

EMS Kiosk App

Installation, Configuration, and User Guides

V44

April 2019

Accruent Confidential and Proprietary, copyright 2019. All rights reserved.

This material contains confidential information that is proprietary to, and the property of, Accruent, LLC. Any unauthorized use, duplication, or disclosure of this material, in whole or in part, is prohibited.

No part of this publication may be reproduced, recorded, or stored in a retrieval system or transmitted in any form or by any means—whether electronic, mechanical, photographic, or otherwise—without the written permission of Accruent, LLC.

The information contained in this document is subject to change without notice. Accruent makes no warranty of any kind with regard to this material, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Accruent, or any of its subsidiaries, shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this material.

Table of Contents

CHAPTER 1: Older Releases of EMS Kiosk App	1
Interested in Upgrading?	1
CHAPTER 2: EMS Kiosk App Installation Guide	2
What is the EMS Kiosk App?	2
CHAPTER 3: Introduction	3
What is the EMS Kiosk App?	3
CHAPTER 4: Requirements	4
Prerequisites	4
CHAPTER 5: Obtain the Latest Release of EMS Kiosk	5
Launch EMS Kiosk	5
CHAPTER 6: Install or Upgrade EMS Kiosk	6
CHAPTER 7: Launch EMS Kiosk	10
CHAPTER 8: Configure EMS Kiosk Profiles	11
Configure an EMS Kiosk Profile	11
Kiosk Profile Tab	12
Rooms Tab	14
Menu Items Tab	14
Translations Tab	15
Images Tab	16
Parameters Tab	17
Web Text Tab	18
CHAPTER 9: Configure EMS Kiosk Menus	20
CHAPTER 10: EMS Kiosk Parameters	22
CHAPTER 11: EMS Kiosk API Reference Guide	40

CHAPTER 12: API Functions - Kiosk Get Profiles, Settings, Buildings, Floors, Room Types, and Group ...	41
KioskGetProfiles	41
Description	41
Request Parameters	41
Response Elements	41
Notes	41
KioskGetProfileSettings	42
Description	42
KioskGetBuildings	42
Description	42
KioskGetFloors	43
Description	43
KioskGetRoomTypes	44
Description	44
KioskGetGroup	45
Description	45
CHAPTER 13: API Functions - Kiosk Validate by Badge Number, External Reference, Personnel Number	46
KioskValidateByBadgeNum	46
Description	46
KioskValidateByExternalReference	47
Description	47
KioskValidateByPersonnelNum	47
Description	47
CHAPTER 14: API Functions - Kiosk Get Events and Reservations	49
KioskGetEvents	49

Description	49
KioskGetReservations	51
Description	51
CHAPTER 15: API Functions - Kiosk End Now Reservation, Cancel Reservation, and Locate Person	53
KioskEndNowReservation	53
Description	53
KioskCancelReservation	53
Description	53
KioskLocatePerson	54
Description	54
CHAPTER 16: API Functions - Kiosk Get Floors, Room Types, and Floor Availability	56
KioskGetFloorsAndRoomTypes	56
Description	56
KioskGetRoomAvailability	57
Description	57
CHAPTER 17: API Functions - Kiosk Add Reservation 1 and Reservation 2	59
KioskAddReservation	59
Description	59
KioskAddReservation2	60
Description	60
CHAPTER 18: API Functions - Kiosk Get Event Types, Rooms, Combo Components, Check Status, and Checkout	62
KioskGetEventTypes	62
Description	62
KioskGetAllRooms	63

Description	63
KioskGetRoomComboComponents	64
Description	64
KioskGetCheckInStatus	65
Description	65
KioskCheckInCheckOut	66
Description	66
CHAPTER 19: API Functions - Kiosk Add Room to Profile and by Setup Type	68
KioskAddRoomtoProfile	68
Description	68
KioskGetRoomsBySetupType	69
Description	69
CHAPTER 20: EMS Kiosk (V44) User Guide	71
CHAPTER 21: Get Started with EMS Kiosk (V44)	72
CHAPTER 22: Overview: The EMS Kiosk Window	73
CHAPTER 23: My Reservations Page	75
CHAPTER 24: Work with the My Reservations Page	76
CHAPTER 25: Check In with EMS Kiosk	79
CHAPTER 26: Make a Reservation	80
Reserve Rooms from a List	81
Reserve Rooms from a Map	81
CHAPTER 27: Locate a Person	83
CHAPTER 28: Locate Space	85
CHAPTER 29: View Information	86
CHAPTER 30: View Today's Events	87

CHAPTER 1: Older Releases of EMS Kiosk App

The purpose of the section is to answer your questions and guide you through the procedures necessary to install, configure, and administer the EMS Kiosk App efficiently and effectively for Legacy Versions.

Important! To ensure your users are benefiting from the newest features, enhancements, and fixes, EMS Software recommends that you [upgrade](#) to the most current release of your EMS product.

Interested in Upgrading?

Contact EMS Sales at (800) 440-3994. For more information, visit www.emssoftware.com.

CHAPTER 2: EMS Kiosk App Installation Guide

What is the EMS Kiosk App?

Run on a touch-screen display unit, the EMS Kiosk is a powerful yet easy-to-use digital room sign and interactive tool for reviewing room availability, booking space, searching for a meeting location and more. Mount the unit outside a room and/or make an EMS Kiosk available in a lobby or entryway. Pair with the optional Floor Plan module and give users an added measure of convenience as they see reserved/available space on a facility diagram, making it even easier to find a meeting or a place to hold one.

- You must be licensed for this optional component. If you are unsure if your organization is licensed for the EMS Kiosk, or if you would like to learn more about it, please contact your Account Executive.
- Please see the Floor Plan Module Installation Instructions for information on how to install the optional Floor Plan module.

This section provides guidance in administering EMS Kiosk for System Administration and IT users. The EMS Kiosk is an optional module for EMS. You can use the kiosk to view the today's events, make a reservation for yourself, view your existing reservations, locate a person who has reservations for today, and, if enabled, check yourself into and out of a building.

- Introduction
- Requirements
- Obtain the Latest Release of EMS Kiosk
- Install or Upgrade EMS Kiosk
- Launch EMS Kiosk

CHAPTER 3: Introduction

What is the EMS Kiosk App?

Run on a touch-screen display unit, the EMS Kiosk is a powerful yet easy-to-use digital room sign and interactive tool for reviewing room availability, booking space, searching for a meeting location and more. Mount the unit outside a room and/or make an EMS Kiosk available in a lobby or entryway. Pair with the optional Floor Plan module and give users an added measure of convenience as they see reserved/available space on a facility diagram, making it even easier to find a meeting or a place to hold one.

- You must be licensed for this optional component. If you are unsure if your organization is licensed for the EMS Kiosk, or if you would like to learn more about it, please contact your Account Executive.
- Please see the Floor Plan Module Installation Instructions for information on how to install the optional Floor Plan module.
- **Option 1 (Recommended):** Search the Knowledge Base available in the EMS Customer Portal.
- Option 2: Submit a Case directly via the EMS Customer Portal.
- **Option 3:** Email support@emssoftware.com.
- **Option 4 (Recommended for critical issues only):** Phone (800) 288-4565.

Important! If you do not have a customer login, register here.

CHAPTER 4: Requirements

Supported Browsers

Internet Explorer 11

Google Chrome* Firefox*

*Latest versions

Prerequisites

Before beginning the installation process, please do the following:

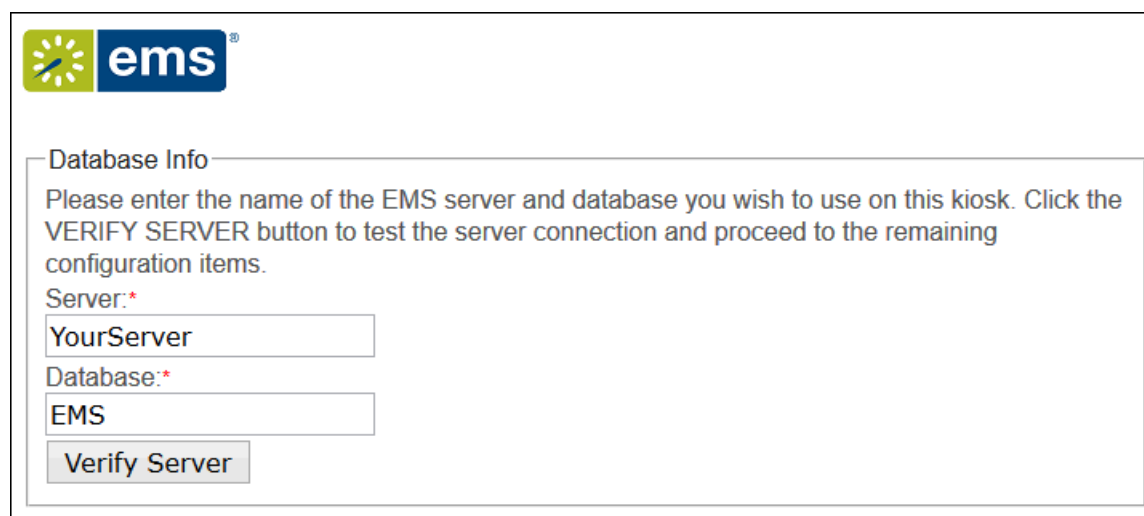
- Install or upgrade your EMS databases as outlined in the .
- Manually uninstall any previous versions of the EMS Kiosk on your web server.

CHAPTER 5: Obtain the Latest Release of EMS Kiosk

The latest release of the EMS Kiosk can be downloaded from the [Downloads Portal](#). Log in and download EMS Kiosk (EMSKiosk.msi). Required for both first time installations and upgrades.

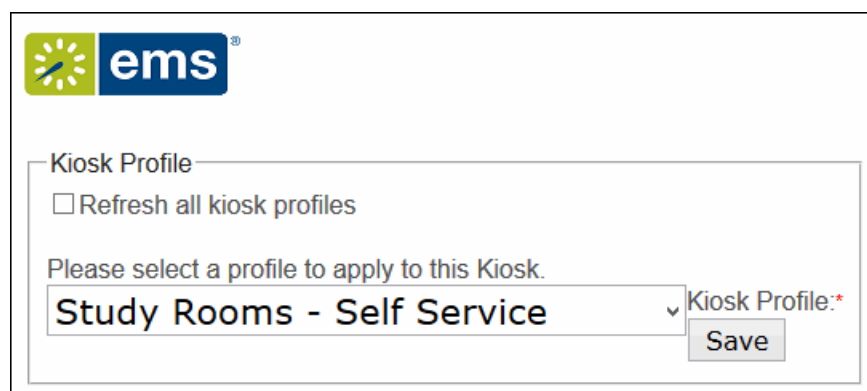
Launch EMS Kiosk

1. The first time you access EMS Kiosk, you will be redirected to the config.aspx page ([http://\[Server-Name\]/EMSKiosk/config.aspx](http://[Server-Name]/EMSKiosk/config.aspx)) to enter your server and database information. Enter your EMS SQL Server name and Database. Then click Verify Server to continue.



2. When the Kiosk Profile section appears, select a profile for this Kiosk and click Save.

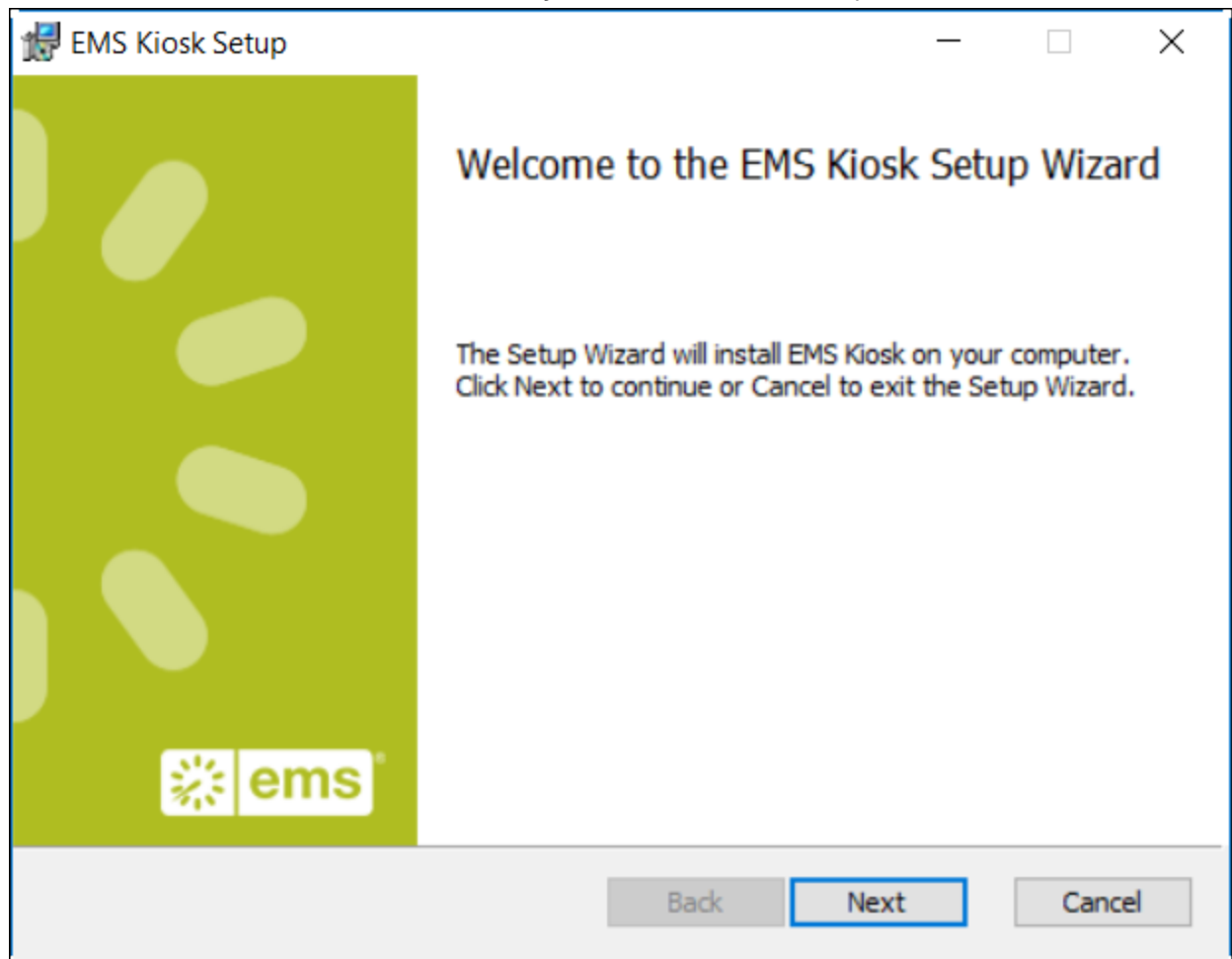
Note: Kiosk Profiles are configured within the EMS Desktop Client application. Instructions can be found in the Configure EMS Kiosk Profiles.



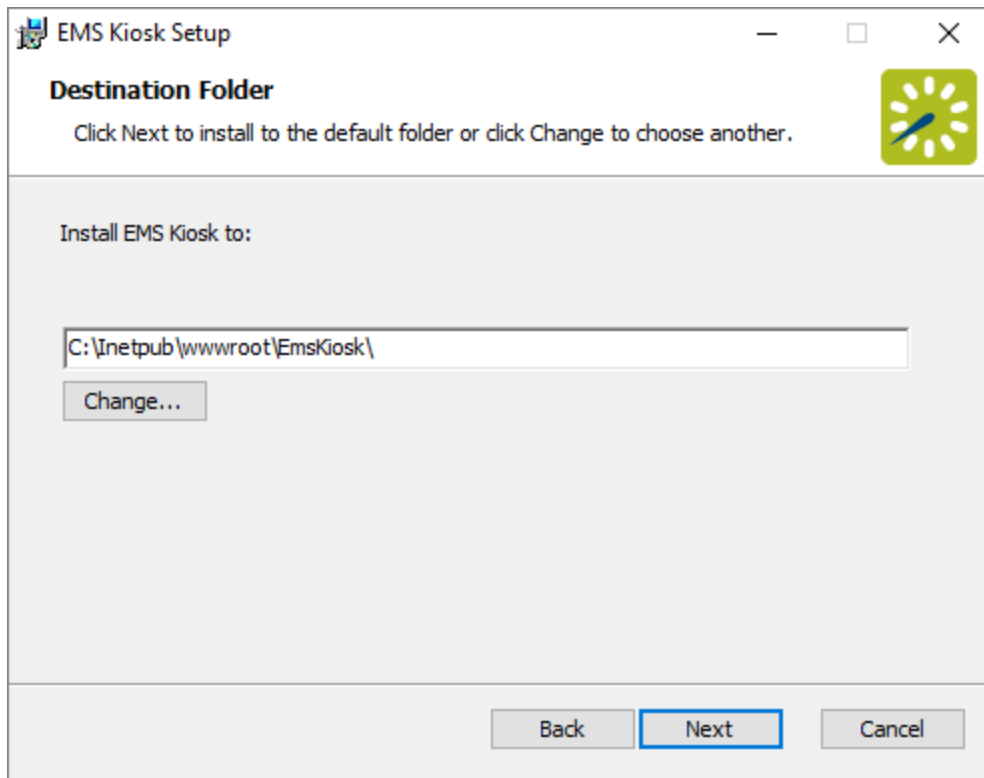
CHAPTER 6: Install or Upgrade EMS Kiosk

Important: Before beginning the installation process, please fulfill installation Requirements .

1. Verify that the prerequisite software has been installed.
2. Load the EMSKiosk.msi file onto the web server that will be running the EMS Kiosk.
3. Run EMSKiosk.msi. The first screen welcomes you to the EMS Kiosk Setup Wizard.

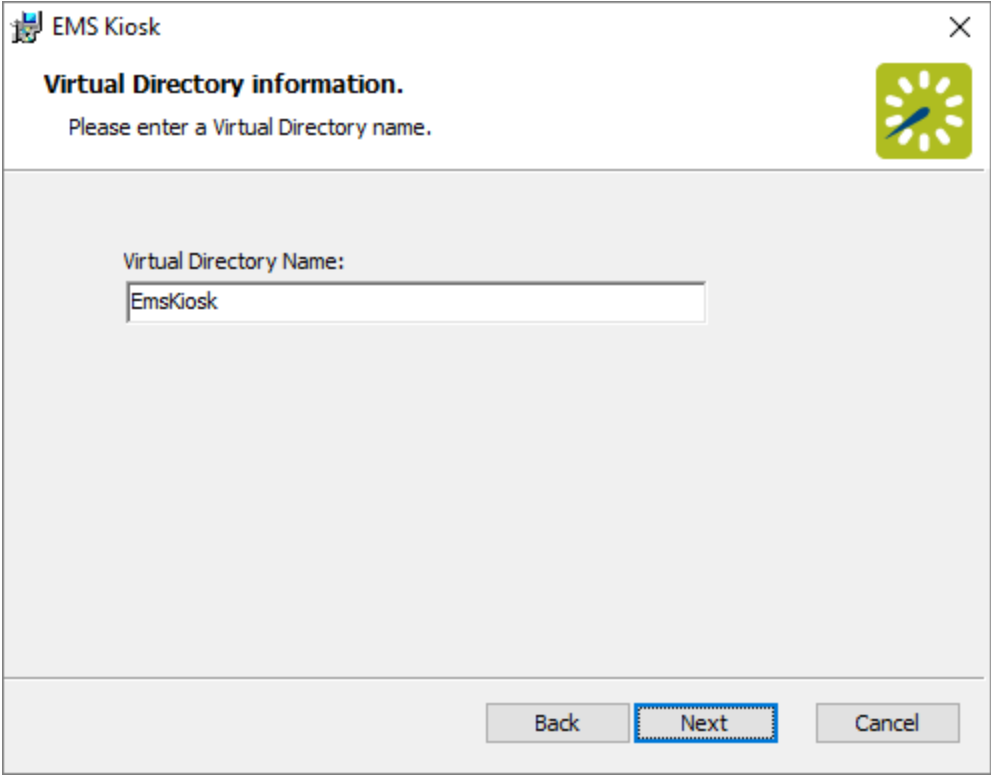


4. Click Next to begin the installation process. The Destination Folder screen will appear.



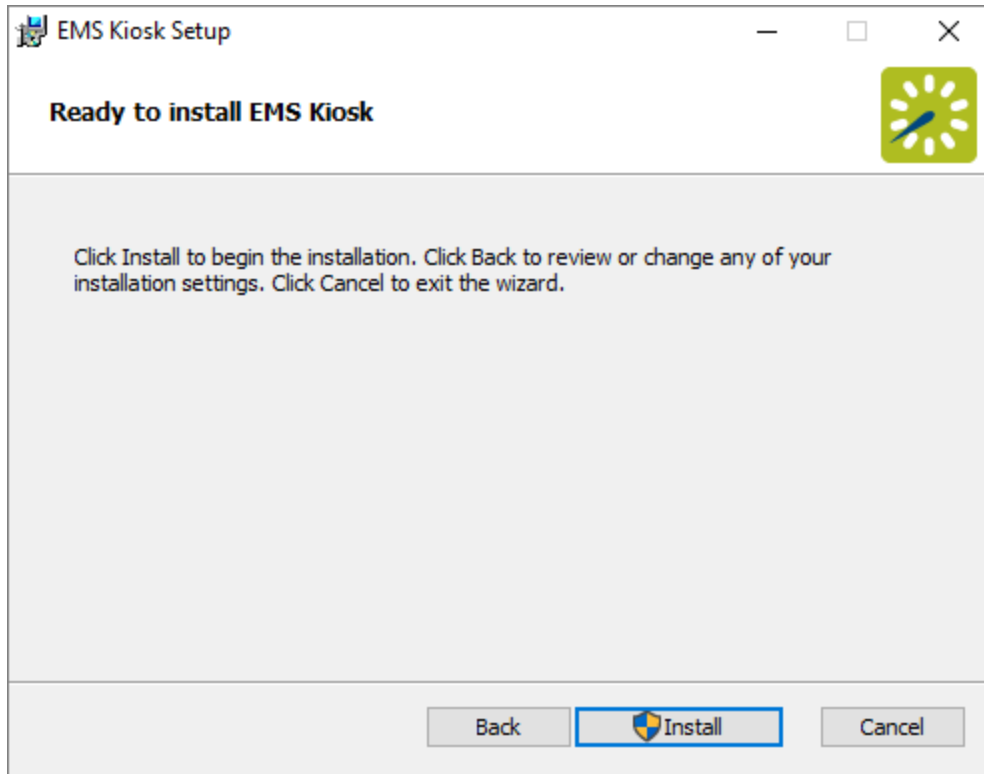
Note: EMS Kiosk should not be installed in the same physical directory as other EMS web-based products OR under a site running another version of the EMS Kiosk.

5. Enter your EMS Kiosk path and click Next. The Virtual Directory screen will appear.



The screenshot shows a window titled "EMS Kiosk" with a close button (X) in the top right corner. Below the title bar, the text "Virtual Directory information." is displayed in bold, followed by the instruction "Please enter a Virtual Directory name." To the right of this text is a green square icon with a white clock face and a blue pen. Below the instruction is a text input field labeled "Virtual Directory Name:" containing the text "EmsKiosk". At the bottom of the window are three buttons: "Back", "Next", and "Cancel". The "Next" button is highlighted with a blue dashed border.

6. Enter the name you want to give to the virtual directory. Click Next. The Ready to Install screen will appear.

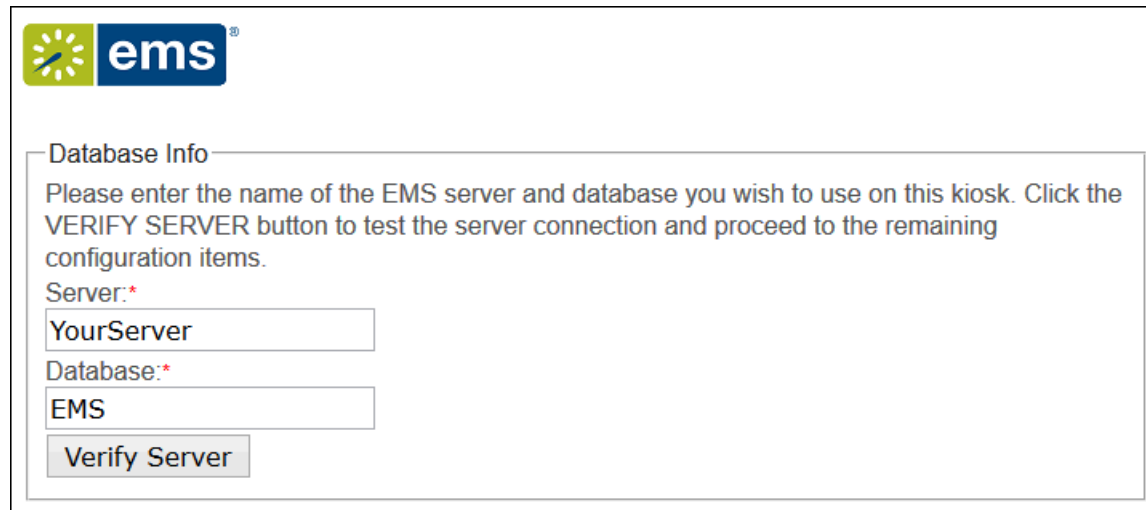


7. Click the Install button to install EMS Kiosk.

CHAPTER 7: Launch EMS Kiosk

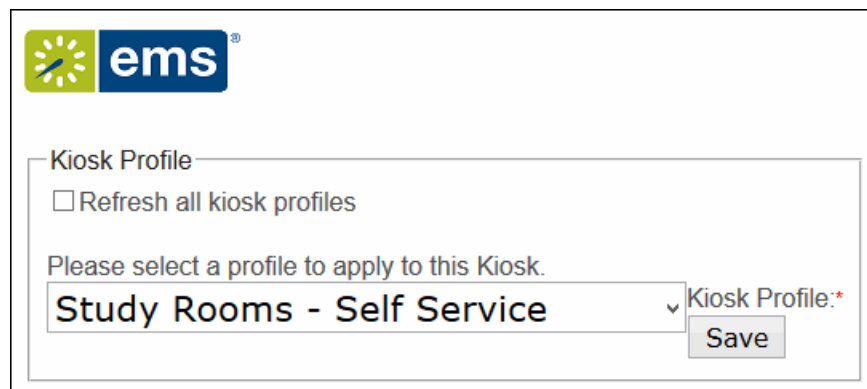
To launch EMS Kiosk:

1. The first time you access EMS Kiosk, you will be redirected to the config.aspx page ([http://\[Server-Name\]/EMSKiosk/config.aspx](http://[Server-Name]/EMSKiosk/config.aspx)) to enter your server and database information. Enter your EMS SQL Server name and Database. Then click Verify Server to continue.



The screenshot shows the EMS Kiosk configuration page. At the top left is the EMS logo, which consists of a green square with a white sun-like icon and the text 'ems' in white on a blue background. Below the logo is a section titled 'Database Info'. Inside this section, there is a paragraph of instructions: 'Please enter the name of the EMS server and database you wish to use on this kiosk. Click the VERIFY SERVER button to test the server connection and proceed to the remaining configuration items.' Below the instructions are two text input fields. The first is labeled 'Server: *' and contains the text 'YourServer'. The second is labeled 'Database: *' and contains the text 'EMS'. At the bottom of the section is a button labeled 'Verify Server'.

2. When the Kiosk Profile section appears, select a profile for this Kiosk and click Save.



The screenshot shows the EMS Kiosk configuration page, specifically the 'Kiosk Profile' section. At the top left is the EMS logo. Below the logo is a section titled 'Kiosk Profile'. Inside this section, there is a checkbox labeled 'Refresh all kiosk profiles'. Below the checkbox is a paragraph of instructions: 'Please select a profile to apply to this Kiosk.' Below the instructions is a dropdown menu. The dropdown menu is open, showing the selected profile 'Study Rooms - Self Service'. To the right of the dropdown menu is a label 'Kiosk Profile: *'. At the bottom right of the section is a button labeled 'Save'.

Note: Kiosk Profiles are configured within the EMS Desktop Client application. Instructions can be found in the Configure EMS Kiosk Profiles.

CHAPTER 8: Configure EMS Kiosk Profiles

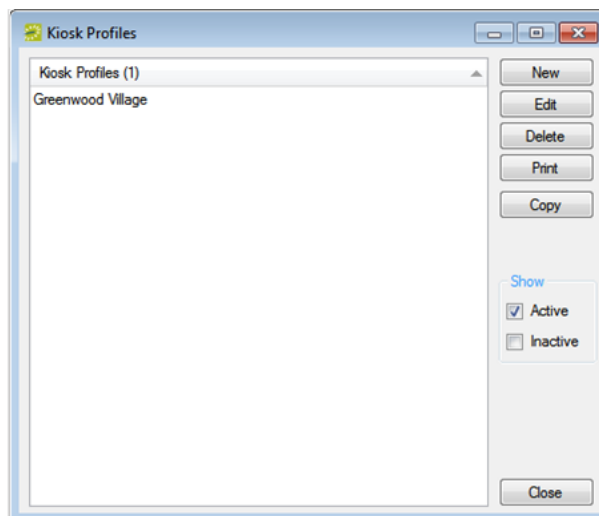
When you configure an EMS Kiosk on a specific touch-screen device, a Kiosk profile controls the functionality that will be available on the device. You configure an EMS Kiosk profile through the EMS Desktop Client.

This topic contains information on the following:

- Configure an EMS Kiosk Profile
- Kiosk Profile Tab
- Rooms Tab
- Menu Items Tab
- Translations Tab
- Images Tab
- Parameters Tab
- Web Text Tab

Configure an EMS Kiosk Profile

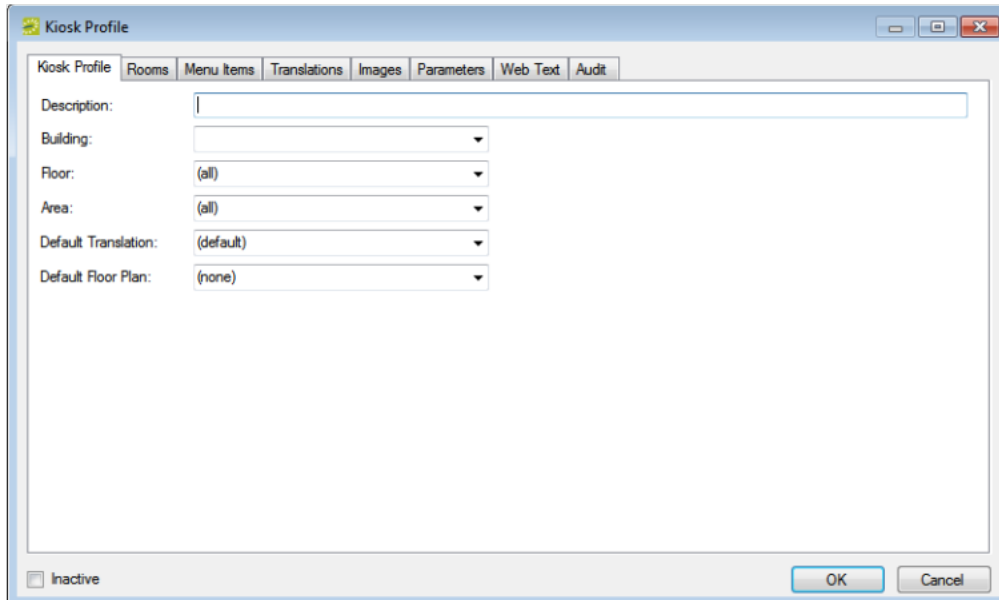
1. On the EMS menu bar, click Configuration > Kiosk > Kiosk Profiles. The Kiosk Profiles window opens. This window lists all the kiosk profiles that are currently configured in your EMS database and that have a status of Active.



Tip: Optionally, to view all kiosk profiles in your EMS database, regardless of status, under Show, click Inactive.

Tip: The remainder of this procedure describes how to configure a kiosk profile *from scratch*. You can also configure a kiosk profile by copying an existing profile. Select the kiosk profile that you want to copy, click Copy, and then go to Step 3.

2. Click New. The Kiosk Profile dialog box opens. The Kiosk Profile tab is the active tab.



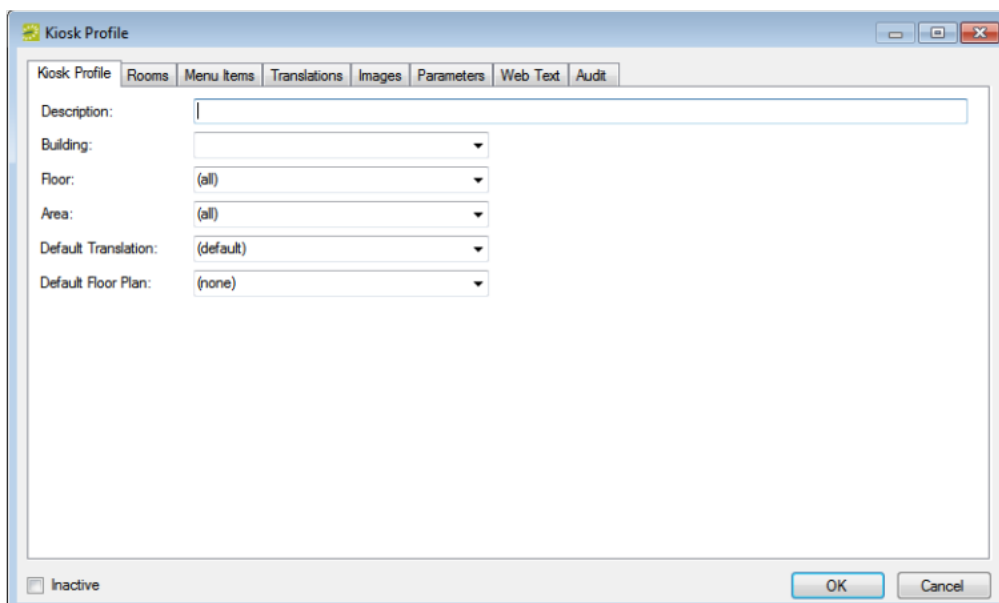
The screenshot shows the 'Kiosk Profile' dialog box with the 'Kiosk Profile' tab selected. The dialog contains the following fields and controls:

- Description:** A text input field.
- Building:** A dropdown menu.
- Floor:** A dropdown menu with '(all)' selected.
- Area:** A dropdown menu with '(all)' selected.
- Default Translation:** A dropdown menu with '(default)' selected.
- Default Floor Plan:** A dropdown menu with '(none)' selected.
- Inactive:** A checkbox at the bottom left.
- OK** and **Cancel** buttons at the bottom right.

3. Enter the information for the new profile.

Kiosk Profile Tab

1. Enter the information for the new profile.



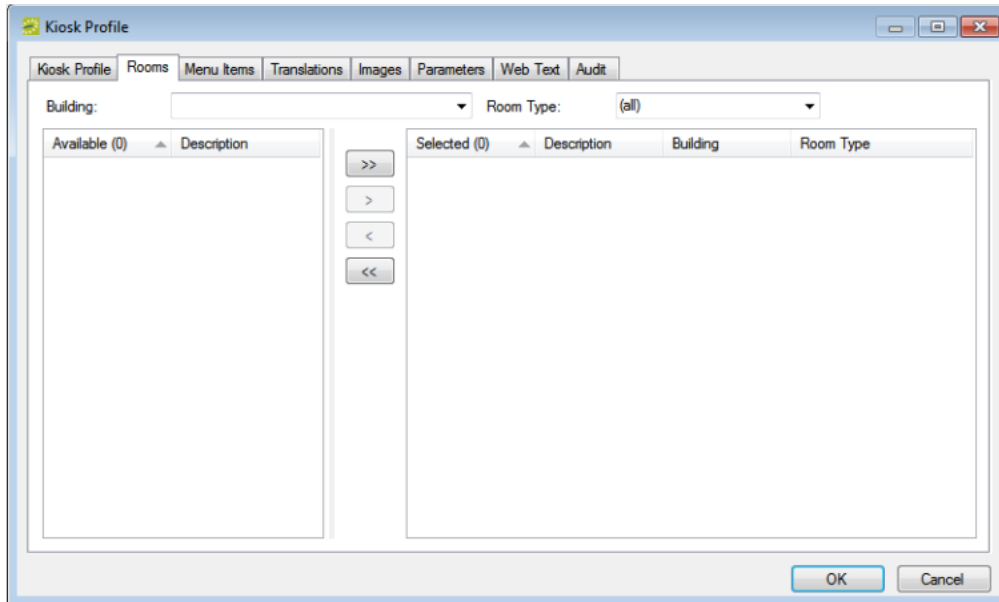
This screenshot is identical to the one above, showing the 'Kiosk Profile' dialog box with the 'Kiosk Profile' tab selected. It displays the same set of fields: Description, Building, Floor (all), Area (all), Default Translation (default), Default Floor Plan (none), an Inactive checkbox, and OK/Cancel buttons.

OPTION	DESCRIPTION
Description	The name or description for the kiosk profile. Note: The description can be a maximum of 50 characters, including spaces.
Building Floor Area	Select the default building, and floor, for the current day's events. The area is used to define the scope of the event display on the Today's Events page. EMS Kiosk users will be able to see events across all the buildings that are included in the selected area. Note: Building is a required value.
Default Translation	A translation is the language in which the menu items, menu text, and web text are displayed on a kiosk page. Translations are available only after you select the pertinent translations on the Translations tab. (See Translations Tab.) If you do not select a translation, then by default, the items and text are displayed in US English. If you need to select a different translation, then after you select the pertinent translations on the Translations tab, return to this tab and select a different default translation. Note: For translations to be available for selection, the web culture must be defined. See Configure Web Cultures.
Default Floor Plan	Select the default floor plan that is to be displayed for the current day's events. Note: If the needed floor plan is not available, you can configure it. See Configuring Floor Plans.
Inactive	Leave this option blank to add the kiosk profile as an active profile. Select this option to inactivate the profile.

- Continue with any other configuration for the profile as needed; otherwise, click OK to close the Kiosk Profile dialog box and return to the Kiosk Profiles window. The newly configured profile is displayed in the window.

Rooms Tab

You use the Rooms tab to select the rooms that a user can book from the Make Reservation page in EMS Kiosk.

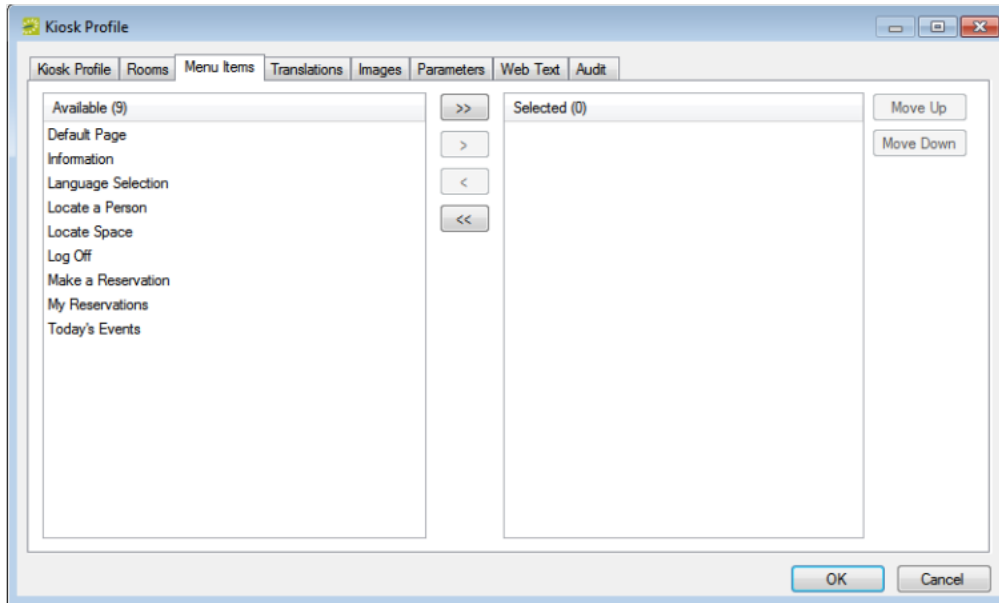


1. On the Building dropdown list, select the applicable building.
2. On the Room Type dropdown list, leave the default value of (all), or select the appropriate room type. The Available list displays all the rooms that meet your search criteria.
3. On the Available list, select the room, or CTRL-click to select the multiple rooms that a user can book from the Make Reservation page, and then click the Move (>) button to move the selected rooms to the Selected list.
4. Continue with any other configuration for the profile as needed; otherwise, click OK to close the Kiosk Profile dialog box and return to the Kiosk Profiles window. The newly configured profile is displayed in the window.

Menu Items Tab

You use the Menu Items tab to select the menu items that are to be available to the users of EMS Kiosk. Menus are displayed as buttons at the top of EMS Kiosk pages.

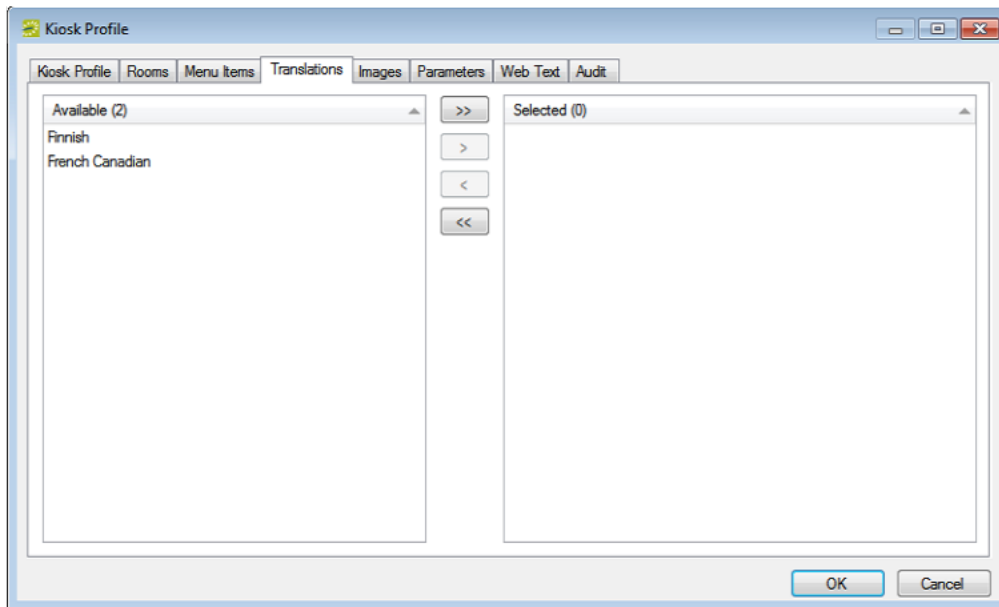
Tip: You can configure these items to display different text. See Configure EMS Kiosk Menus.



1. On the Available list, select the menu item, or CTRL-click to select the multiple menu items that are to be available to an EMS Kiosk user, and then click the Move (>) button to move the selected items to the Selected list.
2. Continue with any other configuration for the profile as needed; otherwise, click OK to close the Kiosk Profile dialog box and return to the Kiosk Profiles window. The newly configured profile is displayed in the window.

Translations Tab

A translation is the language in which the kiosk displays the menu items, menu text, and web text. If a translation is not selected on the Kiosk Profile for EMS Kiosk, then by default, the information is displayed in US English. If the appropriate translation is not available on the Translations tab, then you can define it. See [Configure Web Cultures](#).



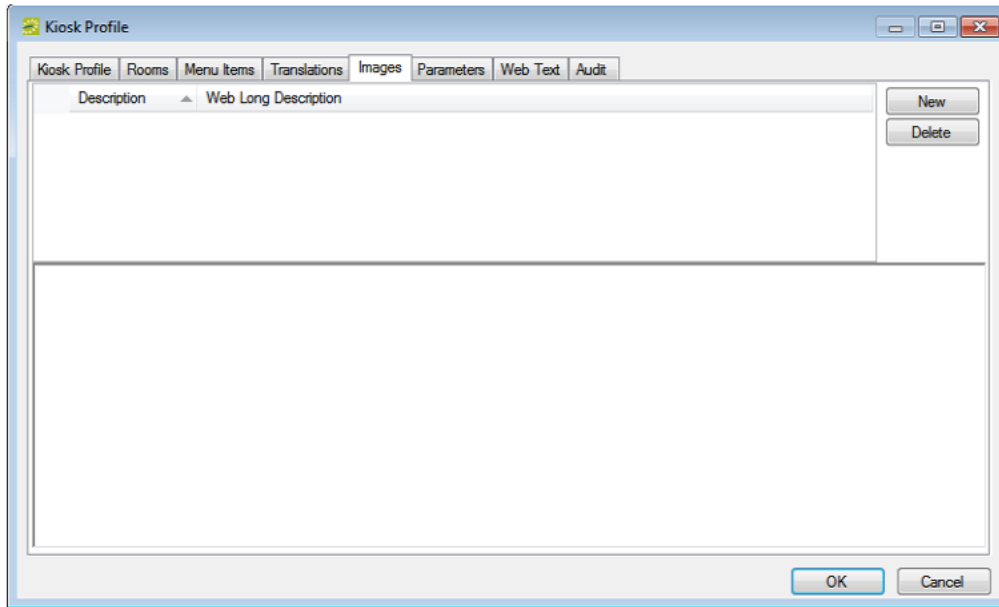
1. On the Available list, select the language, or CTRL-click to select the multiple languages that are to be available for displaying information in EMS Kiosk user, and then click the Move (>) button to move the selected items to the Selected list.
2. If you need to select a default translation, then return to the EMS Kiosk Profile tab, and select the default translation as appropriate.

Tip: Although you can select multiple languages, only one language can be set as the default language on the Kiosk Profile tab. If you select multiple languages on the Translations tab, an EMS Kiosk user can always select a different language for displaying the menu text, menu items, and web text.

3. Continue with any other configuration for the profile as needed; otherwise, click OK to close the Kiosk Profile dialog box and return to the Kiosk Profiles window. The newly configured profile is displayed in the window.

Images Tab

Use the Images tab to select images (map of area, image of building, and so on) that are to be displayed in the Information area of EMS Kiosk.



1. Click New to open the Find Image dialog box, and then browse to and select the image that is to be displayed in the Images area of EMS Kiosk. The Find Image dialog box closes. You remain on the Images tab with an entry for the image displayed on the tab.

Tip: The image must be in one of the following formats—.gif, .jpeg, .jpg, .bmp, .wmf, or .png.

2. Optionally, do one or both of the following:
 - Edit the description for the image.
 - In the Web Long Description field, enter a description of the image.
3. Continue with any other configuration for the profile as needed; otherwise, click OK to close the Kiosk Profile dialog box and return to the Kiosk Profiles window. The newly configured profile is displayed in the window.

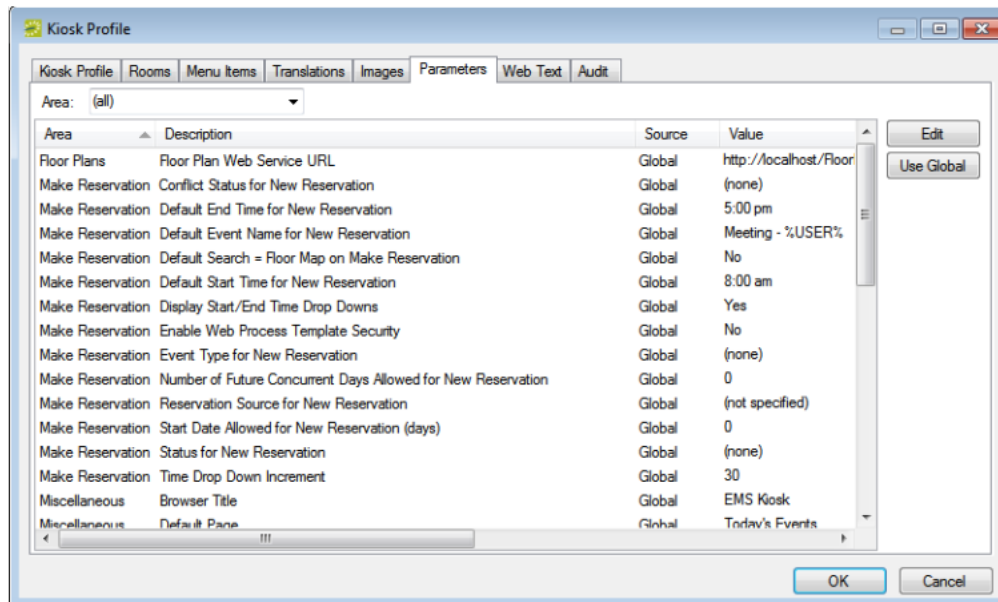
Parameters Tab

System parameters are global settings that affect all users on your on EMS Kiosk. The parameters are grouped based on the functional areas that they affect.

1. Edit the parameters as needed on this tab.

Tip: You can also edit the parameters under System Administration > Configuration > System Parameters. For a detailed explanation about editing system parameters, see . For a detailed description of EMS Kiosk system parameters, see .

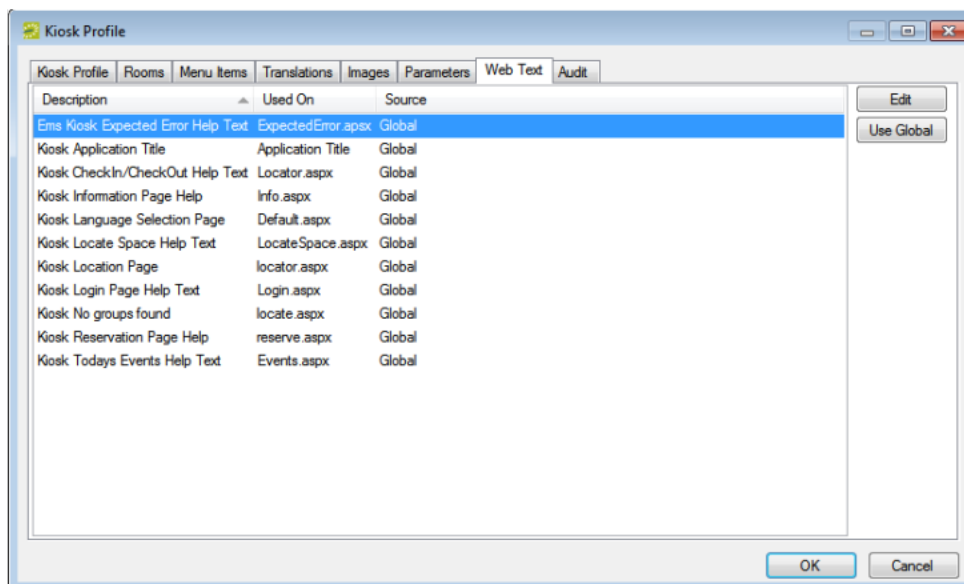
Kiosk Profile dialog box, Parameters tab



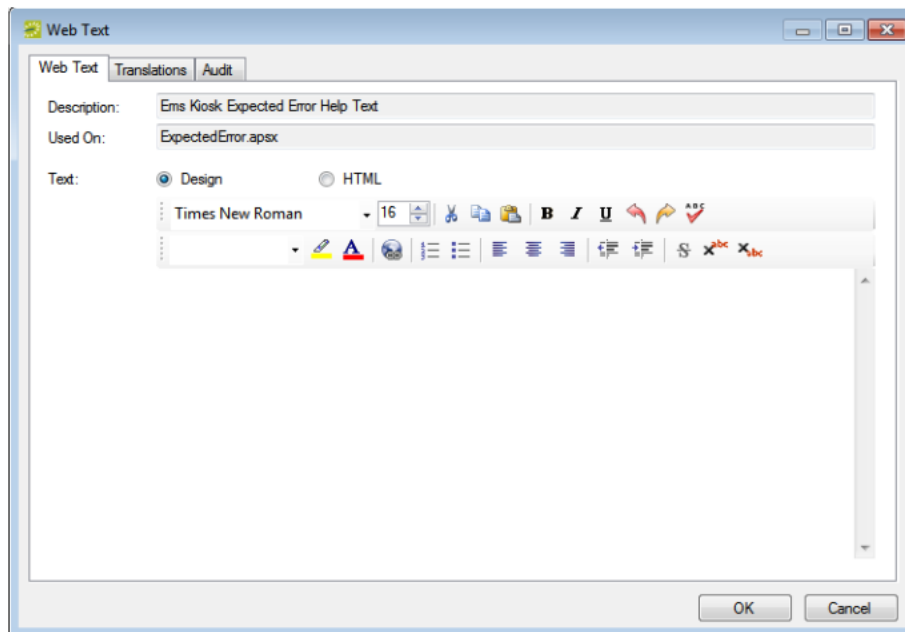
- Continue with any other configuration for the profile as needed; otherwise, click OK to close the Kiosk Profile dialog box and return to the Kiosk Profiles window. The newly configured profile is displayed in the window.

Web Text Tab

Web text is custom help text or policies and procedures that are specific to your organization that is displayed on various pages in VEMS and EMS Kiosk. Web text is defined at the global level under Configurations > Web > Web Text (see Configure Web Text). You use the Web Text tab to override the global setting for a help text and customize the help text for a specific kiosk profile.



1. Select the web text that you are customizing, and then click Edit. The Web Text dialog box opens. The Web Text tab is the active tab. The tab contains options for entering and configuring the web text.
 - Design is selected by default. Use the standard Windows plain text formatting options to format the message (spacing, number of lines, capitalization, and so on) so that it is displayed the way that you want in the headers and footers.
 - Select HTML and enter the necessary HTML code to format the message (spacing, number of lines, capitalization, and so on) so that it is displayed the way that you want in the headers and footers.

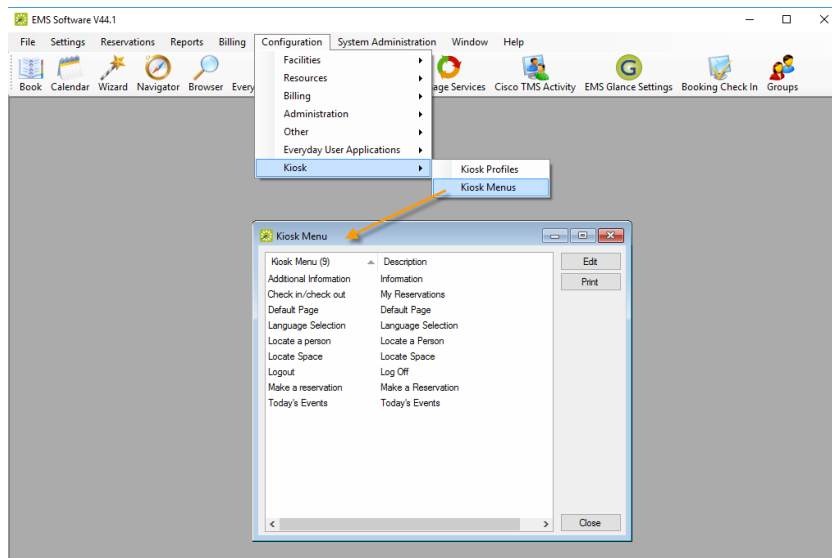


2. If translations have been defined for web templates or kiosk pages (See Configure Web Cultures), then open the Translations tab, and for each translation, click in the Text field, and enter the appropriate translation for the web text item.
3. Click OK. The Web Text dialog box closes. You return to the Web Text tab with the newly configured web text item automatically selected in the tab.
4. Continue with any other configuration for the profile as needed; otherwise, click OK to close the Kiosk Profile dialog box and return to the Kiosk Profiles window. The newly configured profile is displayed in the window.

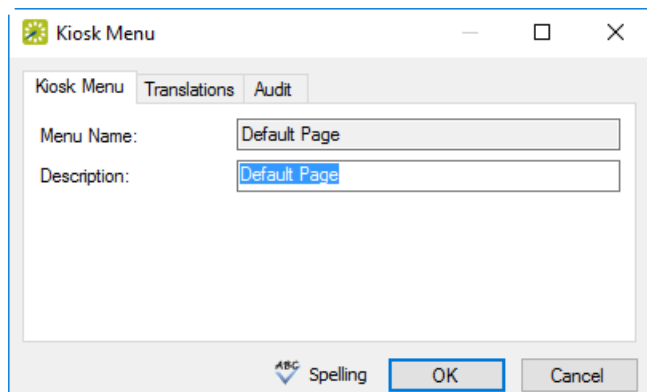
CHAPTER 9: Configure EMS Kiosk Menus

EMS Kiosk menus are displayed as buttons at the top of EMS Kiosk pages. You can customize and rename EMS Kiosk menus through the EMS Desktop Client.

1. On the EMS Desktop Client menu bar, click Configuration > Kiosk > Kiosk Menus. The Kiosk Menus window opens. This window lists EMS Kiosk menus; the Description is the text that appears on the menu button at the top of EMS Kiosk pages.
 - If have been defined for your implementation and you want to make them available on kiosks, enable the Language Selection option.



2. Select the menu and click Edit. The Kiosk Menu dialog box opens, showing the menu name and its current description. You cannot edit the menu name.



3. In the Description field, edit the description for the kiosk menu (maximum of 50 characters, including spaces).

- If have been defined for your implementation and you enabled the Language Selection option (in Step 1 above), open the Translations tab. For each translation, enter the appropriate description that is to be translated.
4. Click OK. The Kiosk Menu dialog box closes and you return to the Kiosk Menus window with the newly configured menu automatically selected.

CHAPTER 10: EMS Kiosk Parameters

KEYVALUE (TBLREGISTRY NAME)	TITLE	CONFIGURED WHERE?	DESCRIPTION	AREA
KIOSK_ FloorPlanWebService Url	Floor Plan Web Service URL	Desktop Client > System Administrati on > Settings > Parameters > Kiosk tab	The full URL for the web service used by the optional Floor Plan Configuration module. See "Configuring Floor Plans".	Floor Plans
KIOSK_ShowFloorPlan	Show Floor Plan Module in Kiosk	Desktop Client > System Administrati on > Settings > Parameters > Kiosk tab	If enabled, the optional Floor Plan module can be displayed in EMS Kiosk.	Floor Plans
LinkWebUsersToGrou ps	Everyday Users linked to Groups via External Reference	Desktop Client > System Administrati on > Settings > Parameters > All Application s tab	Links group and web user records if group records are defined as individual employees (i.e., not departments) in your system. When making a new reservation in	Groups & Contacts

KEYVALUE (TBLREGISTRY NAME)	TITLE	CONFIGURED WHERE?	DESCRIPTION	AREA
			EMS, the web user field is automatically populated based on the group selected.	
KIOSK_ RankSpaceLabel	Group Type Filtering Space Label on Make Reservation	Desktop Client > System Administration > Settings > Parameters > Kiosk tab	The label used if group type filtering is enabled.	Hoteling
KIOSK_ShowCheckin	Allow Check In From Kiosk	Desktop Client > System Administration > Settings > Parameters > Kiosk tab	If set to "Yes," allows a user to check in to a workspace from EMS Workplace.	Hoteling
KIOSK_ UseRankAppropriateSpace	Enable Group Type Filtering on Make Reservation	Desktop Client > System Administration > Settings > Parameters	If set to "Yes," enables feature filtering and/or room type filtering by group type on the Make a Reservation	Hoteling

KEYVALUE (TBLREGISTRY NAME)	TITLE	CONFIGURED WHERE?	DESCRIPTION	AREA
		> Kiosk tab	page.	
KIOSK_ BookingDuration	Booking Duration Set By Specific End Time Or Number Of Hours	Desktop Client > System Administrati on > Settings > Parameters > Kiosk tab	Whether to set meeting end time by number of hours or specific end time. Defaults to "Specific End Time." "Number of Hours" uses the value from the "Default End Time for New Reservation" parameter (the start time + the Number of Hours value, rounded to the nearest 0, 15, 30, 45). See also: KIOSK_ BookingNumber Hours.	Make Reservatio n
BuildingTitlePlural	Building Title Plural	Desktop Client > System Administrati on > Settings > Parameters	The plural label for the Building field.	Labels

KEYVALUE (TBLREGISTRY NAME)	TITLE	CONFIGURED WHERE?	DESCRIPTION	AREA
		> All Applications tab		
BuildingTitleSingular	Building Title Singular	Desktop Client > System Administrati on > Settings > Parameters > All Applications tab	The singular label for the Building field.	Labels
GroupTitlePlural	Group Title Plural	Desktop Client > System Administrati on > Settings > Parameters > All Applications tab	The plural label of the Group field. The Group field refers to people within your organization who hold events in your facility (e.g., Employees, Departments, Clients, Customers, etc.).	Labels
GroupTitleSingular	Group Title Singular	Desktop Client > System Administrati	The singular label of the Group field. The Group field refers to people	Labels

KEYVALUE (TBLREGISTRY NAME)	TITLE	CONFIGURED WHERE?	DESCRIPTION	AREA
		on > Settings > Parameters > All Application s tab	within your organization who hold events in your facility (e.g., Employees, Departments, Clients, Customers, etc.).	
KIOSK_ BookingNumberHours	Number Of Hours For Booking	Desktop Client > System Administrati on > Settings > Parameters > Kiosk tab	The default number of hours to use when setting the Booking Duration", values from 0.5 to 12. See also: KIOSK_ BookingDuration.	Make Reservatio n
RoomTitlePlural	Room Title Plural	Desktop Client > System Administrati on > Settings > Parameters > All Application s tab	The plural label of the Room field. The Room field refers to reservable spaces within your organization.	Labels
RoomTitleSingular	Room Title Singular	Desktop Client >	The singular label of the Room field.	Labels

KEYVALUE (TBLREGISTRY NAME)	TITLE	CONFIGURED WHERE?	DESCRIPTION	AREA
		System Administration > Settings > Parameters > All Applications tab	The Room field refers to reservable spaces within your organization.	
KIOSK_ ConflictStatusID	Conflict Status for New Reservation	Desktop Client > System Administration > Settings > Parameters > Kiosk tab	The status that is applied to bookings that are in conflict with an existing booking.	Make Reservation
KIOSK_ DefaultEndTime	Default End Time for New Reservation	Desktop Client > System Administration > Settings > Parameters > Kiosk tab	The daily end time for new reservations. This setting is only used if the parameter Allow Start/End Time Editing is set to "No," or if multi-day bookings are allowed.	Make Reservation
KIOSK_ DefaultStartTime	Default Start Time for New	Desktop Client >	The default start time for new	Make Reservation

KEYVALUE (TBLREGISTRY NAME)	TITLE	CONFIGURED WHERE?	DESCRIPTION	AREA
	Reservation	System Administration > Settings > Parameters > Kiosk tab	reservations that are created through EMS Kiosk. This setting is only used if the parameter Allow Start/End Time Editing is set to "No," or if multi- day bookings are allowed.	n
KIOSK_EventName	Event Name for New Reservation	Desktop Client > System Administration > Settings > Parameters > Kiosk tab	The default name for new reservations that are created through EMS Kiosk The %USER% text is a variable that is replaced with the group name. You can remove this variable.	Make Reservation
KIOSK_EventTypeID	Event Type for New Reservation	Desktop Client > System Administration > Settings > Parameters	The event type that is applied to reservations created through EMS Kiosk.	Make Reservation

KEYVALUE (TBLREGISTRY NAME)	TITLE	CONFIGURED WHERE?	DESCRIPTION	AREA
> Kiosk tab				
KIOSK_ FloorMapDefault	Default Search = Floor Map on Make Reservation	Desktop Client > System Administrati on > Settings > Parameters > Kiosk tab	If set to "Yes," then when an EMS Kiosk user searches for available rooms, the floor plan view is used for the default results.	Make Reservatio n
KIOSK_ ReservationSource	Reservation Source for New Reservation	Desktop Client > System Administrati on > Settings > Parameters > Kiosk tab	The reservation source that is applied to reservations created through EMS Kiosk.	Make Reservatio n
KIOSK_ReserveDays	Number of Future Concurrent Days Allowed for New Reservation	Desktop Client > System Administrati on > Settings > Parameters > Kiosk tab	The number of days in the future that bookings can be made.	Make Reservatio n
KIOSK_ ReserveStartDays	Start Date Allowed for New Reservation	Desktop Client > System Administrati	The number of days after the current day's date that a reservation	Make Reservatio n

KEYVALUE (TBLREGISTRY NAME)	TITLE	CONFIGURED WHERE?	DESCRIPTION	AREA
	(days)	on > Settings > Parameters > Kiosk tab	can be made through EMS Kiosk.	
KIOSK_ ShowStartEndTimes	Display Start/End Time Drop Downs	Desktop Client > System Administration > Settings > Parameters > Kiosk tab	If set to "Yes," the Start Time and End Time dropdown lists are displayed on the Make Reservation page. If set to "No," the default start and end times are used for bookings.	Make Reservatio n
KIOSK_StatusID	Status for New Reservation	Desktop Client > System Administration > Settings > Parameters > Kiosk tab	The status that is applied to reservations created through the EMS Kiosk.	Make Reservatio n
KIOSK_ TimeIncrements	Time Drop Down Increment	Desktop Client > System Administration >	The time increment that is used on Time dropdown menus.	Make Reservatio n

KEYVALUE (TBLREGISTRY NAME)	TITLE	CONFIGURED WHERE?	DESCRIPTION	AREA
		Settings > Parameters > Kiosk tab		
KIOSK_ UseWebTemplateSecurity	Enable Everyday User Process Template Security	Desktop Client > System Administration > Settings > Parameters > Kiosk tab	If set to "Yes," the user's web process templates in addition to the rooms that are configured in the kiosk profile are used to determine which rooms are displayed on the Make Reservation page.	Make Reservatio n
KIOSK_ConfirmName	Display Cancel Button for Group Searches	Desktop Client > System Administration > Settings > Parameters > Kiosk tab	If set to "Yes," the Cancel button is displayed for group searches, allowing the user to cancel a search.	Miscellane ous
KIOSK_DefaultPage	Default Page	Desktop Client > System Administration > Settings >	The first page that first opens in EMS Kiosk or that is displayed when EMS Kiosk times-out.	Miscellane ous

KEYVALUE (TBLREGISTRY NAME)	TITLE	CONFIGURED WHERE?	DESCRIPTION	AREA
Parameters > Kiosk tab				
KIOSK_ LocationFormat	Location Format	Desktop Client > System Administrati on > Settings > Parameters > Kiosk tab	Select from Building Code, Room or Room Description or Building Description, Room or Room Description.	
KIOSK_ MaxBookingsToDisplay	Max Booking/Availa bility Records Returned	Desktop Client > System Administrati on > Settings > Parameters > Kiosk tab	The maximum number of rooms that are displayed when making a reservation.	
KIOSK_ MaxEventsToDisplay	Max Records Returned for Group Searches	Desktop Client > System Administrati on > Settings > Parameters > Kiosk tab	The maximum number of records returned when searching for a group.	
KIOSK_ PollDefaultPage	Disable Stand- by Mode on Timeout	Desktop Client > System	If set to "No," then EMS Kiosk goes into	

KEYVALUE (TBLREGISTRY NAME)	TITLE	CONFIGURED WHERE?	DESCRIPTION	AREA
		Administrati on > Settings > Parameters > Kiosk tab	Standby-by Mode (a Stand By button is displayed) after timing out.	
KIOSK_Timeout	Page Timeout (seconds)	Desktop Client > System Administrati on > Settings > Parameters > Kiosk tab	The period of inactivity in EMS Kiosk, after which the default page is displayed.	
KIOSK_Title	Browser Title	Desktop Client > System Administrati on > Settings > Parameters > Kiosk tab	The text that is displayed in the title bar of the Kiosk browser.	
KIOSK_CancelBooking	Allow User to Cancel Booking	Desktop Client > System Administrati on > Settings > Parameters > Kiosk tab	If set to "Yes," then users can cancel bookings from the Reservations page.	

KEYVALUE (TBLREGISTRY NAME)	TITLE	CONFIGURED WHERE?	DESCRIPTION	AREA
KIOSK_ CancelDaysForward	Future Booking Cancellation Cutoff (days)	Desktop Client > System Administration > Settings > Parameters > Kiosk tab	The number of days prior to a future booking that the booking can be canceled.	
KIOSK_CancelStatusID	Cancel Status	Desktop Client > System Administration > Settings > Parameters > Kiosk tab	The status that is applied to canceled bookings.	
KIOSK_CancelWindow	Same Day Booking Cancellation Cutoff (minutes)	Desktop Client > System Administration > Settings > Parameters > Kiosk tab	Used in conjunction with the Allow User to Cancel Bookings parameter. A user can cancel an in- progress booking up to the number of indicated minutes before the booking occurs.	
KIOSK_	Allow User to	Desktop	If enabled, users	

KEYVALUE (TBLREGISTRY NAME)	TITLE	CONFIGURED WHERE?	DESCRIPTION	AREA
ChangeBookingOutOf PProfile	Cancel/End Booking outside of Kiosk Profile	Client > System Administrati on > Settings > Parameters > Kiosk tab	can cancel or end a booking outside of using their EMS Kiosk profiles.	
KIOSK_EndBooking	Allow User to End Booking	Desktop Client > System Administrati on > Settings > Parameters > Kiosk tab	If set to "Yes," then users can end their bookings from the My Reservations page.	
KIOSK_10KeyAsModal	Show 10 Key As Modal	Desktop Client > System Administrati on > Settings > Parameters > Kiosk tab	Used with the Use 10-Key Keyboard for Authentication parameter. Displays 10-key keyboard as a modal popup on the page.	
KIOSK_ AuthenticationField	Group Field used for "Exact Match" Authentication	Desktop Client > System Administrati on > Settings >	The field that is compared with the ID that the user enters: External Reference, Badge	

KEYVALUE (TBLREGISTRY NAME)	TITLE	CONFIGURED WHERE?	DESCRIPTION	AREA
		Parameters > Kiosk tab	Number, Personnel Number (all of these are group settings). This parameter is used in conjunction with the Primary User Authentication Type parameter, which must be set to Exact Match.	
KIOSK_ PrimarySecurityType	Primary User Authentication Type	Desktop Client > System Administrati on > Settings > Parameters > Kiosk tab	The options are as follows: • Standard - Partial names are enough for a match, and all groups that match are listed. • Exact Match - The ID entered must exactly match what is set in the parameter	

KEYVALUE (TBLREGISTRY NAME)	TITLE	CONFIGURED WHERE?	DESCRIPTION	AREA
			Group Field Used for "Exact Match" Authentic- ation. • LDAP - Both the user's network ID and password must be entered. • Badge	
KIOSK_ SaveSessionLogin	Require Timeout/Logof f to Terminate User Session	Desktop Client > System Administrati on > Settings > Parameters > Kiosk tab	If set to "Yes," then a user must "hit" the Log Off button to end their EMS Kiosk session.	
KIOSK_ SecondarySecurityType	Secondary User Authentication Type for Badge Authentication	Desktop Client > System Administrati on > Settings > Parameters > Kiosk tab	(Used only if "Badge" is primary security). Alternate authentication method that is used when a user doesn't have his/her badge.	

KEYVALUE (TBLREGISTRY NAME)	TITLE	CONFIGURED WHERE?	DESCRIPTION	AREA
KIOSK_Use10Key	Use 10-Key Keyboard for Authentication	Desktop Client > System Administrati on > Settings > Parameters > Kiosk tab	Uses a numeric 10-key numeric keyboard instead of the full keyboard.	
KIOSK_UseLoginPage	Require Authentication for all Kiosk Functions	Desktop Client > System Administrati on > Settings > Parameters > Kiosk tab	Requires users to identify themselves before using EMS Kiosk. Used for kiosks in a public location where an exact user ID match is needed.	
KIOSK_ShowBuilding	Display Building Drop Down	Desktop Client > System Administrati on > Settings > Parameters > Kiosk tab	If set to "Yes," users can filter by building on the Today's Events page.	
KIOSK_ ShowCurrentBookings Only	Drop Events in Past	Desktop Client > System Administrati	If set to "Yes," then events that occurred before the current day's	

KEYVALUE (TBLREGISTRY NAME)	TITLE	CONFIGURED WHERE?	DESCRIPTION	AREA
		on > Settings > Parameters > Kiosk tab	time are not displayed on the Today's Events page.	
KIOSK_ ShowEventNameSearch	Display Event Name Search	Desktop Client > System Administration > Settings > Parameters > Kiosk tab	If set to "Yes," then the Search for Events button is displayed on the Today's Events page.	
KIOSK_ShowFloor	Display Floor Drop Down	Desktop Client > System Administration > Settings > Parameters > Kiosk tab	If set to "Yes," users can filter by floor on the Today's Events page.	
KIOSK_ ShowRoomType	Display Room Type Drop Down	Desktop Client > System Administration > Settings > Parameters > Kiosk tab	If set to "Yes," users can filter by room type on the Today's Events page.	

CHAPTER 11: EMS Kiosk API Reference Guide

This API reference is provided for customers who have purchased the optional EMS API. For detailed documentation on installing and using the API, see the EMS API Guide.

The following topics are covered in the EMS Kiosk API Reference section:

- [Kiosk Get Profiles, Settings, Buildings, Floors, Room Types, and Group](#)
- [Kiosk Validate by Badge Number, External Reference, Personnel Number](#)
- [Kiosk Get Events and Reservations](#)
- [Kiosk End Now Reservation, Cancel Reservation, and Locate Person](#)
- [Kiosk Get Floors, Room Types, and Floor Availability](#)
- [Kiosk Add Reservation 1 and Reservation 2](#)
- [Kiosk Get Event Types, Rooms, Combo Components, Check In Status, and Checkout](#)
- [Kiosk Add Room to Profile and by Setup Type](#)

CHAPTER 12: API Functions - Kiosk Get Profiles, Settings, Buildings, Floors, Room Types, and Group

This topic provides information on the following:

- KioskGetProfiles
- KioskGetProfileSettings
- KioskGetBuildings
- KioskGetFloors
- KioskGetRoomTypes
- KioskGetGroup

KioskGetProfiles

Description

Returns a list of active Kiosk Profiles

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String

Response Elements

NAME	DESCRIPTION	TYPE
ID	Kiosk Profile ID	Integer
Description	Kiosk Profile Description	String

Notes

* Indicates required field.

KioskGetProfileSettings

Description

Returns a list of settings for a specific Kiosk Profile.

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
Profile ID *	Kiosk Profile ID	Integer

Response Elements

NAME	DESCRIPTION	TYPE
Description	Parameter Description	String
DisplayValue	Parameter Text Display Value	String
Number	Parameter Numeric Value	Integer

Notes

* Indicates required field.

KioskGetBuildings

Description

Returns a list of buildings available for a specific Kiosk Profile for Today's Events.

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
Profile ID *	Kiosk Profile ID	Integer

Response Elements

NAME	DESCRIPTION	TYPE
Description	Building Description Text	String
BuildingCode	Unique Building Code	String
BuildingID	Building ID	Integer

Notes

* Indicates required field.

KioskGetFloors

Description

Returns a list of floors for a specific Kiosk Profile for Today's Events.

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
Profile ID *	Kiosk Profile ID	Integer

Response Elements

NAME	DESCRIPTION	TYPE
Floor	Floor Description	String
SeqNo	Floor Sequence Number	Integer
FloorID	Floor ID	Integer
BuildingID	Building ID	Integer

Notes

* Indicates required field.

Floors CAN be associated with more than one building.

Passing in a value of zero for the ProfileID will return ALL (active) floors in the database.

KioskGetRoomTypes

Description

Returns a list of room types for a specific Kiosk Profile for Today's Events.

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
Profile ID *	Kiosk Profile ID	Integer

Response Elements

NAME	DESCRIPTION	TYPE
Type	Room Type Description	String
RoomTypeID	Room Type ID	Integer
FloorID	Floor ID	Integer
BuildingID	Building ID	Integer

Notes

* Indicates required field.

Room Types CAN be associated with more than one floor which can be associated with more than one building.

Passing in a value of zero for the ProfileID will return ALL (active) room types in the database.

KioskGetGroup

Description

Returns a group or list of groups based on 'GroupName' search criteria.

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
GroupName *	Group Name (whole or part)	String

Response Elements

NAME	DESCRIPTION	TYPE
ID	Group ID	Integer
GroupName	Group Name	String
City	Group's City	String
State	Group's State	String

Notes

* Indicates required field.

An empty string can be passed in for GroupName to return ALL results.

A maximum number of 200 records will be returned.

CHAPTER 13: API Functions - Kiosk Validate by Badge Number, External Reference, Personnel Number

This topic provides information on the following:

- KioskValidateByBadgeNum
- KioskValidateByExternalReference
- KioskValidateByPersonnelNum

KioskValidateByBadgeNum

Description

Validates a Group based on the search criteria. Returns the Group Name and ID if successful.

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
BadgeNum *	Badge Number to Authenticate	String

Response Elements

NAME	DESCRIPTION	TYPE
ID	Group ID	Integer
GroupName	Group Name	String

Notes

* Indicates required field.

Returns an empty dataset if validation 'Failed'.

KioskValidateByExternalReference

Description

Validates a Group based on the search criteria. Returns the Group Name and ID if successful.

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
ExternalReference *	ExternalReference to Authenticate	String

Response Elements

NAME	DESCRIPTION	TYPE
ID	Group ID	Integer
GroupName	Group Name	String

Notes

* Indicates required field.

Returns an empty dataset if validation 'Failed'.

KioskValidateByPersonnelNum

Description

Validates a Group based on the search criteria. Returns the Group Name and ID if successful.

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
PersonnelNum *	Personnel Number to Authenticate	String

Response Elements

NAME	DESCRIPTION	TYPE
ID	Group ID	Integer
GroupName	Group Name	String

Notes

* Indicates required field.

Returns an empty dataset if validation 'Failed'.

CHAPTER 14: API Functions - Kiosk Get Events and Reservations

This topic provides information on the following:

- KioskGetEvents
- KioskGetReservations

KioskGetEvents

Description

Returns an event or a list of events for a given date range and search criteria.

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
Profile ID *	Kiosk Profile ID	Integer
StartDate *	Start Date	DateTime
EndDate *	End Date	DateTime
BuildingID *	Building ID	Integer
FloorID *	Floor ID	Integer
RoomTypeID *	Room Type ID	Integer
EventName	Event Name	String

Response Elements

NAME	DESCRIPTION	TYPE
BookingID	Booking ID	Integer
Building	Building Description	String

NAME	DESCRIPTION	TYPE
BuildingCode	Building Code	String
BuildingID	Building ID	Integer
Room	Room Description	String
RoomCode	Room Code	String
RoomID	Room ID	Integer
RoomType	Room Type Description	String
Event	Event Description	String
Status	Status	String
Group	Group Name	String
TimeEventStart	Local Start Time of the Event (The Building's Time Zone)	DateTime
TimeEventEnd	Local End Time of the Event (The Building's Time Zone)	DateTime
GMTStartTime	GMT Start Time	DateTime
GMTEndTime	GMT End Time	DateTime
TimeZoneID	Time Zone ID (The Building's Time Zone)	Integer
TimeZoneDescription	Time Zone Description (The Building's Time Zone)	String
TimeZoneAbbreviation	Time Zone Abbreviation (The Building's Time Zone)	String

Notes

* Indicates required field.

For BuildingID, FloorID just pass in a -1 if no real value is available to search on.

EventName is optional and can be left blank.

A maximum number of 100 records will be returned.

KioskGetReservations

Description

Returns an event or a list of events for a given date range and group ID.

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
StartDate *	Start Date	DateTime
EndDate *	End Date	DateTime
GroupID *	Group ID	String

Response Elements

NAME	DESCRIPTION	TYPE
BookingID	Booking ID	Integer
Building	Building Description	String
BuildingCode	Building Code	String
BuildingID	Building ID	Integer
Room	Room Description	String
RoomCode	Room Code	String
RoomID	Room ID	Integer
RoomType	Room Type Description	String
Event	Event Description	String
Status	Status	String

NAME	DESCRIPTION	TYPE
Group	Group Name	String
TimeEventStart	Local Start Time of the Event (The Building's Time Zone)	DateTime
TimeEventEnd	Local End Time of the Event (The Building's Time Zone)	DateTime
GMTStartTime	GMT Start Time	DateTime
GMTEndTime	GMT End Time	DateTime
TimeZoneID	Time Zone ID (The Building's Time Zone)	Integer
TimeZoneDescription	Time Zone Description (The Building's Time Zone)	String
TimeZoneAbbreviation	Time Zone Abbreviation (The Building's Time Zone)	String

Notes

* Indicates required field.

A maximum number of 100 records will be returned.

CHAPTER 15: API Functions - Kiosk End Now Reservation, Cancel Reservation, and Locate Person

This topic provides information on the following:

- KioskEndNowReservation
- KioskCancelReservation
- KioskLocatePerson

KioskEndNowReservation

Description

Called when a user selects to end a booking that is in progress.

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
BookingID *	Booking ID	Integer

Response Elements

NAME	DESCRIPTION	TYPE
Result	Success or Failure	String

Notes

* Indicates required field.

KioskCancelReservation

Description

Called when a user selects to cancel a booking that they created.

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
Profile ID *	Kiosk Profile ID	Integer
BookingID *	Booking ID	Integer

Response Elements

NAME	DESCRIPTION	TYPE
Result	Success or Failure	String

Notes

* Indicates required field.

KioskLocatePerson

Description

Returns a group or list of groups based on 'GroupName' search criteria.

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
GroupName *	Group Name (whole or part)	String

Response Elements

NAME	DESCRIPTION	TYPE
ID	Group ID	Integer
GroupName	Group Name	String

Notes

* Indicates required field.

An empty string can be passed in for GroupName to return ALL results.

A maximum number of 200 records will be returned.

CHAPTER 16: API Functions - Kiosk Get Floors, Room Types, and Floor Availability

This topic provides information on the following:

- KioskGetFloorsAndRoomTypes
- KioskGetRoomAvailability

KioskGetFloorsAndRoomTypes

Description

Returns a list of floors and room types available for a specific Kiosk Profile and Group.

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
Profile ID *	Kiosk Profile ID	Integer
GroupID *	Group ID	Integer

Response Elements

NAME	DESCRIPTION	TYPE
FloorID	Floor ID	Integer
Floor	Floor Description	String
FloorSeqNo	Floor Sequence Number	Integer
RoomTypeID	Room Type ID	Integer
RoomType	Room Type Description	String

Notes

* Indicates required field.

KioskGetRoomAvailability

Description

Returns a list of available rooms based on the search criteria.

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
Profile ID *	Kiosk Profile ID	Integer
GroupID *	Group ID	Integer
RoomTypeID *	Room Type ID	Integer
FloorID *	Floor ID	Integer
DateTimeList *	XML Date Time List	String
RowCount	Number of rows to return (defaults to 1000)	Integer

Response Elements

NAME	DESCRIPTION	TYPE
RoomID	Room ID	Integer
RoomCode	Room Code	String
RoomDescription	Room Description	String
BuildingID	Building ID	Integer
BuildingCode	Building Code	String
BuildingDescription	Building Description	String
Capacity	Room Capacity	Integer

NAME	DESCRIPTION	TYPE
FloorID	Floor ID	Integer
RoomTypeID	Room Type ID	Integer
RoomType	Room Type Description	String
ExternalReference	Room External Reference	String

Notes

* Indicates required field.

GroupID, RoomTypeID and FloorID can be -1 to return all available results.

DateTimeList example:

```
<Dates> <Date requestedDate="2010-10-27" startTime="10:42:00" endTime="20:00:00" /> </Dates>
```

For availability spanning multiple days, just pass in additional <Date /> nodes in the DateList XML.

A maximum number of 100 records will be returned.

CHAPTER 17: API Functions - Kiosk Add Reservation 1 and Reservation 2

This topic provides information on the following:

- KioskAddReservation
- KioskAddReservation2

KioskAddReservation

Description

Adds a new event for a given set of parameters.

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
Profile ID *	Kiosk Profile ID	Integer
EventName *	Event Name	String
RoomID *	Room ID	Integer
GroupID *	Group ID	Integer
EventTypeID *	Event Type ID	Integer
DateTimeList *	XML Date Time List	String

Response Elements

NAME	DESCRIPTION	TYPE
ReservationID	Reservation ID that was created in EMS	Integer

Notes

* Indicates required field.

DateTimeList example:

```
<Dates> <Date requestedDate="2010-10-27" startTime="10:42:00" endTime="20:00:00" /> </Dates>.
```

For a reservation spanning multiple days just pass in additional <Date /> nodes in the DateList XML.

Returns a -1 if the Reservation was NOT created.

KioskAddReservation2

Description

Adds a new event for a given set of parameters.

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
Profile ID *	Kiosk Profile ID	Integer
EventName *	Event Name	String
RoomID *	Room ID	Integer
GroupID *	Group ID	Integer
EventTypeID *	Event Type ID	Integer
DateTimeList *	XML Date Time List	String

Response Elements

NAME	DESCRIPTION	TYPE
ReservationID	Reservation ID that was created in EMS	Integer
BookingID	Booking ID created in EMS	Integer
BookingDate	Booking Date	DateTime
StartTime	Start Time	DateTime

NAME	DESCRIPTION	TYPE
EndTime	End Time	DateTime
RoomCode	Room Code	String
RoomDescription	Room Description	String
StatusID	Status ID of booking created in EMS	Integer
StatusDescription	Status Description of booking created in EMS	String

Notes

* Indicates required field.

DateTimeList example:

```
<Dates> <Date requestedDate="2010-10-27" startTime="10:42:00" endTime="20:00:00" /> </Dates>.
```

For a reservation spanning multiple days just pass in additional <Date /> nodes in the DateList XML.

Returns an Error element if the Reservation was NOT created.

CHAPTER 18: API Functions - Kiosk Get Event Types, Rooms, Combo Components, Check Status, and Checkout

This topic provides information on the following:

- KioskGetEventTypes
- KioskGetAllRooms
- KioskGetRoomComboComponents
- KioskGetCheckInStatus
- KioskCheckInCheckOut

KioskGetEventTypes

Description

Returns a list of active Kiosk Event Types.

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String

Response Elements

NAME	DESCRIPTION	TYPE
Name	Description	Type
ID	Event Type ID	Integer
Description	Event Type Description	String

Notes

* Indicates required field.

KioskGetAllRooms

Description

Returns a list of all available rooms for a specific Kiosk Profile.

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
Profile ID *	Kiosk Profile ID	Integer
FloorID *	Floor ID	Integer
CategoryGroupID *	Room Category Group ID	Integer
ShowActive *	Show Active Rooms (0 or 1)	Integer
ShowInactive *	Show Inactive Rooms (0 or 1)	Integer

Response Elements

NAME	DESCRIPTION	TYPE
RoomID	Room ID	Integer
RoomCode	Room Code	String
RoomDescription	Room Description	String
BuildingID	Building ID	Integer
BuildingCode	Building Code	String
BuildingDescription	Building Description	String
RoomSize	Room Size (sq/ft)	Integer
SetupType	Room Setup Type	String

NAME	DESCRIPTION	TYPE
Capacity	Room Capacity	Integer
FloorID	Floor ID	Integer
FloorDescription	Floor Description	String
CategoryGroupDescription	Room Category Group Description	String
RoomTypeID	Room Type ID	Integer
RoomTypeDesc	Room Type Description	String

Notes

* Indicates required field.

For FloorID and CategoryGroupID, just pass in a -1 if no real value is available to search on.

This result set can include both 'Combo' and 'Standard' rooms. A 'Combo' room (RoomTypeID = 2) can be partitioned into n number of 'Component' rooms. For a list of 'Component' rooms that are associated with the 'Combo' rooms for a specific Kiosk Profile, use KioskGetRoomComboComponents().

KioskGetRoomComboComponents

Description

Returns a list of all available Component rooms for a specific Kiosk Profile.

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
Profile ID *	Kiosk Profile ID	Integer

Response Elements

NAME	DESCRIPTION	TYPE
ComponentRoomID	Component Room ID	Integer
ComponentRoomCode	Component Room Code	String
ComponentRoom	Component Room Description	String
ComboRoomID	Combo Room ID	Integer
ComboRoomCode	Combo Room Code	String
ComboRoom	Combo Room Description	String
BuildingID	Building ID	Integer

Notes

* Indicates required field.

This result set includes all 'Component' rooms, if any exist, that are associated with the 'Combo' rooms for a specific Kiosk Profile.

KioskGetCheckInStatus

Description

Returns the Check-In Status of a given group

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
Profile ID *	Kiosk Profile ID	Integer
GroupID *	Group ID	Integer

Response Elements

NAME	DESCRIPTION	TYPE
TransactionDate	Transaction Date	Date
TransactionTypeID	Transaction Type ID	Integer
BuildingID	Building ID	Integer

Notes

* Indicates required field.

The result set will be empty if there has been no transactions for the given search criteria (i.e. the group/user has neither checked in or out yet).

Return values for TransactionTypeID: 0 = Checked In, 1 = Checked Out

KioskCheckInCheckOut

Description

Checks In or Checks Out a group/user for daily events

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
Profile ID *	Kiosk Profile ID	Integer
GroupID *	Group ID	Integer
TransactionType *	Transaction Type	Integer

Response Elements

NAME	DESCRIPTION	TYPE
Result	Success or Failure	String

Notes

* Indicates required field.

Parameter values for TransactionType: 0 = Check-In, 1 = Check-Out

CHAPTER 19: API Functions - Kiosk Add Room to Profile and by Setup Type

This topic provides information on the following:

- KioskAddRoomtoProfile
- KioskGetRoomsBySetupType

KioskAddRoomtoProfile

Description

Adds a room to an existing Kiosk Profile.

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
ProfileID*	Kiosk Profile ID	Integer
RoomID*	Room ID	Integer
RoomIDType	Room ID Type (ID or ExternalReference)	Integer

Response Elements

NAME	DESCRIPTION	TYPE
Result	Success or Failure	String

Notes

* Indicates required field.

Possible values for RoomIDType: 0 = Room ID (default), 1 = Room External Reference

KioskGetRoomsBySetupType

Description

Returns a list of rooms by setup type and capacity

Request Parameters

NAME	DESCRIPTION	TYPE
UserName *	EMS User Name	String
Password *	EMS User Password	String
BuildingID *	Building ID (-1 = All Buildings)	Integer
RoomTypeID *	Room Type ID (-1 = All Room Types)	Integer
FloorID *	Floor ID (-1 = All Floors)	Integer
SetupTypeID *	Setup Type ID	Integer

Response Elements

NAME	DESCRIPTION	TYPE
RoomID	Room ID	Integer
RoomCode	Room Code	String
RoomDescription	Room Description	String
BuildingID	Building ID	Integer
BuildingDescription	Building Description	String
RoomTypeID	Room Type ID	Integer
RoomTypeDescription	Room Type Description	String
FloorID	Floor ID	Integer
FloorDescription	Floor Description	String
SetupCount	Setup Count	Integer

Notes

* Indicates required field.

CHAPTER 20: EMS Kiosk (V44) User Guide

EMS Kiosk (V44) enables space management and information display on room signs, so users can check in, end, and cancel meetings directly at the meeting locations.

This guide includes information on the following topics see:

- Get Started with EMS Kiosk
 - Overview: The EMS Kiosk Window
- My Reservations Page
 - Work with the My Reservations Page
 - Check In with EMS Kiosk
- Make a Reservation
- Locate a Person
- Locate Space
- View Information
- View Today's Events

CHAPTER 21: Get Started with EMS Kiosk (V44)

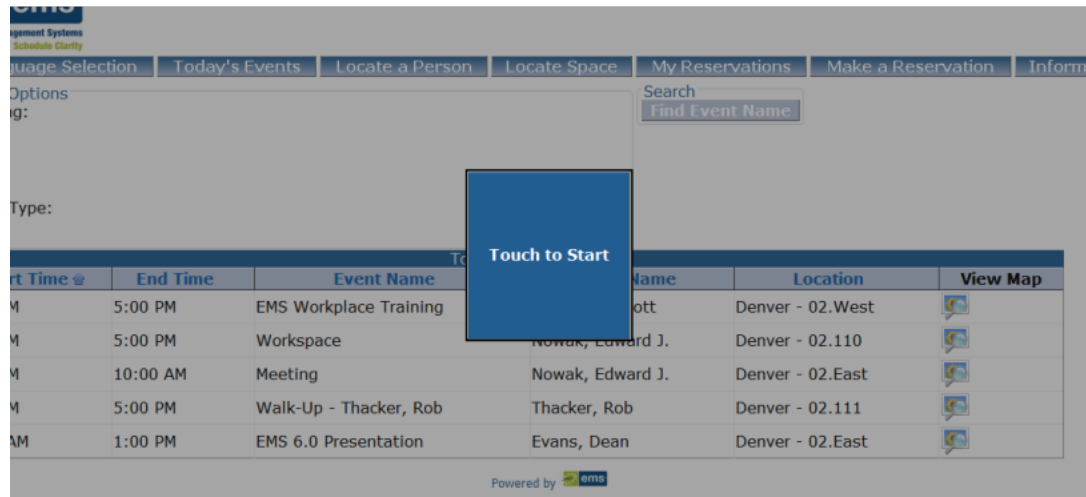
The EMS Kiosk is an optional module for EMS. You can use the kiosk to view the today's events, make a reservation for yourself, view your existing reservations, locate a person who has reservations for today, and, if enabled, check yourself into and out of a building.

This guide provides information on the following see:

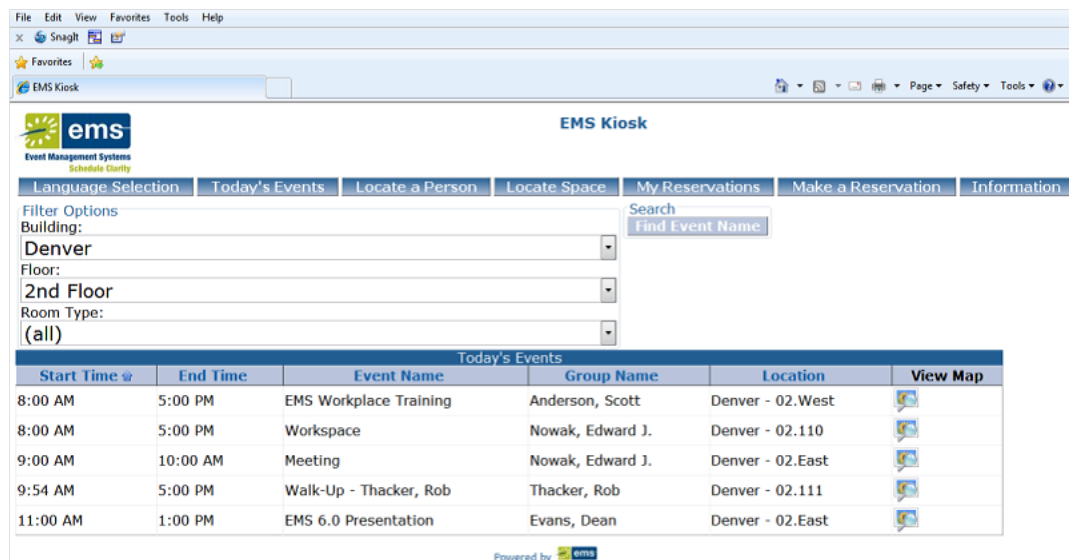
- Overview: The EMS Kiosk Window
- My Reservations Page
- Work with the My Reservations Page
- Make a Reservation
- Check In with EMS Kiosk
- Locate a Person
- Locate Space
- View Information
- View Today's Events

CHAPTER 22: Overview: The EMS Kiosk Window

The EMS Kiosk is a touchscreen application. Typically, the default page for the application is the Today's Events page. This page lists all of the events that are scheduled for today.



Today's Events page



The following options might be available for the EMS Kiosk:

- Language Selection—You can use the options on Language Selection to change the display language for all the pages in the EMS Kiosk. If you need to change the display language for the EMS Kiosk before you use it, open the Language Selection page first, and select the appropriate display language.

EMS Kiosk Language Selection page



- Today's Events—The Today's Events page lists all the events that are currently scheduled for today. Typically, the Today's Events page is the default page (the page that opens first) when you start the EMS Kiosk. See View Today's Events.
- Locate a Person—The Locate a Person page provides a search feature for locating a person who has reservations scheduled for today. See Locate a Person.
- Locate Space—The Locate Space page provides a broad perspective of all the available/unavailable space in the building. See Locate Space.
- My Reservations—The My Reservations page provides a search feature for locating all your reservations for today. See My Reservations Page.
- Make a Reservation—The Make a Reservation page provides the necessary functions for making a reservation for yourself. See Work with the My Reservations Page.
- Information—The Information page provides links to information that your organization has made available to EMS Kiosk users. See View Information.

CHAPTER 23: My Reservations Page

The My Reservations page provides a search feature for locating all your reservations for today. You might also be able to check yourself into a booking from this page, cancel a current reservation from this page, and/or end a reservation early from this page.

This topic covers the following:

- Work with the My Reservations Page
- Check In with EMS Kiosk

CHAPTER 24: Work with the My Reservations Page

The My Reservations page displays all your reservations for today. You might also be able to check yourself into/out of a building from this page, cancel a current reservation from this page, and/or end a reservation early from this page.

TIP: The following procedure is written from the perspective of a group search; however, depending on how your EMS Kiosk is configured, you might be required to enter a personnel number/employee ID number for your search criteria.

1. Click My Reservations. A page opens with options for searching for a group/person.

Group/Person Search page

2. In the Group field, enter your search criteria and then click Search. A list of all groups/people that meet your search criteria is displayed.

TIP: The search is limited to the exact order of the characters in the string but the string can be found anywhere in the search results, and it is not case-sensitive. For example, a search string of "ed" returns both Anderson, Scott and Evans, Dean.

Example of search results for a group/person

Schedule Clarity	
Language Selection	Today's Events
Groups	
Select	Group Name
	Nowak, Edward J.

3. Click the Group icon next to the entry for you in the search results. The My Reservations page displays all your reservations for today.



ems[®]

EMS Kiosk

Today's Events Locate Space Make a Reservation My Reservations Locate a Person Information Log Off

Check In All Make a Reservation

Welcome Spencer Harms

Events for Spencer Harms										
Check in	End Now	Cancel	Date	Start Time	End Time	Event Name	Location	Room Type	View Map	Status
			1/15/2016	12:00 PM	3:00 PM	Meeting	Denver - 02.111	Workspace		Confirmed
			1/15/2016	12:15 PM	1:15 PM	Walk-Up - Spencer Harms	Denver - 02.112	Workspace		Confirmed

Scroll Up / Scroll Down arrows

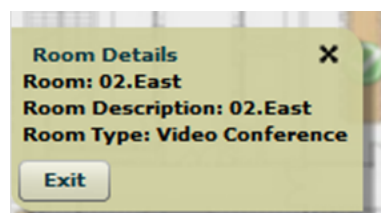
The following options are available on this page:

- To scroll the list of today's scheduled events, use the Scroll Up and Scroll Down arrows at the bottom right side of the page.
 - To make a reservation for yourself, click Make Reservation. See Make a Reservation.
4. To view to view a floor map of a building in which you have a scheduled event, click the icon for the event.

Example of a building floor map for a scheduled event



After you open a floor map, you can click on the Available Room icon (which is typically a green icon) to view information about the room.



To return to the My Reservations page after viewing a floor map, click Back, which is displayed in the upper left corner of the Floor Map page. The following options might also be available on this page:

- To check yourself into an individual booking, click Check-in icon next to the booking.
- To check into all available bookings, select the Check In All icon at the top of the page.

NOTE: In Version 44, Building level check-in\check-out has been removed and replaced with Booking level check-in.

- To end an in-progress event early, click the End Now icon for the event.
- To cancel an event if you are not going to use the reserved space for the event, click the Cancel icon for the event.

CHAPTER 25: Check In with EMS Kiosk

To check in on EMS Kiosk, select the Check In icon on the My Reservations screen.



The screenshot shows the EMS Kiosk interface. At the top, there's a header with the EMS logo and the title 'EMS Kiosk'. Below the header is a navigation bar with buttons: 'Today's Events', 'Locate Space', 'Make a Reservation', 'My Reservations', 'Locate a Person', 'Information', and 'Log Off'. Under 'My Reservations', there are two sub-buttons: 'Check In All' and 'Make a Reservation'. Below this, a message says 'Welcome Spencer Harms'. A table titled 'Events for Spencer Harms' is displayed. The table has columns: 'Check in', 'End Now', 'Cancel', 'Date', 'Start Time', 'End Time', 'Event Name', 'Location', 'Room Type', 'View Map', and 'Status'. There are two rows of events. The first row is for a 'Meeting' on 1/15/2016 from 12:00 PM to 3:00 PM in Denver - 02.111 Workspace, with a status of 'Confirmed'. The second row is for a 'Walk-Up - Spencer Harms' on 1/15/2016 from 12:15 PM to 1:15 PM in Denver - 02.112 Workspace, with a status of 'Confirmed'. The 'Check in' icon for the second event is highlighted with a red box. A vertical scrollbar is visible on the right side of the table.

Check in	End Now	Cancel	Date	Start Time	End Time	Event Name	Location	Room Type	View Map	Status
			1/15/2016	12:00 PM	3:00 PM	Meeting	Denver - 02.111	Workspace		Confirmed
			1/15/2016	12:15 PM	1:15 PM	Walk-Up - Spencer Harms	Denver - 02.112	Workspace		Confirmed

Note: If you create a meeting from the Check-In window, you will be automatically checked in.

CHAPTER 26: Make a Reservation

You use the Make a Reservation page in EMS Kiosk to make your own reservations for today.

TIP: The following procedure is written from the perspective of a group search; however, depending on how your EMS Kiosk is configured, you might be required to enter a personnel number/employee ID number for your search criteria.

1. Click Make a Reservation. A page opens with options for searching for a group/person.

Group/Person Search page

2. In the Group field, enter your search criteria and then click Search. A list of all groups/people that meet your search criteria is displayed.

TIP: The search is limited to the exact order of the characters in the string but the string can be found anywhere in the search results and it is not case-sensitive. For example, a search string of "ed" returns both Anderson, Scott and Evans, Dean.

Example of search results for a group/person

Select	Group Name
	Anderson, Scott
	Dean Phillips
	Evans, Dean
	Johnston, Dean

3. Click the Group icon next to the entry for you in the search results. The Make a Reservation opens. Required fields are marked with a red asterisk (*). The Check-in time field is set by default to the current time. The Check-out time is set by default to 5:00 pm. The Check-in and Check-out dates are set by default to today's date.

TIP: Based on how your organization has configured EMS Kiosk, various fields, including the Check-in time, Check-out time, Check-in date, and Check-out date, might be available.

Make a Reservation page

4. Modify the values for Check-in time, Check-out time, Check-in date, and/or Check-out date as needed.
5. Specify your filtering options, and then continue to reserve rooms from a Reserve Rooms from a List or from a Reserve Rooms from a Map.

Reserve Rooms from a List

To reserve rooms from a list:

1. Click List to display the list of available rooms in a list.

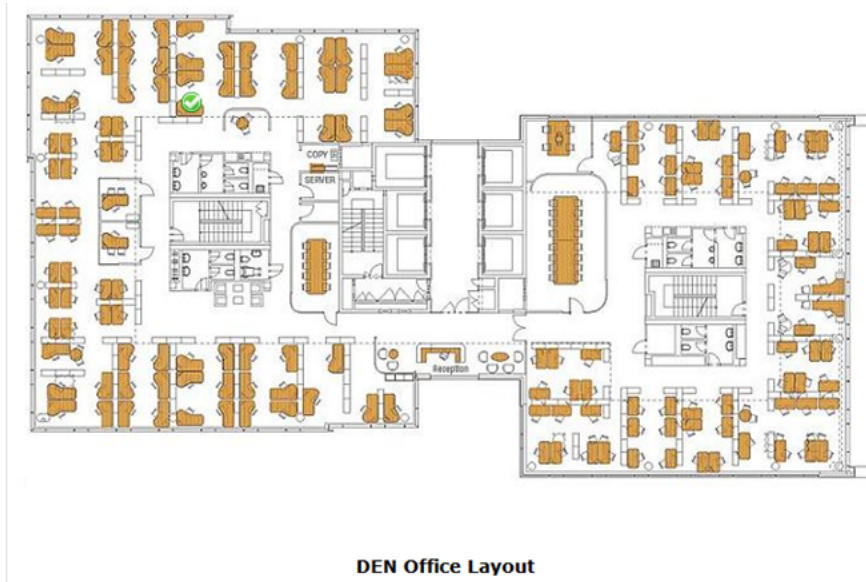
Select	Location	Availability	Room Type	Capacity
	Denver - 02.112	Workspace		1
	Denver - 02.113	Workspace		1
	Denver - 02.114	Workspace		1
	Denver - 02.East	Video Conference		10

2. Click the Reserve Room icon  next to the room that you want to reserve for your event. The selected room is reserved for your event. The Make a Reservation page closes and the My Reservations page opens. The newly scheduled event is now displayed on this page. See Work with the My Reservations Page.

Reserve Rooms from a Map

To reserve rooms from a map:

1. Click Map to view the available rooms (typically marked with a green icon) on a building map.
Map view of available rooms



- Click the icon for the available room that you want to reserve for your event. A Room Details popup opens with an option for reserving the room.

Room Details popup



- Click Reserve. The selected room is reserved for your event. The Make a Reservation page closes, and the My Reservations page opens. The newly scheduled event is now displayed on this page. See Work with the My Reservations Page.

CHAPTER 27: Locate a Person

The Locate a Person page in EMS Kiosk enables you to locate a person who has reservations scheduled for today. The page displays all of today's reservations for the selected person. You might also be able to view the person's check-in status on this page.

1. Click Locate a Person. A page opens with options for searching for a group/person.

Group/Person Search page

2. In the Group field, enter your search criteria and then click Search. A list of all groups/people that meet your search criteria is displayed.

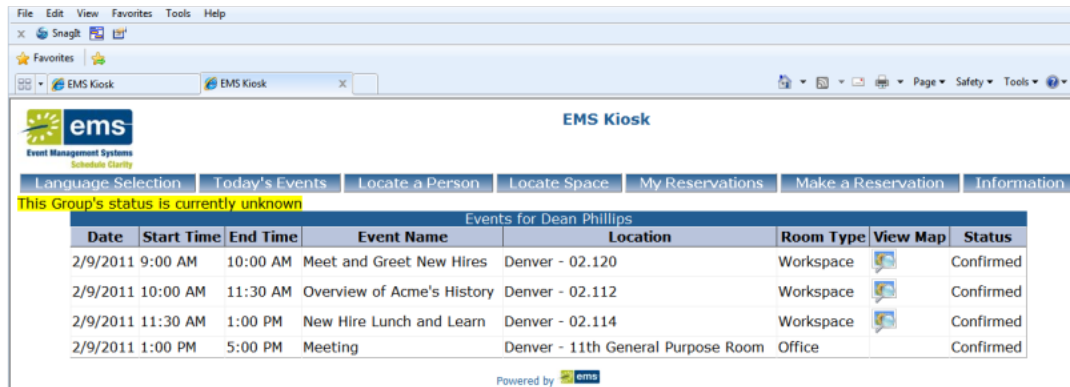
TIP: The search is limited to the exact order of the characters in the string but the string can be found anywhere in the search results, and it is not case-sensitive. For example, a search string of "ed" returns both Anderson, Scott and Phillips, Dean.

Example of search results for a group/person

Select	Group Name
	Anderson, Scott
	Dean Phillips
	Evans, Dean

3. Click the Group icon next to the appropriate group/person in the search results. The Locate a Person page displays all of today's reservations for the selected group/person. This page might also display the group's/person's status (checked into a building/checked out of a building).

Locate a Person page displaying today's reservations for a selected group/person



- Optionally, to view a floor map of a building in which an event for the selected group/person is scheduled, click the View Map icon for the event.

Example of a building floor map for a scheduled event



- To return to the Today's Event page after viewing a floor map, click Back, which is displayed in the upper left corner of the Floor Map page.

CHAPTER 28: Locate Space

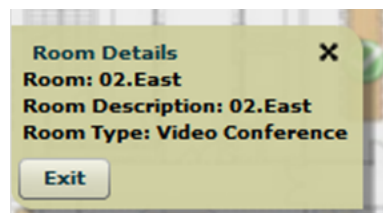
The Locate Space page in EMS Kiosk provides a broad perspective of all the available/unavailable space in the buildings in which today's events are scheduled.

Locate Space page



After you open a floor map, you can click on any Available Room icon (which is typically a green icon) or an Unavailable Room icon (which is typically a red icon) on the map to view information about the room and the event.

Viewing information about an available room

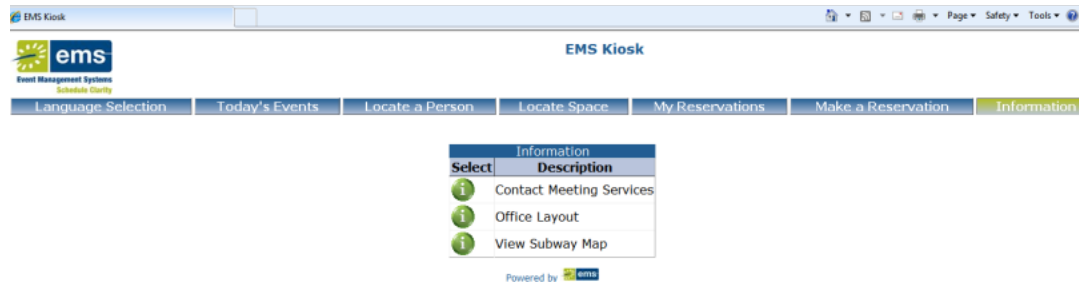


To return to the Today's Event page after viewing a floor map, click Home, which is displayed in the upper left corner of the Floor Map page.

CHAPTER 29: View Information

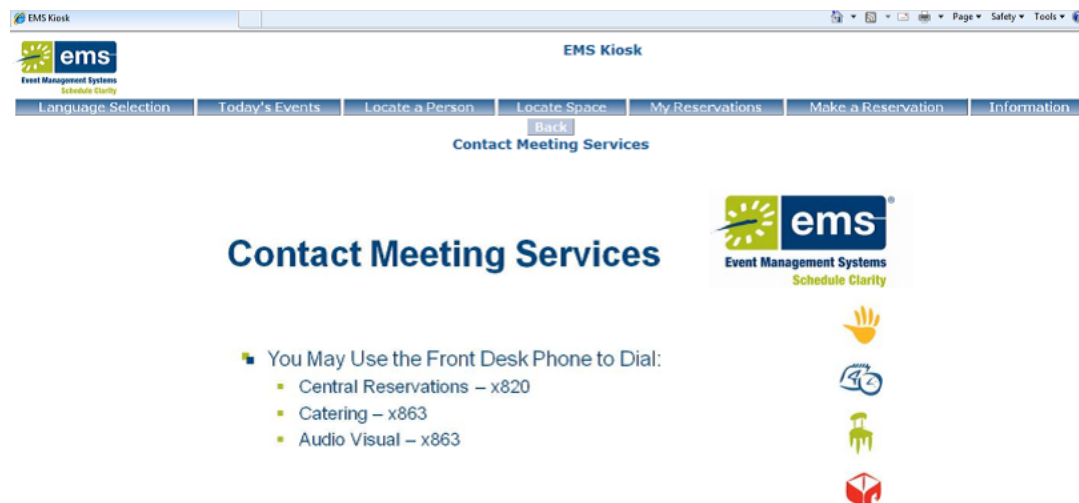
The Information page displays links to additional information that your organization has made available to EMS Kiosk users.

Information page



To view specific information, click the Select Information icon (green "i" circle) next to the appropriate entry.

Example of additional information displayed to an EMS Kiosk user



To return to the Information page, click Back at the top of the displayed information.

CHAPTER 30: View Today's Events

The Today's Events page in EMS Kiosk lists all the events that are scheduled for today. Typically, the Today's Events page is the default page (the page that opens first) when you start EMS.

Today's Events page

Start Time	End Time	Event Name	Group Name	Location	View Map
8:00 AM	5:00 PM	EMS Workplace Training	Anderson, Scott	Denver - 02.West	
8:00 AM	5:00 PM	Workspace	Nowak, Edward J.	Denver - 02.110	
9:00 AM	10:00 AM	Meeting	Nowak, Edward J.	Denver - 02.East	
9:54 AM	5:00 PM	Walk-Up - Thacker, Rob	Thacker, Rob	Denver - 02.111	
11:00 AM	1:00 PM	EMS 6.0 Presentation	Evans, Dean	Denver - 02.East	

The following options are available on this page:

- To scroll the list of today's scheduled events, use the Scroll Up and Scroll Down arrows at the bottom right side of the page.
- To filter the list of the today's scheduled events, select one or more filter options (Building, Floor, and/or Room Type). The display is dynamically updated as you select the filters.
- To search for a specific event, click Find Event Name to open the Event Search page.

Event Search page

Enter your search criteria in the Event Name field, and then click Search. You return to the Today's Events page with the list of events that meet your search criteria displayed on the page.

Tip: The search is limited to the exact order of the characters in the string but the string can be found anywhere in the search results, and it is not case-sensitive. For example, a search string of "work" returns both EMS Workplace Training and Workspace as event names.

After you have carried out a search, you can click the Cancel icon next to Search Value on the Today's Events page to return to the default display (all of today's scheduled and/or canceled events) for the page.

- To view a floor map that shows the location of the scheduled event, click the View Map icon for the event.

Example of a building floor map for a scheduled event



- To return to the Today's Event page after viewing a floor map, click Back, which is displayed in the upper left corner of the Floor Map page.

EMS Kiosk App -- April 2019

Accruent, LLC

11500 Alterra Parkway

Suite 110

Austin, TX 78758

www.accruent.com