Virtual EMS
Installation Instructions

EMS Workplace 7.0
EMS Campus 4.0
EMS Enterprise 7.0
EMS Legal 7.0
EMS District 7.0
EMS Professional 13.0

Dean Evans & Associates, Inc.

Event Management Systems
Schedule Clarity

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Introduction

This document lists the steps you must take to install Virtual EMS. Virtual EMS is an optional, customer-facing web application that makes EMS available online. Virtual EMS provides an online calendar, streamlines the room request process and provides capability to support self-service reservations.

If you are upgrading to a newer version of Virtual EMS, please encourage users at your facility to read the separate *What's New* document before they begin working with the new version of the software. Doing so will minimize the amount of time it takes them to get "up-to-speed" with the new release and help them benefit from new features and functions that they might not otherwise discover.

Customer Support

Unlimited toll-free customer support is available to EMS users who have a current Annual Service Agreement (ASA). If you are unable to resolve a problem or answer a question by reading the EMS documentation, contact us at:

Email:	**support@dea.com**
Web:	**www.dea.com**
Phone:	**(800) 288-4565**
Fax:	**(303) 796-7429**

Hardware and Software Requirements

A list of the system requirements for Virtual EMS is maintained on our website.

Obtaining the Latest Release of Virtual EMS

The latest release of Virtual EMS can be downloaded from the online Support Center.

1. Go to www.dea.com and enter your Email Address and Password in the Support Center area.
2. Click the Software downloads link.
3. Download **Virtual EMS (VirtualEMS.msi)**. Required for both first time installations and upgrades.

Installing/Upgrading Virtual EMS

Important: Before beginning the installation process, please install or upgrade your EMS databases as outlined in the *EMS Installation Instructions*.

Important: Existing versions of Virtual EMS must be manually uninstalled. Please make sure to copy-off and save any files that have been customized.

1. Manually **uninstall** any previous versions of Virtual EMS on your web server.
2. Verify that the prerequisite software has been installed.
3. Download the **VirtualEMS.msi** file onto the web server that will be running Virtual EMS.
4. Run **VirtualEMS.msi**.
5. The first screen welcomes you to the Virtual EMS Setup Wizard. Click **Next** to begin the installation process. The *Destination Folder* screen will appear.
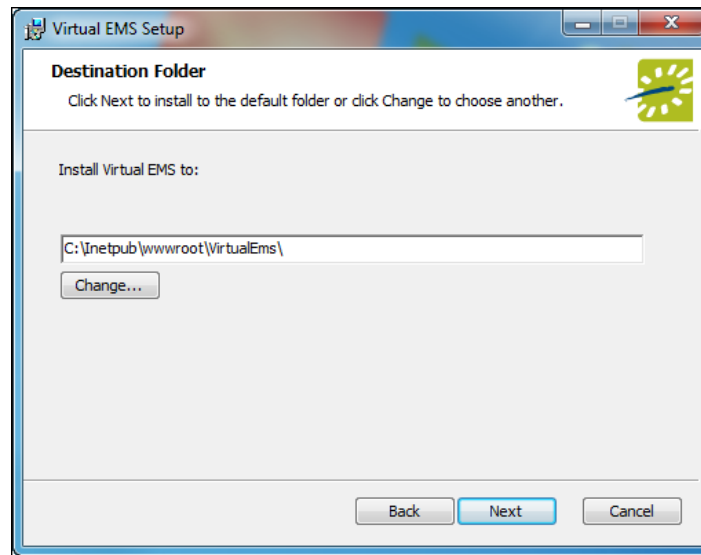
6. Select the destination folder. The installation process will create a new physical directory on your web server based on the destination folder path entered ("Virtual Ems" in the example above.) Click **Next**.

   Note: Virtual EMS should not be installed in the same physical directory as other EMS web-based products OR under a site running another version of Virtual EMS.

7. The *SQL Server and database information* screen will appear.
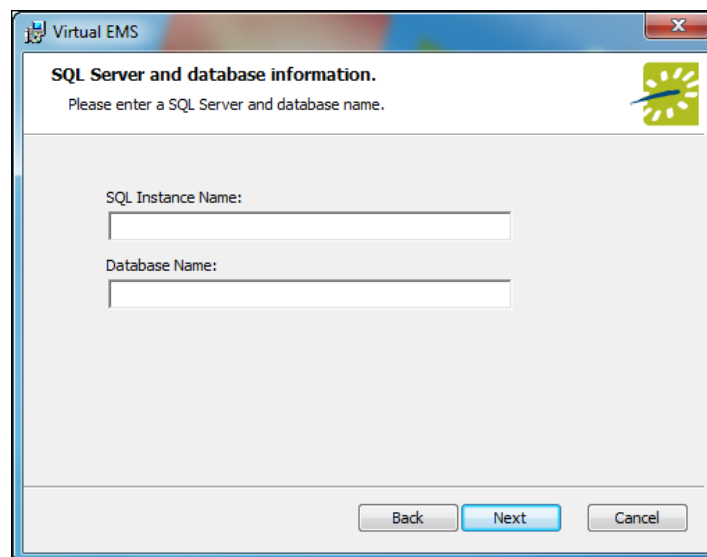
8. Enter your SQL Instance Name.
9. Enter your Database Name:

   - EMS Professional customers – typically named "EMSData"
   - EMS Workplace, EMS Campus, EMS Enterprise, EMS District and EMS Legal customers - typically named "EMS"

10. Click **Next**.
11. The *Virtual Directory information* screen will appear.
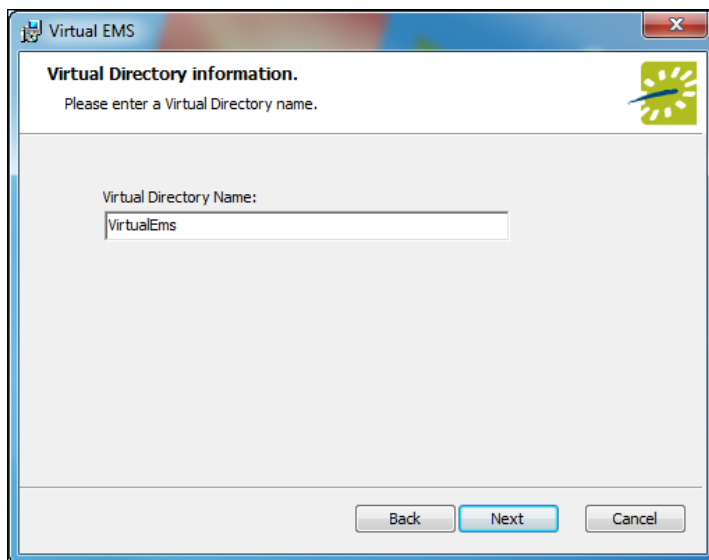
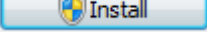12. The Virtual Directory Name will default to the destination folder specified in Step 6. It is recommended that you keep the default setting. The installation process will create a virtual directory on your web server based on the virtual directory entered ("Virtual Ems" in the example above.) Click **Next**.

    Note: Virtual EMS should <u>not</u> be installed in the same virtual directory as other EMS web-based products OR under a site running another version of Virtual EMS.

13. The *Ready to install Virtual EMS* screen will appear. Click to install Virtual EMS.
14. The *Completed the Virtual EMS Setup Wizard* screen will appear. Click **Finish**.

Starting Virtual EMS

After following the steps above, verify your Virtual EMS installation by opening a browser and entering the Virtual EMS address:

       http://[ServerName]/VirtualEMS/ (replace [ServerName] with the name of your web server)

The first time you launch Virtual EMS, it may take a few extra moments for the website to display. If you encounter any issues, please contact Customer Support for assistance.

For information on how to configure Virtual EMS, please refer to your *EMS Setup Guide*.

Optional Virtual EMS Modules

If you currently do not own one of optional, separately licensed modules outlined below, but are interested in more information, please contact your Account Executive.

Integrated Authentication

The Integrated Authentication module is a component for Virtual EMS that provides single-sign-on capability using Integrated Windows Authentication, your organization's portal or LDAP. Please refer to the *Integrated Authentication Configuration Instructions* for installation instructions.

Plan-a-Meeting

Plan-a-Meeting is a component for Virtual EMS that integrates with Microsoft Exchange or IBM Lotus Notes. With this module, web users can view the availability of both meeting rooms *and* attendees, and send Microsoft Outlook or IBM Lotus Notes-compatible meeting invitations - all from within Virtual EMS. Please refer to the *PAM Installation Instructions* for installation instructions.

Floor Plan Module

The Floor Plan module allows web users to search for, view and reserve available space from an interactive floor plan within Virtual EMS. Please refer to the *Floor Plan Module Installation Instructions* for installation instructions.

Customizing Virtual EMS

After you have installed Virtual EMS you can customize many aspects of it. You can change the "look and feel" of Virtual EMS by inserting your own logo. Experienced web developers can also modify the system's style sheet to change fonts and colors. For information on how to configure Virtual EMS, define help text for various pages or re-label menus, please refer to your *EMS Setup Guide*.

Important: Do not alter any of the Virtual EMS web page files themselves. **The maintenance agreement for Virtual EMS extends *to the original page content only***.

Logo

The logo that appears in the upper left corner of all pages within Virtual EMS comes from a file named LOGO.GIF, which is found in the \VirtualEMS\Images folder. If you choose to have the system display a different logo, create a new file called CUSTOMLOGO.GIF in that folder. If the system detects this file, it will use it rather than the default file. The advantage of creating the new file instead of simply replacing the LOGO.GIF file is that in an upgrade to a new version of Virtual EMS the LOGO.GIF file is overwritten, whereas CUSTOMLOGO.GIF is not.

The system will accept nearly any size logo image, but you should avoid images more than 200 pixels wide and images that are too tall, to avoid extra scrolling. If you create a custom logo file, you may need clear your browser's cache before you see the new image.

Style Sheets

Experienced web developers are welcome to modify the look and feel of Virtual EMS using a custom style sheet, which controls fonts and colors throughout the application. To do so, name your custom style sheet CUSTOM.CSS and place it in the \VirtualEMS\Styles directory. If the system detects this file, it will use the styles found there rather than those in the system's default style sheet, VEMS.CSS. Create the CUSTOM.CSS style sheet rather than modifying VEMS.CSS, since VEMS.CSS may be overwritten whenever new versions of the software are installed.

Custom Links

The Virtual EMS Browse Events page allows web users to view all public events scheduled in EMS. Users have the option to manually filter this list of events by facility, room, event type, event name or group name. Virtual EMS contains functionality to create a custom Browse Events link (i.e. URL) that when accessed, pre-filters the event listing displayed to a specific building, event type, client, etc. To create a Custom Link, please follow the steps outlined below.

1. Log into Virtual EMS using a web user ID that belongs to a Web Security Template containing the *Web Administrator* Role. For information on how to configure a web user and/or Web Security Template, please refer to your *EMS Setup Guide.*
2. Under the **Admin** menu, click ***Generate Custom Link***.

3. Indicate whether or not **Display On Web** settings should be ignored. This setting is available on various configuration items in EMS (e.g. event type, status, etc.) to intentionally hide events from public view.
4. Select your **Filter Type**.
5. The results displayed in the **Select Item** dropdown will reset based on the **Filter Type** selected. Pick a value in the **Select Item** dropdown.
6. Select your **Display Format**.
7. To display a custom logo that is different than the default logo used for your Virtual EMS site, enter the logo name in the **Logo** field. The logo will need to exist within the Virtual EMS physical directory on your web server (typically C:\inetpub\wwwroot\VirtualEMS\).
8. To display a custom title, enter a value in the **Title** field.
9. To collapse booking information so that only the reservation information is displayed, select **the Roll Up To Reservation** option.

Roll Up To Reservation Enabled

Roll Up To Reservation Disabled

10. Click the **Generate Link** button to display a friendly URL and HTML code that can be added to a web page. The URL can also be used to test your Custom Link.
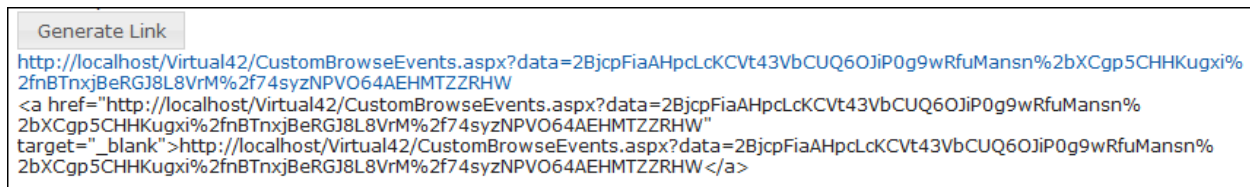
Custom JavaScript

With custom JavaScript, you can extend the functionality of Virtual EMS to suit your business needs. Please keep in mind that including custom JavaScript on Virtual EMS pages can affect performance.

When VEMS receives a request for a page, it checks for the existence of a **CustomJs** folder. If the folder exists, VEMS checks for any files that match the name of the page. For instance, on the RoomRequest.aspx page, if there is a file called **RoomRequest.js** in the CustomJs folder, VEMS will include the RoomRequest.js file on the page.

In addition to the name-matched file, VEMS will also check for and include the file named **global.js** on EVERY page. Follow the below steps to enable custom JavaScript

Perform the following steps to enable Custom JavaScript:
1. Enable Custom JavaScript. Open the VEMS web.config file *(i.e., C:\inetpub\wwwroot\VirtualEms\web.config)*
   a. Locate the following node under the *<appSettings>* node
      i. <add key="allowCustomJs" value="false" />
   b. Change the false value to true
   c. Save the file
2. Create the *CustomJs* folder within the root of you VEMS Install Directory *(i.e., C:\inetpub\wwwroot\VirtualEms\CustomJs)*.

You are now ready to implement your Custom JavaScript. There are a couple of options:
- In the newly created CustomJs folder, create a file for each of the above pages you wish to include your custom JavaScript on (such as RoomRequest.js, EditReservation.js, or Default.js).
- In the newly created CustomJs folder, create one file called **global.js** that will be included on every page in the system.

Your custom JavaScript should be included on global.js **OR** on each of the applicable page-specific JavaScript files. If you include the script in both places, it could cause problems.