

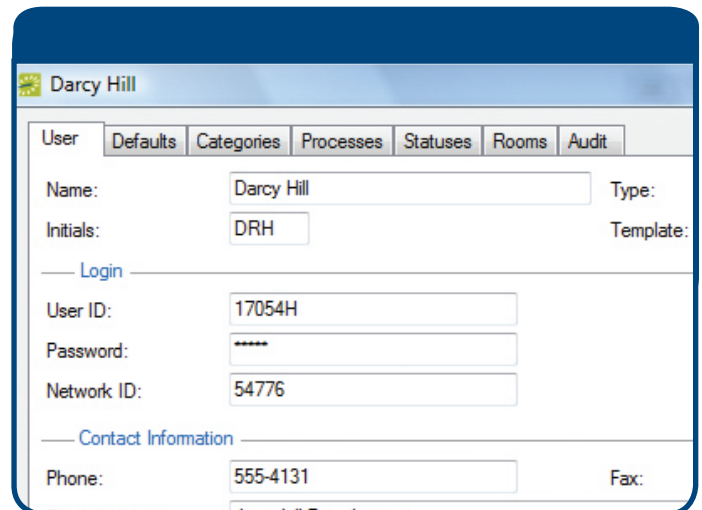
OVERVIEW

The Advanced Options Module for EMS Professional™ provides enhanced security, the ability to create multiple facility “Views”, and the ability to define multiple departments.

ENHANCED SECURITY

There are three user access templates associated with EMS Professional: Administrator, Standard User and Guest (view only). With the Advanced Options Module, you can go beyond these templates to create very specific security settings for the users you define based on the Categories, Processes, Rooms, Statuses and Queries tabs that they will have access to.

- Categories - Giving a user access to a resource category allows them to create service orders and reserve items from that category for an event.
- Processes - What actions can this user perform in EMS? Browse reservations? Generate an invoice? Define a room?
- Rooms - Users who have been given View and Book access to a room can create bookings in that room and can move bookings into or out of that room.
- Statuses - Having access to a status allows a user to create bookings with that status, edit bookings that have the status, and change a booking’s status from something else to the status.
- Queries - The ability to create, edit and run ad hoc queries through the Query Builder tool can be granted or withheld as appropriate.



The screenshot shows a user management window titled "Darcy Hill". It has several tabs: "User", "Defaults", "Categories", "Processes", "Statuses", "Rooms", and "Audit". The "User" tab is active. The form contains the following fields:

- Name: Darcy Hill
- Initials: DRH
- User ID: 17054H
- Password: *****
- Network ID: 54776
- Phone: 555-4131

There are also labels for "Type:", "Template:", and "Fax:" which are currently empty.

VIEWS

Views are user-defined lists of rooms that can be used as the basis for creating displays in the Reservation Book and running reports. You can create an unlimited number of views with the Advanced Options Module.

MULTIPLE DEPARTMENTS

The Advanced Options Module allows you to create multiple scheduling/billing departments. Invoicing and other financial transactions may be tracked by department with this module, as well as creating more personalized invoices and confirmations.