

Step by Step Instructions for Finding Diagrams within EBMS

Here are some tips to effectively pull diagrams from EBMS.

See screenshots below.

When looking for diagrams:

- From your home screen click on "Find Documents" (**screenshot 1**).
- Once you have clicked on this blue button, click the "Clear" button (next to Search) to clear all filters. (**screenshot 2**)
- The best way to find the diagram is by entering the six digit event number which you can find on the top left corner of your Work Order/Change Order page. (see third screenshot) six digit number next to the event name. Keep in mind that this is different to your "Order Number". (**screenshot 3**)
- You can also enter the Event Name within the "Event" box. (**screenshot 4**)
- Another option is to type Diagrams within the "Description" box as well as entering the date within the "Start Date - Event/Job" box.

After your diagram PDF description pops up, right click on it, hover over "View" and then click on "View Document". From here you can open the diagram and print it.

Screenshot 1.

The screenshot shows the EBMS home dashboard for Marguerite Morrin. The top navigation bar includes various menu items like Accounts, Contacts, Calendar, etc. Below the navigation bar, there's a section for "BC My Open Activities" with a table of events. A yellow callout box with an arrow points to the "Find Documents" button in the "Quick Links" section. The callout text reads: "From here, your home dashboard. Click on the blue button 'Find Documents'".

DUE	STATUS	EVENT ID - EVENT	EVENT/JOB	TEXT	TYPE	START DATE -11 EVENT	START TIME - EVENT	ENTERED ON	ENTERED BY	A
09/20/23	New	387749	MAGGIE TEST EVENT FOR PAYMENT	MM: Walsh Test Event	Chang...	07/31/23	06:00 PM	09/20/23 10:11...	Marguerite Mor...	M
11/03/23	New	391837	BC Rugby Reunion 2023	MM:		11/04/23	05:00 PM	11/03/23 01:51...	Marguerite Mor...	R
11/03/23	New	391837	BC Rugby Reunion			11/04/23	05:00 PM	11/03/23 01:55...	Marguerite Mor...	R
11/03/23	New	345585	MAGGIES CHRISTMAS			01/01/30	12:00 AM	11/03/23 01:56...	Marguerite Mor...	M
11/03/23	New	345585	MAGGIES CHRISTMAS			01/01/30	12:00 AM	11/03/23 02:01...	Marguerite Mor...	M

1	2	D...	13	DUE T...	14	EVENT ID	ORDER	EVENT	REVISI ON NUMB ER	SPACE - ORDER	FUNCTION	FUNCTION ORDERED ATTENDANC E	STATUS	ORDE STAT ORDE
CORC 12														
Catering (CATER)														
01/29/24	08:00 PM	406455	454207	Rebuilding Together Boston Club Meeting		Corcoran Commons 205 Heights Room		Meeting /Room set-up only		100	Open	Activ		
01/30/24	06:00 PM	387051	428402	Rise Dinners		Corcoran Commons 205 Heights Room		Dinner/Banquet - SEE NOTES FOR ...		70	Open	Activ		
02/01/24	06:30 PM	396096	449740	Black History Month Opening Ceremony	2	Corcoran Boston/Heights/Newton Rms		Social/Reception		175	Open	Activ		
02/02/24	07:00 AM	391947	449885	Career Center	1	Corcoran Boston/Heights/Newton Rms		Room Setup		175	Open	Activ		
02/02/24	08:30 AM	391947	449884	Career Center	1	Corcoran Commons 205B Newton Room		Breakfast		175	Open	Activ		
02/04/24	05:00 PM	361845	433747	Sunday Night Mass 2022-2023		Corcoran Commons 205 Heights Room		Mass		200	Open	Activ		

Screenshot 2.

Find Documents

View | BC Diagram Documents - Criteria: Heading Diagrams

Description: Heading:

Event: Start Date - Event/Job:

Type: Account:

Category: Contract:

Advanced Search Edit Layout

T	DESCRIPTION	STATUS	EVENT	START DATE - EVENT/JOB	ENTERED ON	ENTERED BY	CHANGED ON
✓	Event Management 2374						
✓	McMullen Museum of Art - First Floor ...	Checked In	ITS TDX Training	12/06/18	11/14/18 10:54 AM	Julia Martin (JMARTIN127)	11/14/18 10:54 AM
✓	Diagram	Checked In	Caribbean Culture Club Parade	04/05/19	12/17/18 10:47 AM	Piers Dooley (PDOOLEY127)	12/17/18 10:47 AM
✓	20190115110629239	Checked In	Full Spring Section Social	03/23/19	01/15/19 10:46 AM	Piers Dooley (PDOOLEY127)	01/15/19 10:46 AM
✓	Gasson 100 BC Chamber Music Conco...	Checked In	BC Chamber Music Concert	02/15/19	01/24/19 08:45 AM	Marguerite Morin (MMORIN127)	01/24/19 08:45 AM
✓	#46590 - 1 (BOSTON COLLEGE DINN...	Checked In	CAB March Pub Series	03/12/20	05/01/20 02:45 PM	Michelle Freedman (MFREEDMA...	05/01/20 02:45 PM
✓	#46314 - 1 (BOSTON COLLEGE DINN...	Checked In	STM Thursday Lunches Social 2020	01/16/20	05/01/20 03:04 PM	Michelle Freedman (MFREEDMA...	05/01/20 03:04 PM
✓	#46926 - 1 (BOSTON COLLEGE DINN...	Checked In	Roman Catholic Archdiocese of Boston (RCAR)	03/12/20	05/01/20 03:06 PM	Michelle Freedman (MFREEDMA...	05/01/20 03:06 PM
✓	#46622 - 1 (BOSTON COLLEGE DINN...	Checked In	CHRIS Daniels Union	03/13/20	05/05/20 12:30 PM	Michelle Freedman (MFREEDMA...	05/05/20 12:30 PM
✓	FY16	Checked In	BCA Senior Student Athlete Parent Reception	05/20/17	05/09/17 11:08 AM	Jason McClellan (JMCLELLAN)	05/25/20 07:37 PM
✓	012620 - Preview Day Celebration for ...	Checked In	Test event - Wedding	06/30/20	05/20/20 02:27 PM	Michelle Freedman (MFREEDMA...	05/25/20 07:39 PM
✓	052819 Reception for Boston College ...	Checked In	Test event - Wedding	06/30/20	05/20/20 01:23 PM	Michelle Freedman (MFREEDMA...	05/25/20 07:40 PM
✓	#46720 - 7 (BOSTON COLLEGE DINN...	Checked In	Barry Inaugural Lecture and Reception	03/24/20	05/01/20 03:11 PM	Michelle Freedman (MFREEDMA...	05/25/20 07:40 PM
✓	CSOMDegreeCeremonyS1820	Checked In	cosson	05/24/21	05/01/20 12:30 PM	Michelle Freedman (MFREEDMA...	05/25/20 07:41 PM
✓	302536-NC45thAnniversaryParty-StuarTent	Checked In	Alumni Reunion Weekend	06/01/21	04/23/20 02:40 PM	Michelle Freedman (MFREEDMA...	05/25/20 07:41 PM
✓	302536-NC55thAnniversaryParty-StuarTent	Checked In	Alumni Reunion Weekend	06/01/21	04/23/20 02:40 PM	Michelle Freedman (MFREEDMA...	05/25/20 07:41 PM
✓	302536-NC50thAnniversaryParty-StuarTent	Checked In	Alumni Reunion Weekend	06/01/21	04/23/20 02:40 PM	Michelle Freedman (MFREEDMA...	05/25/20 07:41 PM
✓	302536-NC45thAnniversaryParty-#25...	Checked In	Alumni Reunion Weekend	06/01/21	04/23/20 02:40 PM	Michelle Freedman (MFREEDMA...	05/25/20 07:41 PM
✓	302536-NC45thAnniversaryConversations...	Checked In	Alumni Reunion Weekend	06/01/21	04/23/20 02:40 PM	Michelle Freedman (MFREEDMA...	05/25/20 07:42 PM
✓	302536-GoldBDQ CampusGreenTent	Checked In	Alumni Reunion Weekend	06/01/21	04/23/20 02:40 PM	Michelle Freedman (MFREEDMA...	05/25/20 07:42 PM
✓	Diagram - BCA student athlete recept...	Checked In	BCA Senior Student Athlete Parent Reception	05/20/17	05/15/17 10:58 AM	Jason McClellan (JMCLELLAN)	05/25/20 07:57 PM
✓	Football Family	Checked In	Football Team WEDNESDAY NIGHT DINNERS	08/29/17	05/26/17 09:40 AM	Piers Dooley (PDOOLEY127)	05/25/20 07:58 PM

Click here on the "Clear" button to clear all filters

Screenshot 3.

Report Viewer

Print Tools Attach to Email Email to Myself Save To ... 150% Page 1 of 1



WORK ORDER

All Items
Alcohol Licenses

Printed: 01/31/2024 12:51 pm

Order #: 449769
REVISION #: 0

***Schiller Institute Faculty Hour - EVENT CXL'D - Charge for Liquor License Only** (401570)

In/Out: Wed 01/24/2024 04:00 PM / 06:00 PM

Erik Sjostrom
6175523503
erik.sjostrom@bc.edu

Function: Charge for Liquor License Only

Attendance: 25

Order #: 449769

Type of Service: Buffet with Bar

Start - End: Wed 01/24/2024 04:00 PM - 06:00 PM

Location: 245 Beacon 501 Conference Room

Dining Unit: 1. Walsh Catering

Requestor: Erik Sjostrom

Due Date: 01/24/2024

Coordinator: Sheri Young

Quantity	Ordered	Actual	Order	Updated
1.00	EA	449769 - 8	01/27/2024 09:43 AM	

Completed By: _____ Date: _____

Approved By: _____ Date: _____

Highlighted is the event number (always located to the right of the event name)

Screenshot 4.

The screenshot shows a 'Find Documents' window with a search criteria section. A yellow callout box with the text 'Event name can also be entered within the "Event" box' points to the 'Event' dropdown menu. The search criteria section includes fields for Description, Event, Type, Category, Heading, Start Date - Event/Job, Account, and Contract. Below the search criteria is a table with columns: ID, DESCRIPTION, EVENT, START DATE - EVENT JOB, ENTERED ON, ENTERED BY, and CHANGED ON. The table contains several rows of event data.

ID	DESCRIPTION	EVENT	START DATE - EVENT JOB	ENTERED ON	ENTERED BY	CHANGED ON
Event M						
McM		STDX Training	12/06/18	11/14/18 10:54 AM	Julia Martin (JMARTIN127)	11/14/18 10:54 AM
Diag		Caribbean Culture Club Picn	04/05/19	12/17/18 10:47 AM	Piers Dooley (POOLEY127)	12/17/18 10:47 AM
2019		St. Simeon Sorling Social	03/23/19	01/15/19 10:46 AM	Piers Dooley (POOLEY127)	01/15/19 10:46 AM
Gasson 100 BC Chamber Music Conce...	Checked In	BC Chamber Music Concert	02/15/19	01/24/19 08:45 AM	Marguerite Morris (MMORRIN127)	01/24/19 08:45 AM
#46590 - 1 (BOSTON COLLEGE DININ...	Checked In	CAB March Pub Series	03/12/20	05/01/20 02:45 PM	Michelle Freedman (MFREEDMA...	05/01/20 02:45 PM
#46314 - 1 (BOSTON COLLEGE DININ...	Checked In	STM Thursday Lunches Sorling 2020	01/16/20	05/01/20 03:04 PM	Michelle Freedman (MFREEDMA...	05/01/20 03:04 PM
#46926 - 1 (BOSTON COLLEGE DININ...	Checked In	Roman Catholic Archdiocese of Boston (RCAB)	03/12/20	05/01/20 03:06 PM	Michelle Freedman (MFREEDMA...	05/01/20 03:06 PM
#46622 - 1 (BOSTON COLLEGE DININ...	Checked In	CHRJU Daniela Ukosa	03/13/20	05/05/20 12:30 PM	Michelle Freedman (MFREEDMA...	05/05/20 12:30 PM
FY16	Checked In	BCA Senior Student Athlete Parent Reception	05/20/17	05/09/17 11:08 AM	Jason McClellan (JMCCLELLAN)	05/25/20 07:37 PM