

Dry Ice Request

Making Dry Ice Requests

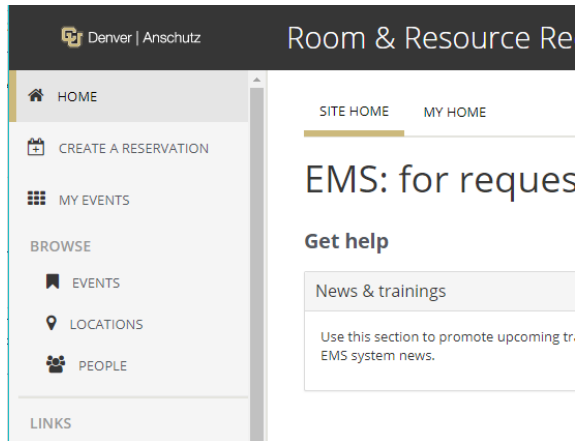
A dry ice request is submitted when you need to order dry ice for your lab. Dry ice is delivered Monday, Wednesday or Friday only.

Dry Ice Requests

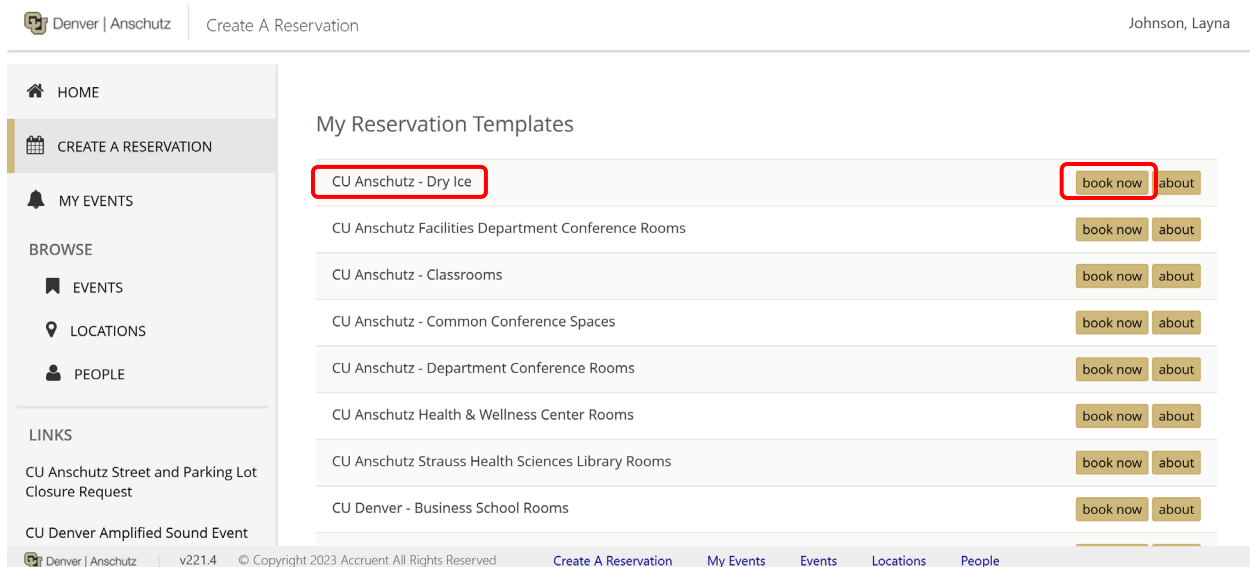
Step 1: Access the EMS Web App by navigating from any browser to **schedule.ucdenver.edu/emswebapp**.

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

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

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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

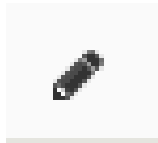
Pellets

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

1 10 lb Block \$3.30

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

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

Create Reservation

Services For Your Reservation

Next Step

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

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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 1st 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.



Room Request

Reservation Details

Event Details

Event Name *

Event Type *

Facilities Request Only

Group Details

Group *

CUA-CSA-Facilities Management

Q

1st Contact

Layna Johnson

Q

1st Contact Phone *

303-724-0408

1st Contact Fax

1st Contact Email Address

layna.johnson@ucdenver.edu

2nd Contact

(none)

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

Attachments

Select your files

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