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*Includes choice of PBJ sandwich or Veggie wrap.*

Soda (Assorted Variety)	20	\$0.50	\$10.00
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Water Service	1		
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*Water service includes iced water served in pictures with glasses at each seat.*

User-defined messages let you create customized greetings.

Subtotal	\$391.75
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Grand Total	\$391.75
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This Confirmation contains the details for your meeting or event. Please review the document and call us at 303-555-9837 at your earliest convenience if you have any questions or concerns. We look forward to working with you!

Start	End	Group	Event	Location
<b>Tuesday, December 09, 2008</b>				
9:00 AM	10:00 AM	Aidan Parrish	Staff Meeting	Clear, concise information for visitors, receptionists and help desk staff. Conf
11:30 AM	1:00 PM	LogiServe Computer Consulting	Sullivan Project	
6:00 PM	8:00 PM	Front Range Fellowship	Mountain Ministry	Dnvr North Meet 1
8:00 PM	10:00 PM	Theater Promotions	Storyline	
<b>Wednesday, December 10, 2008</b>				
9:00 AM	12:00 PM	Information Technology	Internet Basics	Dnvr North Oak Conf
10:30 AM	1:00 PM	Public Relations	Seattle to Miami Video Conference	Dnvr North Meet 2
<b>Thursday, December 11, 2008</b>				
9:00 AM	11:45 AM	Information Technology	IT Support Team	Dnvr North Maple Conf
9:30 AM	12:00 PM	Administration	Meeting	Dnvr North Aud - A
11:00 AM	12:30 PM	Wellness Committee	Update	Dnvr North Meet 1
1:00 PM	5:00 PM	Colorado Association of Geologists	Geared for Guidance	Dnvr North Meet 2
2:00 PM	4:00 PM	Environmental Law	Interview	Dnvr North Meet 1
3:00 PM	7:00 PM	Brandon Charities	After School Tutoring	FLC FLC 110
<b>Friday, December 12, 2008</b>				
8:00 AM	5:00 PM	Brandon Charities	Staff Retreat	Dnvr North Maple Conf
7:00 PM	9:00 PM	Al Greene	Council Meeting	Dnvr North Meet 1
<b>Monday, December 15, 2008</b>				
7:00 PM	9:00 PM	Finance Dept	CTC Review	Dnvr North Aud - A
<b>Tuesday, December 16, 2008</b>				
9:00 AM	10:00 AM	Aidan Parrish	Staff Meeting	Dnvr North Meet 2
6:00 PM	8:00 PM	Front Range Fellowship	Mountain Ministry	FC SFH

A variety of sorting options give you the information you need in the order that's most useful to you.

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
<b>Wednesday, December 10, 2008</b>									
<b>Denver North Facility</b>									
8:00 AM	9:00 AM	12:00 PM	12:00 PM	Dnvr North Conf Oak Internet Basics	Classroom Academic	Information Technology Nick Marshall 303-555-4537	Confirmed		357 1395
10:30 AM	10:30 AM	1:00 PM	1:15 PM	Dnvr North Meet 2 Seattle to Miami Video Conference Meeting	Standard/As Is Meeting	Public Relations John Milton 303-555-2253	Confirmed		1495 5761
				<b>Audio Visual</b>					
				* 1 Mixer (10 channel console)					
				* 1 Data Projector					
				* 1 Conference Phone					
					Print with or without service details.				
<b>Thursday, December 11, 2008</b>									
<b>Denver North Facility</b>									
8:30 AM	9:30 AM	12:00 PM	1:00 PM	Dnvr North Aud - A CCG Testing	Theater Meeting	Administration Jane Peterson x745	Confirmed		1497 5763
				<b>Setup Notes</b>					
				* Please draw blinds for video presentation.					
1:00 PM	1:00 PM	5:00 PM	5:15 PM	Dnvr North Meet 2 Geared for Guidance	Standard/As Is Meeting	Colorado Association of Geologists Ken Fuller 303-555-1232	Confirmed		1498 5764
				<b>Audio Visual</b>					
				* 1 Handheld Microphone					
				* 1 Data Projector					
				* 1 Dell Laptop					
				<b>Food Service - Break (10-g) from 1:00 PM to 2:00 PM</b>					
				* 10 Box Lunch #1 Choice of ham, chicken or roast beef sandwich					
				* 10 Water Service Water service includes iced water served in pictures with glasses at each seat.					
				* 10 Soda (Assorted Variety) Canned soda served in iced tub. Available offering include: Pepsi, Coke, Diet, Mountain Dew, Sprite, Ginger Ale, Cherry Cream Soda and ICB Root Beer.					
1:45 PM	2:00 PM	4:00 PM	4:15 PM	Dnvr North Meet 1 Interview	Standard/As Is Meeting	Environmental Law Joe Lopes 212-555-9896	Confirmed		1496 5762

Print with or without service details.

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.

Start	End	Group	Location / Event	Service / Setup	Estimate	Guarantee	Status/EC	SO ID	Res ID Book ID
<b>Wednesday, December 10, 2008</b>									
10:30 AM	1:15 PM	Public Relations John Milton 303-555-2253	Dnvr North Meet 2 Seattle to Miami Video Conference	(none) Standard/As Is	0	0	Confirmed	1651	1495 5761
			<u>Quantity</u> <u>Description</u>						
			* 1 Mixer (10 channel console)						
			* 1 Data Projector						
			* 1 Conference Phone						
<b>Thursday, December 11, 2008</b>									
8:30 AM	1:00 PM	Administration Jane Peterson x745	Dnvr North Aud - A CCG Testing	(none) Theater	0	0	Confirmed	1655	1497 5763
			<u>Quantity</u> <u>Description</u>						
			* 1 Data Projector						
			* 1 TV/DVD/VCR ( 27" Combo)						
11:00 AM	12:30 PM	Wellness Committee Gary Coleman 720-555-2321	Dnvr North Meet 1 Section 9 Update	(none) Standard/As Is		0	Confirmed	1658	364 1409
			<u>Quantity</u> <u>Description</u>						
			* 1 TV/DVD/VCR ( 27" Combo)						
			* 1 Handheld Microphone						
1:00 PM	5:15 PM	Colorado Association of Geologists Ken Fuller 303-555-1232	Dnvr North Meet 2 Geared for Guidance	(none) Standard/As Is	0	0	Confirmed	1652	1498 5764
			<u>Quantity</u> <u>Description</u>						
			* 1 Handheld Microphone						
			* 1 Data Projector						
			* 1 Dell Laptop						
1:45 PM	4:15 PM	Environmental Law Joe Lopes 212-555-9896	Dnvr North Meet 1 Interview	(none) Standard/As Is	0	0	Confirmed	1657	1496 5762
			<u>Quantity</u> <u>Description</u>						
			* 1 Portable Sound System						
			* 1 Overhead Projector (3M)						

A daily "to-do" list for staff and other service providers.

Print with or without item-level details.

\* Indicates item changed within 0 day(s)

**Group:**  
Al Greene  
Al Greene  
Corporate Training Center, MC 458  
5613 DTC Parkway  
Greenwood Village, CO 80111  
USA

**Reservation:** 372  
Event Name: Town Concil Meeting  
Event Coordinator:  
PO Number:  
Billing Reference: 4589-6231-4587

Used to verify that pricing is correct before generating invoices.

Status: Confirmed  
Pricing Plan: Internal  
Account: (none)  
First Booking: 12/12/2008  
Last Booking: 12/12/2008

**Bookings / Details**

**Quantity Price Amount**

**Friday, December 12, 2008**

**7:00 PM - 9:00 PM Council Meeting (Confirmed) Dnvr North Meet 1**

Reserved: 6:30 PM - 9:00 PM

Audio Visual:

15" Speaker(2 hours @ \$12.00/hr)

Overhead Projector (3M)

Numerous options for creating a report that is as detailed or concise as you need.

2 \$24.00 \$48.00

1 \$75.00 \$75.00

Subtotal \$123.00

Grand Total \$123.00

**Group:**  
Holly Gomez  
Brandon Charities  
3551 So. Harlan St.  
Denver, CO 80235

**Reservation:** 1499  
Event Name: Staff Retreat  
Event Coordinator:  
PO Number:  
Billing Reference:

Status: Confirmed  
Pricing Plan: External Non-Profit  
Account: (none)  
First Booking: 12/12/2008  
Last Booking: 12/12/2008

**Bookings / Details**

**Quantity Price Amount**

**Friday, December 12, 2008**

**8:00 AM - 5:00 PM Staff Retreat (Confirmed) Dnvr North Conf Maple**

Reserved: 7:45 AM - 5:15 PM

Food Service:

12:00 PM - 1:00 PM Break for 15-g

Box Lunch #1

Box Lunch #2

8 \$8.00 \$64.00

7 \$9.00 \$63.00

Subtotal \$127.00

Grand Total \$127.00



Scheduling Office  
 3990 E. Arapahoe  
 Denver CO 80126  
 303-771-0110 / 303-796-7429

Include your organization or department logo.

## Invoice

<b>Group</b>	<b>Invoice Number:</b> 1000
Mitch Thomas	Invoice Date: 6/20/2007
LogiServe Computer Consulting	Due Date: 7/20/2007
301 Smart Dr.	Event Name: Sullivan Project
Denver, CO 80121	Reservation No.: 363

<b>Bookings / Details</b>	<b>Quantity</b>	<b>Price</b>	<b>Amount</b>
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*This is the invoice for your event. Please submit payment within 30 days to the address above.*

### Tuesday, December 09, 2008

#### **11:30 AM - 1:00 PM Sullivan Project (Confirmed) Dnvr North Maple Conf**

Reserved: 8:30 AM - 3:00 PM

Attendance: 15

Audio Visual:

80" Diagonal Screen

Less 7% Discount

Data Projector

Dell Laptop

Two-Way Radio (Motorola Talkabout)

Food Service:

11:30 AM - 1:00 PM Break for 15-g

Box Lunch #1

Box Lunch #2

Soda (Assorted Variety)

Can be produced for entire reservations or for individual bookings within them in the case of "series" events.

Include all detail from the event, or generate a separate invoice for certain services (A/V, catering, etc.) only.

1	\$100.00	\$100.00
		(\$7.00)
1	\$75.00	\$75.00
1	\$50.00	\$50.00
3	\$5.00	\$15.00
15	\$7.25	\$108.75
5	\$8.00	\$40.00
20	\$0.50	\$10.00

### Thursday, December 18, 2008

#### **8:30 AM - 3:00 PM Sullivan Project (Confirmed) Dnvr North Oak Conf**

Reserved: 8:15 AM - 3:15 PM

Audio Visual:

Data Projector

Dell Laptop

1	\$75.00	\$75.00
1	\$50.00	\$50.00

Subtotal	\$516.75
Grand Total	\$516.75

Create invoices quickly and easily from within EMS! No need to re-enter billing information into another program.

Reporting Period: 12/1/2008 thru 12/31/2008 (Booking Dates)

Group Type	Group	Setup Count	Attendance	Net Sales
Internal	Administration	0	0	\$155.00
	AI Greene	0	0	\$123.00
	Environmental Law	0	0	\$150.00
	Public Relations	0	0	\$350.00
	Wellness Committee	0	0	\$90.00
	Total	0	0	\$868.00
Region 1	Brandon Charities	15	0	\$127.00
	Colorado Association of Geologists	0	0	\$340.00
	LogiServe Computer Consulting	15	15	\$516.75
	Total	30	15	\$983.75
Region 2	Organic Foods Inc.	0	0	\$500.00
	Total	0	0	\$500.00
Grand Total		30	15	\$2,351.75

Sales figures right at your fingertips!

Produce for Gross Sales, Net Sales or Discounts given.

Capture data based on when events took place or when they were entered into EMS.

Reporting Period: 5/1/2008 thru 6/30/2008

Building	Room	Bookings	Reserved Hours	Event Hours	Estimated Attendance	Actual Attendance
A.E. Williams Pavilion						
	Cafeteria	0	0.00	0.00	0	0
	Meeting Room 201	4	18.00	16.00	88	90
	Meeting Room 202	4	10.00	8.00	25	22
	Small Conference Room	4	12.00	12.00	355	267
	Total	12	40.00	36.00	468	379
Denver North Facility						
	Auditorium	11	36.00	18.00	357	250
	Auditorium A		0.00	0.00	0	0
	Auditorium B		0.00	0.00	0	0
	Maple Conference Room		8.00	6.00	435	345
	Meeting Room 1		55.00	52.00	96	32
	Meeting Room 2		18.00	16.00	207	155
	Oak Conference Room		1,242.00	1,196.00	140	130
	Total	119	1,359.00	1,288.00	1,235	912
Walker Center						
	Meeting Room 301	4	18.00	16.00	260	246
	Meeting Room 302	4	6.00	4.00	90	87
	Total	8	24.00	20.00	350	333
	Total	139	1,423.00	1,344.00	2,053	1,624

Powerful statistical reports help management optimize the use of space and forecast future space and resource requirements.

Reporting Period: 5/1/2008 thru 6/30/2008 (Booking Dates)

Cancel Date	Res Start	Res End	Location / Event	Group	Status	Canceled By/Reason	Res/Book ID
<b>Booking Date: Wednesday, May 07, 2008</b>							
6/19/2007	7:45 AM	9:30 PM	Dnvr North Meet 1 Seminar	Mountaineering Inc. Tamika Solarus x676	Keep staff informed about cancellations.	Customer No reason given	684 2704
<b>Booking Date: Thursday, May 15, 2008</b>							
6/19/2007	7:00 AM	11:00 AM	Dnvr North Auditorium CTC Prep	Enterprise Facility Mgmt Joe Lopes 212-555-9896	Cancelled	Joe Collingworth Will reschedule	680 2700
<b>Booking Date: Monday, May 19, 2008</b>							
6/19/2007	7:45 AM	9:15 PM	Dnvr North Oak Conf Admin staff meeting	Carlyle Group Barbara Almquist x345	Cancelled	Barbara Meeting cancelled	677 2682
<b>Booking Date: Wednesday, June 18, 2008</b>							
6/19/2007	7:45 AM	9:15 PM	Dnvr North Oak Conf Video Conference	Carlyle Group Barbara Almquist x345	Cancelled	Barbara New date TBD	1235 4848

Report lists the person who cancelled the event and the reason for the cancellation, as recorded when the event was cancelled.