

# Dry Ice Request

## Making Dry Ice Requests

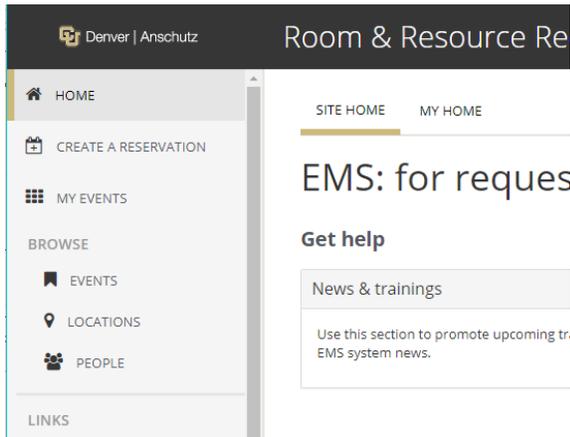
*A dry ice request is submitted when you need to order dry ice for your lab. Dry ice is delivered Monday, Wednesday or Friday only.*

# Dry Ice Requests

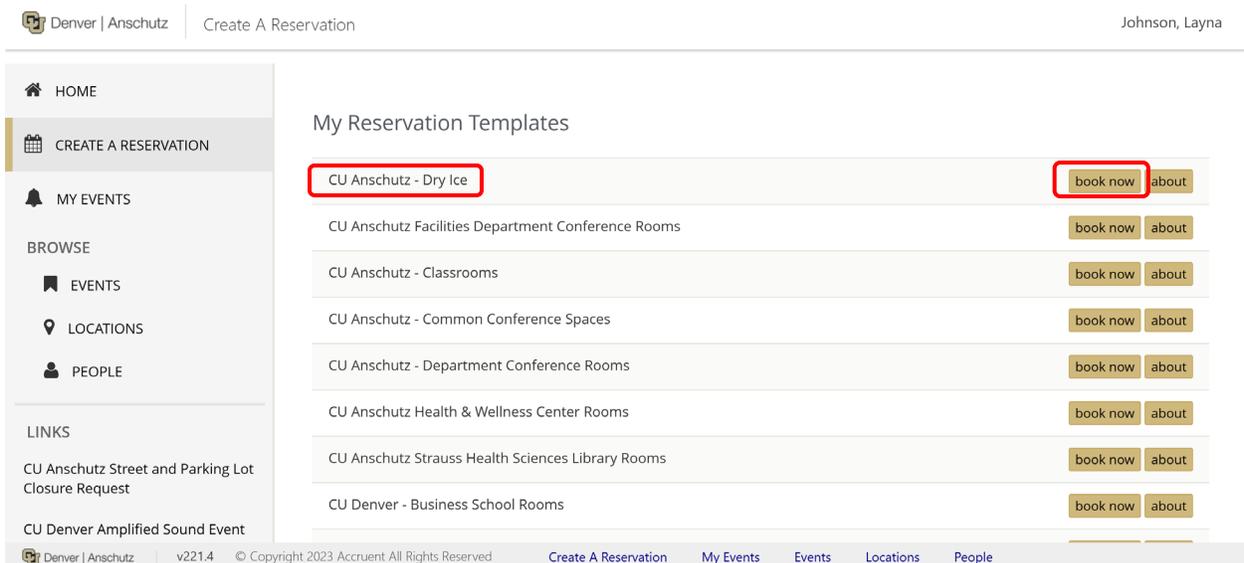
Step 1: Access the EMS Web App by navigating from any browser to [schedule.ucdenver.edu/emswebapp](https://schedule.ucdenver.edu/emswebapp).

Step 2: From the **HOME** page, enter your User ID and Password in the appropriate fields and click the **Sign In** button

Step 3: Click **“CREATE A RESERVATION.”**



Step 4: Scroll down and find the **Dry Ice** request template and click the **book now** button.



Step 5: Fill out the **Date and Time** and **Location Details** sections on the left side of the page. The time is just a placeholder for disposal requests. The building selection will always be the **Facilities Service Request** building. Enter the actual building and room information where you want your dry ice delivered **Location** field.

Click the **Next Step** button.

# Dry Ice Requests

Denver | Anschutz Room Request Johnson, Layna

CU Anschutz - Facilities Disposal Request **Create Reservation**

1 Service Availability ▶ 2 Services ▶ 3 Reservation Details

New Booking for Tue May 1, 2018 **Next Step**

**Date & Time**

Date: Tue 05/01/2018 **Recurrence**

Start Time: 12:30 PM End Time: 1:30 PM

Create booking in this time zone: Mountain Time

**Location Details**

Buildings: Facilities Service Request

**Location \***

CU Anschutz - Disposals  
Must be submitted at least 0 hour(s) prior to the start of the booking  
Available to the following Building

Step 6: On the next page, the date, time and location will populate. You will be asked to verify a Monday, Wednesday or Friday delivery date in the dropdown menu. You will also be asked to choose a building from the drop down menu and supply a room number. Then you will select what kind of ice you want.

Denver | Anschutz Create A Reservation Johnson, Layna

**Choose M/W/F Delivery Day**

**Choose Your Building for Dry Ice Delivery**

Choose one

**Delivery Room Number**

**Blocks**

10 lb Block 25 lb Block

**Pellets**

10 lb Pellets 50 lb Pellets

↑

Denver | Anschutz v221.4 © Copyright 2023 Accruent All Rights Reserved Create A Reservation My Events Events Locations People

# Dry Ice Requests

Your chosen item(s) will be moved over to the **Services Summary** section to the right.

Denver | Anschutz | Create A Reservation | Johnson, Layna

Start Time [MT] 8:00 AM End Time [MT] 9:00 AM Service Type Dry Ice

Choose M/W/F Delivery Day Fri 01/27/2023

Choose Your Building for Dry Ice Delivery Choose one

Delivery Room Number

Blocks

10 lb Block 25 lb Block

Pellets

CU Anschutz Dry Ice, 8:00 AM - 9:00 AM, Dry Ice

1 10 lb Block \$3.30

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**Tip:** To make changes to your request, click the **Edit** icon next to your request name.



**Tip:** To remove a request, click the **Remove** icon to the right of your request item.



Step 7: Once you have added all of your required services, click the **Next Step** button at the top right of the page.

Denver | Anschutz | Create A Reservation | Johnson, Layna

CU Anschutz - Dry Ice

1 Service Availability | 2 Services | 3 Reservation Details

Services For Your Reservation

CU Anschutz Dry Ice

Start Time [MT] 8:00 AM End Time [MT] 9:00 AM Service Type Dry Ice

Choose M/W/F Delivery Day Fri 01/27/2023

Choose Your Building for Dry Ice Delivery Choose one

Delivery Room Number

Services Summary

CU Anschutz Dry Ice, 8:00 AM - 9:00 AM, Dry Ice

1 10 lb Block \$3.30

Next Step

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# Dry Ice Requests

Step 8: The **Event Name** section defaults to Dry Ice Request. The **Event Type** will pre-populate to Facilities Request Only. In the **Group Details** section, the **Group** field should be pre-selected. For 1<sup>st</sup> Contact, find your name. The rest of the information in the **Group Details** section should auto-populate with data that was entered in the system when your Web App user account was created. Fields bordered in **red** are required.

Denver | Anschutz Room Request

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### Reservation Details

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#### Event Details

<b>Event Name *</b>	<b>Event Type *</b>
<input style="border: 1px solid red;" type="text"/>	Facilities Request Only <input type="button" value="v"/>

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#### Group Details

<b>Group *</b>	<input type="button" value="Q"/>
CUA-CSA-Facilities Management <input type="button" value="v"/>	
<b>1st Contact</b>	<input type="button" value="Q"/>
Layna Johnson <input type="button" value="v"/>	
<b>1st Contact Phone *</b>	<b>1st Contact Fax</b>
303-724-0408	<input type="text"/>
<b>1st Contact Email Address</b>	
layna.johnson@ucdenver.edu	
<b>2nd Contact</b>	
(none) <input type="button" value="v"/>	

Step 9: You will not need the **Attachments** section.

### Attachments

Drag and drop your files here

# Dry Ice Requests

Step 10: Scroll to the bottom or top of the page and click the **Create Reservation** button.

Billing Information

SpeedType(preferred) or Billing Address \*

6102xxxx



Create Reservation