Assigning Department to User Profile in Virtual EMS

If you find that you are not assigned to the correct department when filling out a reservation for a room, please follow the following steps to fix it.

Once you have filled out the necessary information in	Info	&	Location	, proceed forward to the
"Details" tab.				

Campus Room Request	Info Location Details	
When and Where	Event Details	
Date:* 1/1/2000 Sat Recurrence	Event Name:*	-
Start Time:* End Time:* 9:00 AM (V) 10:00 AM (V)	Group Details	
	Group:*	

Please click on the magnifying glass next to the box.

Event Name:*	Event Type:*
Client Details	
Client:*	
1st Contact:*	
	▼ Q
Phone:*	Fax:
Email:*	
Email:*	

The ITEM LOOKUP box will appear.

	Group	os you can book for	
REM	OVE GROUP NAME	GROUP TYPE	CITY
×	IT: Classroom Technology	Staff	El Paso
×	OB/GYN	Medicine Resident Programs	El Paso
	Q, Top 1	.00 matching Groups	
ADD	GROUP NAME	GROUP TYPE	CITY
+	Administrative Services	Administration	El Pasc
+	Admissions	Staff	El Paso
+	Anesthesiology	Medicine Resident Programs	El Paso
+	Biomedical Medical Sciences	Medicine Basic Sciences	El Paso
+	Business Affairs	Staff	El Paso
+	Cancer and Chronic Disease Consortium	External Organization	El Paso
+	Center of Excellence Disease/Bio Researc	h Staff	El Paso
+	Center of Excellence for Neurosciences	Clinical Operations	El Paso
+	Center of Excellence in Cancer Research	Administration	El Paso
+	Center of Excellence of Infectious Disease	e Clinical Operations	El Paso
	Central Registration	Clinical Operations	El Paso
+	Central Registration		

Assigning Department to User Profile in Virtual EMS – October 2014

Once the desired department comes up, select the green plus and under "ADD". Once selected, it will show up on the top.

EMOVE GROUP NAME GROUP TYPE	CITY
TID IT CLASSIC TALAN	CITT
ELP - II: Classroom Technology Staff	El Paso
ELP - OB/GYN Medicine Resident Programs	El Paso
up name starts with:	

Scroll to the bottom of ITEM LOOKUP box, then select OR select the on the right top corner.

Item Lookup

			ingin	ιοp	001
	*	٢			

ELP - Purchasing/Central StoresStaffEI PasoELP - QI/OHClinical OperationsEI PasoELP - RadiologyMedicine Resident ProgramsEI PasoELP - Research & DevelopmentStaffEI PasoELP - Rio Grande UrologyExternal OrganizationEI PasoELP - Risk ManagementStaffEI PasoELP - Safety ServicesStaffEI PasoELP - Surgery Dept.Medicine Resident ProgramsEI PasoELP - Travas Healthcare Management ConsultantsExternal OrganizationEI PasoELP - Traval OfficeStaffEI PasoELP - Traval OfficeStaffEI PasoELP - UBCCStaffEI PasoELP - UMC Crime Victims UnitAffiliated HospitalEI PasoELP - UMC Rehab ServicesAffiliated HospitalEI PasoELP - UMC Rehab ServicesAffiliated HospitalEI PasoELP - UMC Rehab ServicesAffiliated HospitalEI Paso	+	ELP - Psychiatry	Staff	El Paso
ELP - QI/OHClinical OperationsEl PasoELP - RadiologyMedicine Resident ProgramsEl PasoELP - Research & DevelopmentStaffEl PasoELP - Rio Grande UrologyExternal OrganizationEl PasoELP - Risk ManagementStaffEl PasoELP - Safety ServicesStaffEl PasoELP - Student AffairsStaffEl PasoELP - Surgery Dept.Medicine Resident ProgramsEl PasoELP - Travas Healthcare Management ConsultantsExternal OrganizationEl PasoELP - Travel OfficeStaffEl PasoELP - Travel OfficeStaffEl PasoELP - UBCCStaffEl PasoELP - UMC (university Medical Center of El Paso)Affiliated HospitalEl PasoELP - UMC Crime Victims UnitAffiliated HospitalEl PasoELP - UMC Rehab ServicesAffiliated HospitalEl Paso	+	ELP - Purchasing/Central Stores	Staff	El Paso
ELP - RadiologyMedicine Resident ProgramsEl PasoELP - Research & DevelopmentStaffEl PasoELP - Rio Grande UrologyExternal OrganizationEl PasoELP - Risk ManagementStaffEl PasoELP - Student AffairsStaffEl PasoELP - Student AffairsStaffEl PasoELP - Student AffairsStaffEl PasoELP - Texas Healthcare Management ConsultantsExternal OrganizationEl PasoELP - Travel OfficeStaffEl PasoELP - Travel OfficeStaffEl PasoELP - UMCC (University Medical Center of El Paso)Affiliated HospitalEl PasoELP - UMC Crime Victims UnitAffiliated HospitalEl PasoELP - UMC Rehab ServicesAffiliated HospitalEl Paso	+	ELP - QI/OH	Clinical Operations	El Paso
ELP - Research & DevelopmentStaffEl PasoELP - Rio Grande UrologyExternal OrganizationEl PasoELP - Risk ManagementStaffEl PasoELP - Safety ServicesStaffEl PasoELP - Student AffairsStaffEl PasoELP - Surgery Dept.Medicine Resident ProgramsEl PasoELP - Texas Healthcare Management ConsultantsExternal OrganizationEl PasoELP - TransitionalStaffEl PasoELP - Travel OfficeStaffEl PasoELP - UBCCStaffEl PasoELP - UMC (University Medical Center of El Paso)Affiliated HospitalEl PasoELP - UMC Crime Victims UnitAffiliated HospitalEl PasoELP - UMC Rehab ServicesAffiliated HospitalEl Paso	F	ELP - Radiology	Medicine Resident Programs	El Paso
ELP - Rio Grande UrologyExternal OrganizationEl PasoELP - Risk ManagementStaffEl PasoELP - Safety ServicesStaffEl PasoELP - Student AffairsStaffEl PasoELP - Student AffairsStaffEl PasoELP - Surgery Dept.Medicine Resident ProgramsEl PasoELP - Travas Healthcare Management ConsultantsExternal OrganizationEl PasoELP - Travel OfficeStaffEl PasoELP - Travel OfficeStaffEl PasoELP - UMCCStaffEl PasoELP - UMC (University Medical Center of El Paso)Affiliated HospitalEl PasoELP - UMC Crime Victims UnitAffiliated HospitalEl PasoELP - UMC Rehab ServicesAffiliated HospitalEl Paso		ELP - Research & Development	Staff	El Paso
ELP - Risk ManagementStaffEl PasoELP - Safety ServicesStaffEl PasoELP - Student AffairsStaffEl PasoELP - Surgery Dept.Medicine Resident ProgramsEl PasoELP - Texas Healthcare Management ConsultantsExternal OrganizationEl PasoELP - TransitionalStaffEl PasoELP - Travel OfficeStaffEl PasoELP - UBCCStaffEl PasoELP - UMC (University Medical Center of El Paso)Affiliated HospitalEl PasoELP - UMC Crime Victims UnitAffiliated HospitalEl PasoELP - UMC Rehab ServicesAffiliated HospitalEl Paso		ELP - Rio Grande Urology	External Organization	El Paso
ELP - Safety ServicesStaffEl PasoELP - Student AffairsStaffEl PasoELP - Surgery Dept.Medicine Resident ProgramsEl PasoELP - Texas Healthcare Management ConsultantsExternal OrganizationEl PasoELP - TransitionalStaffEl PasoELP - Travel OfficeStaffEl PasoELP - UBCCStaffEl PasoELP - UMC (University Medical Center of El Paso)Affiliated HospitalEl PasoELP - UMC Crime Victims UnitAffiliated HospitalEl PasoELP - UMC Rehab ServicesAffiliated HospitalEl Paso	-	ELP - Risk Management	Staff	El Paso
ELP - Student AffairsStaffEl PasoELP - Surgery Dept.Medicine Resident ProgramsEl PasoELP - Texas Healthcare Management ConsultantsExternal OrganizationEl PasoELP - TransitionalStaffEl PasoELP - Travel OfficeStaffEl PasoELP - UNC (University Medical Center of El Paso)StaffEl PasoELP - UMC (University Medical Center of El Paso)Affiliated HospitalEl PasoELP - UMC Crime Victims UnitAffiliated HospitalEl PasoELP - UMC Rehab ServicesAffiliated HospitalEl Paso	3	ELP - Safety Services	Staff	El Paso
ELP - Surgery Dept. Medicine Resident Programs El Paso ELP - Texas Healthcare Management Consultants External Organization El Paso ELP - Transitional Staff El Paso ELP - Travel Office Staff El Paso ELP - UNC University Medical Center of El Paso Staff El Paso ELP - UMC Crime Victims Unit Affiliated Hospital El Paso ELP - UMC Rehab Services Affiliated Hospital El Paso		ELP - Student Affairs	Staff	El Paso
ELP - Texas Healthcare Management Consultants External Organization El Paso ELP - Transitional Staff El Paso ELP - Travel Office Staff El Paso ELP - UBCC Staff El Paso ELP - UMC (University Medical Center of El Paso) Affiliated Hospital El Paso ELP - UMC Crime Victims Unit Affiliated Hospital El Paso ELP - UMC Rehab Services Affiliated Hospital El Paso		ELP - Surgery Dept.	Medicine Resident Programs	El Paso
ELP - Transitional Staff El Paso ELP - Travel Office Staff El Paso ELP - UBCC Staff El Paso ELP - UMC (University Medical Center of El Paso) Affiliated Hospital El Paso ELP - UMC Crime Victims Unit Affiliated Hospital El Paso ELP - UMC Rehab Services Affiliated Hospital El Paso		ELP - Texas Healthcare Management Consultants	External Organization	El Paso
ELP - Travel Office Staff El Paso ELP - UBCC Staff El Paso ELP - UMC (University Medical Center of El Paso) Affiliated Hospital El Paso ELP - UMC Crime Victims Unit Affiliated Hospital El Paso ELP - UMC Rehab Services Affiliated Hospital El Paso	F	ELP - Transitional	Staff	El Paso
ELP - UBCC Staff El Paso ELP - UMC (University Medical Center of El Paso) Affiliated Hospital El Paso ELP - UMC Crime Victims Unit Affiliated Hospital El Paso ELP - UMC Rehab Services Affiliated Hospital El Paso		ELP - Travel Office	Staff	El Paso
ELP - UMC (University Medical Center of El Paso) Affiliated Hospital El Paso ELP - UMC Crime Victims Unit Affiliated Hospital El Paso ELP - UMC Rehab Services Affiliated Hospital El Paso		ELP - UBCC	Staff	El Paso
ELP - UMC Crime Victims Unit Affiliated Hospital El Paso ELP - UMC Rehab Services Affiliated Hospital El Paso	-	ELP - UMC (University Medical Center of El Paso)	Affiliated Hospital	El Paso
ELP - UMC Rehab Services Affiliated Hospital El Paso	+	ELP - UMC Crime Victims Unit	Affiliated Hospital	El Paso
	+	ELP - UMC Rehab Services	Affiliated Hospital	El Paso
ELP - Volunteer Services Clinical Operations El Paso	+	ELP - Volunteer Services	Clinical Operations	El Paso

In the "Group" box, click on the down arrow and the newly selected department will appear.

Group:*	
ELP - OB/GYN	Q
ELP - IT: Classroom Technology ELP - OB/GYN	0,
Phone:*	Fax:

In 1st contact field, select either "(temporary contact)" or whatever name is needed.

Client Details	
	Mary Ramirez 🔹
ELP - Ob/Gyn	(temporary contact)
1st Contact:*	Antonio De la Rosa
Mary Ramirez 🔹 🔍	Bea
Phone:* Fax:	Christina Melendez Christine Pillado
Email:*	Claudia Esparza
mary.ramirez@ttuhsc.edu	Irene G. Jimenez Irma Bejar K. Michelle Garcia Lizabeth Berkeley Maribel Ramirez Marina Purcell Marta Rodriguez
	Mary Ramirez
	Nena Lujan Rebecca Aranda Sylvia Alderete

If your name is not on the list, please select "(temporary contact)". Please fill in all fields marked w/ *

If you continue to have issues or are unable to complete the steps, please contact: <u>Classroom Technology</u> (915) 215-4078