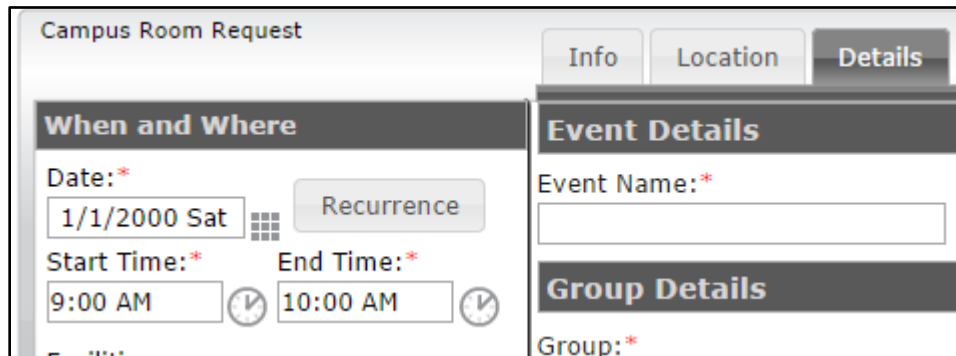


## Assigning Department to User Profile in Virtual EMS

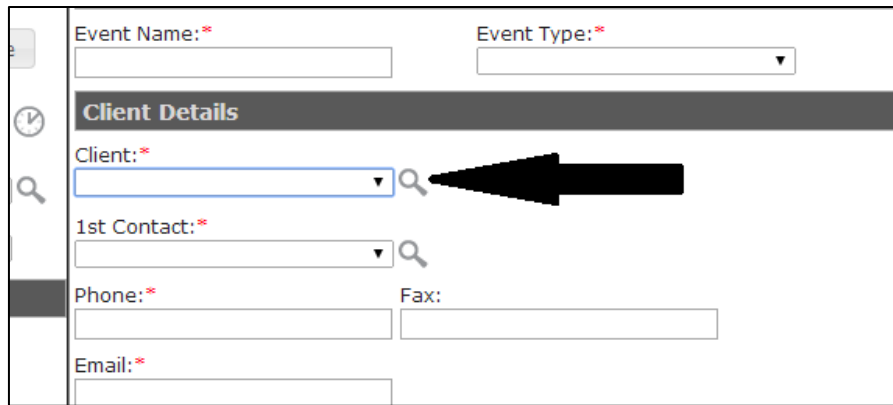
If you find that you are not assigned to the correct department when filling out a reservation for a room, please follow the following steps to fix it.

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



The screenshot shows the 'Campus Room Request' form with three tabs: 'Info', 'Location', and 'Details'. The 'Details' tab is active. It contains two main sections: 'When and Where' and 'Event Details'. The 'When and Where' section includes fields for 'Date' (1/1/2000 Sat), 'Start Time' (9:00 AM), and 'End Time' (10:00 AM). The 'Event Details' section includes a field for 'Event Name'. Below this is the 'Group Details' section with a 'Group' field.

Please click on the magnifying glass next to the box.



The screenshot shows the 'Client Details' section of the form. It includes fields for 'Event Name', 'Event Type', 'Client', '1st Contact', 'Phone', and 'Email'. A magnifying glass icon is positioned to the right of the 'Client' dropdown menu, with a black arrow pointing to it.

The ITEM LOOKUP box will appear



The 'Item Lookup' dialog box is shown, displaying a list of clients. The title is 'Clients you can book for'. The list has columns for 'REMOVE', 'CLIENT NAME', 'CLIENT TYPE', and 'CITY'. The first entry is 'ELP - Information Technology' with type 'HSC-Staff' and city 'El Paso'. Below the list is a search field labeled 'Client name starts with:'. Below that is a section titled 'Top 100 matching Clients' with columns for 'ADD', 'CLIENT NAME', 'CLIENT TYPE', and 'CITY'. The first few entries are:

ADD	CLIENT NAME	CLIENT TYPE	CITY
+	1st Care Amarillo/ Velann Anderson	Outside Organization	Amarillo
+	ABL - 2nd Degree	Abilene School of Nursing	Abilene
+	ABL - SOP	Pharmacy	Abilene
+	ABL TUG SON	Abilene School of Nursing	Abilene
+	ACS/Texas Medicaid Healthcare Partnership	Outside Organization	Austin
+	AMA Northwest Texas Hospital	Affiliated Hospital	Amarillo
+	AMA Abundant Life	Outside Organization	Amarillo
+	AMA Allied Health	Allied Health Sciences	Amarillo

In the field “Client name starts with:” please enter “elp”. Doing so will narrow down the list to El Paso departments.

**Clients you can book for**

REMOVE	CLIENT NAME	CLIENT TYPE	CITY
	ELP - Information Technology	HSC-Staff	El Paso

Client name starts with:

**Top 84 matching Clients**

ADD	CLIENT NAME	CLIENT TYPE	CITY
	ELP - Academic Technology	HSC-Staff	El Paso , TX
	ELP - Administrative Services	HSC-Administration	El Paso
	ELP - Admissions	HSC-Staff	El Paso
	ELP - Anesthesiology	Medicine Resident Programs	El Paso
	ELP - Biomedical Medical Sciences	Medicine Basic Sciences	El Paso
	ELP - Business Affairs	HSC-Staff	El Paso
	ELP - Cancer and Chronic Disease Consortium	Outside Organization	El Paso
	ELP - Center of Excellence Disease/Bio Research	HSC-Staff	El Paso
	ELP - Center of Excellence for Neurosciences	Clinical Operations	El Paso
	ELP - Center of Excellence in Cancer Research	HSC-Administration	El Paso
	ELP - Center of Excellence of Infectious Disease	Clinical Operations	El Paso
	ELP - Central Registration	Clinical Operations	El Paso
	ELP - Childrens Miracle Network	Medicine Resident Programs	El Paso

Once the desired department comes up, select the green plus () under “ADD”.

Once selected, it will show up on the top.

**Item Lookup**

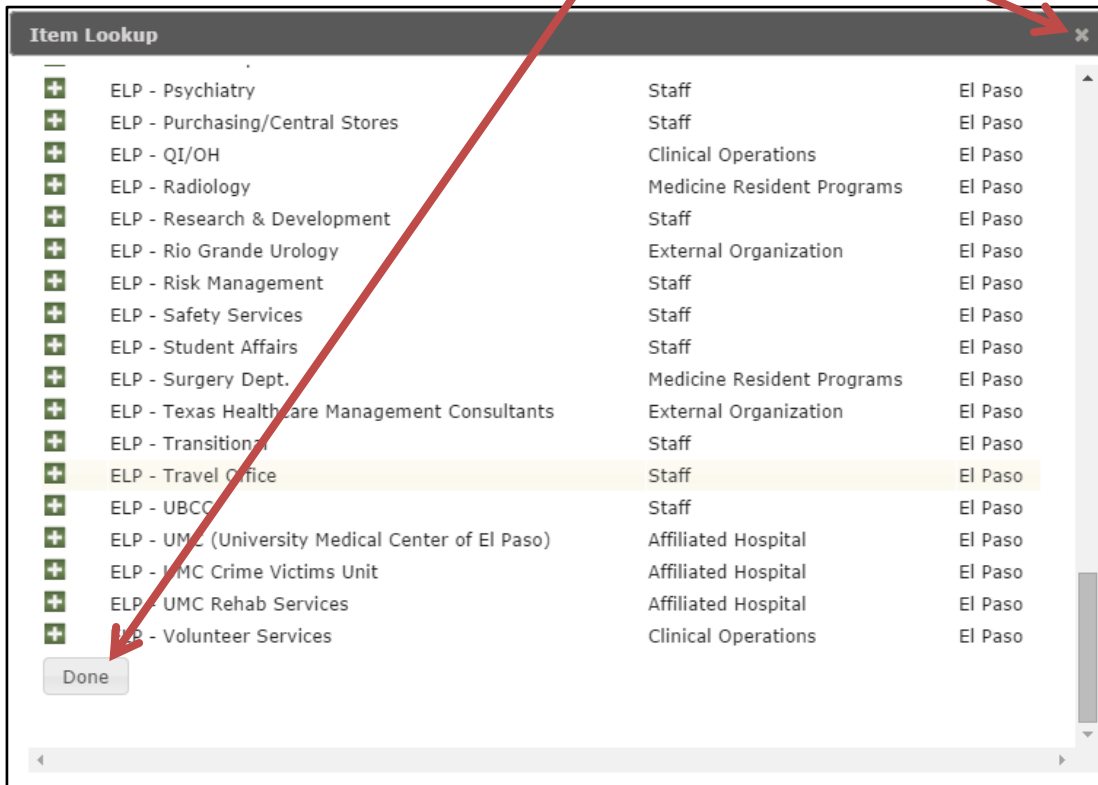
**Groups you can book for**

REMOVE	GROUP NAME	GROUP TYPE	CITY
	ELP - IT: Classroom Technology	Staff	El Paso
	ELP - OB/GYN	Medicine Resident Programs	El Paso

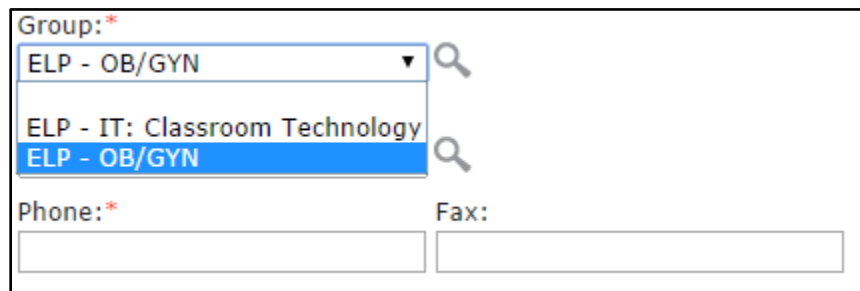
Group name starts with:

**Top 100 matching Groups**

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



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



In 1<sup>st</sup> contact field, select either “(temporary contact)” or whatever name is needed.

**Client Details**

Client:\*  
ELP - Ob/Gyn

1st Contact:\*  
Mary Ramirez

Phone:\*                      Fax:  
                     

Email:\*  
mary.ramirez@ttuhsc.edu

- Mary Ramirez
- (temporary contact)
- Albert Delgado
- Antonio De la Rosa
- Bea
- Blanca Macho
- Christina Melendez
- Christine Pillado
- Claudia Esparza
- ELP - Ob/Gyn
- 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:

[Classroom Technology](#)  
(915) 215-4078