



# Web App Reference Guide for EMS

About this guide .....	2
EMS Definitions .....	2
Navigating the EMS Web App .....	3
Making Reservations .....	4
Single Reservation .....	4
Recurring Reservation .....	9
Cancelling a Reservation .....	11
Editing a Reservation.....	13
Adding Services to an Existing Reservation .....	15
Browsing in the Web App.....	16
Events .....	16
Locations.....	18

## About this guide

This guide is designed to be a quick reference for common tasks within the EMS Web App. For more details about how to make or edit reservations, see an EMS Administrator.

## EMS Definitions

**Reservation** – The “Who and the What.” This contains the meeting/event host information and what the event is called. A reservation can have multiple bookings

**Booking** – The “When and the Where.” This contains the date/time/location information for each occurrence of a reservation. A reservation has to have at least one booking, but can have as many bookings as needed (think of a recurring meeting – each occurrence is a booking).

## Navigating the EMS Web App

Your EMS Web App home page looks like below.

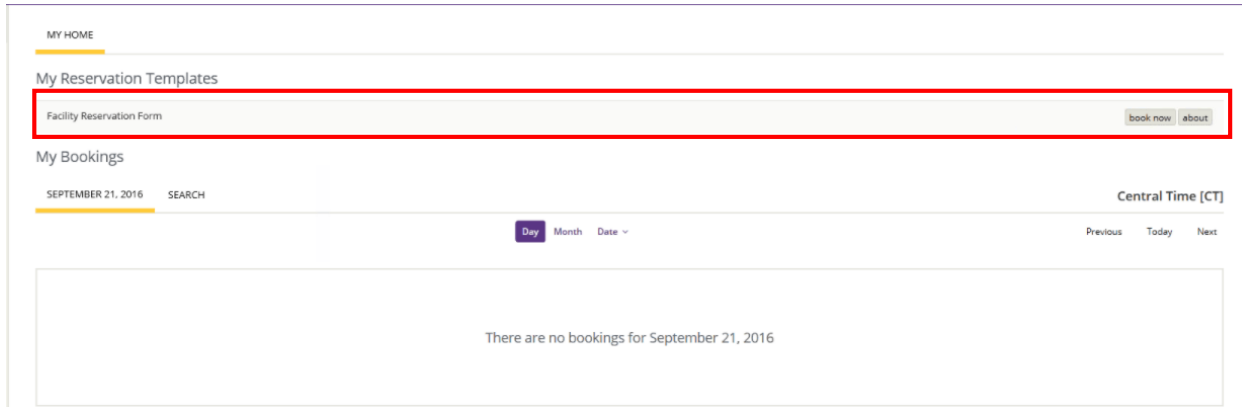
- On the left, you have a menu bar with the following options:
  - Create a Reservation:** takes you to your reservation templates
  - My Events:** takes you to your event list of upcoming and past events in EMS
  - Browse:** takes you to the search features in the Web App
    - Events:** See all events in your organization
    - Locations:** See the free/busy of all the rooms in your organization
    - People:** See the same-day events for the people in your organization
- On the main section of the page, you see **My Reservation Templates**, which allows you to make a quick booking right from your home page.
- Below that is a list of your bookings for the day along with a search option to find your reservations.
- Finally, in the upper right-hand corner, you see your name and a drop-down for your account options.

The screenshot displays the EMS Web App home page. A red box labeled '1' highlights the left-hand navigation menu, which includes options like HOME, CREATE A RESERVATION, MY EVENTS, BROWSE (with sub-options for EVENTS, LOCATIONS, and PEOPLE), and LINKS (with sub-options for Academic Class Schedule, Master Calendar, Public Calendar, and Log in). A red box labeled '2' highlights the 'My Reservation Templates' section, which features a 'Facility Reservation Form' and 'book now' and 'about' buttons. A red box labeled '3' highlights the 'My Bookings' section, showing a search bar for 'SEPTEMBER 21, 2016' and a message stating 'There are no bookings for September 21, 2016'. A red box labeled '4' highlights the top right corner, showing the user's name 'John Ellison' and a user profile icon.

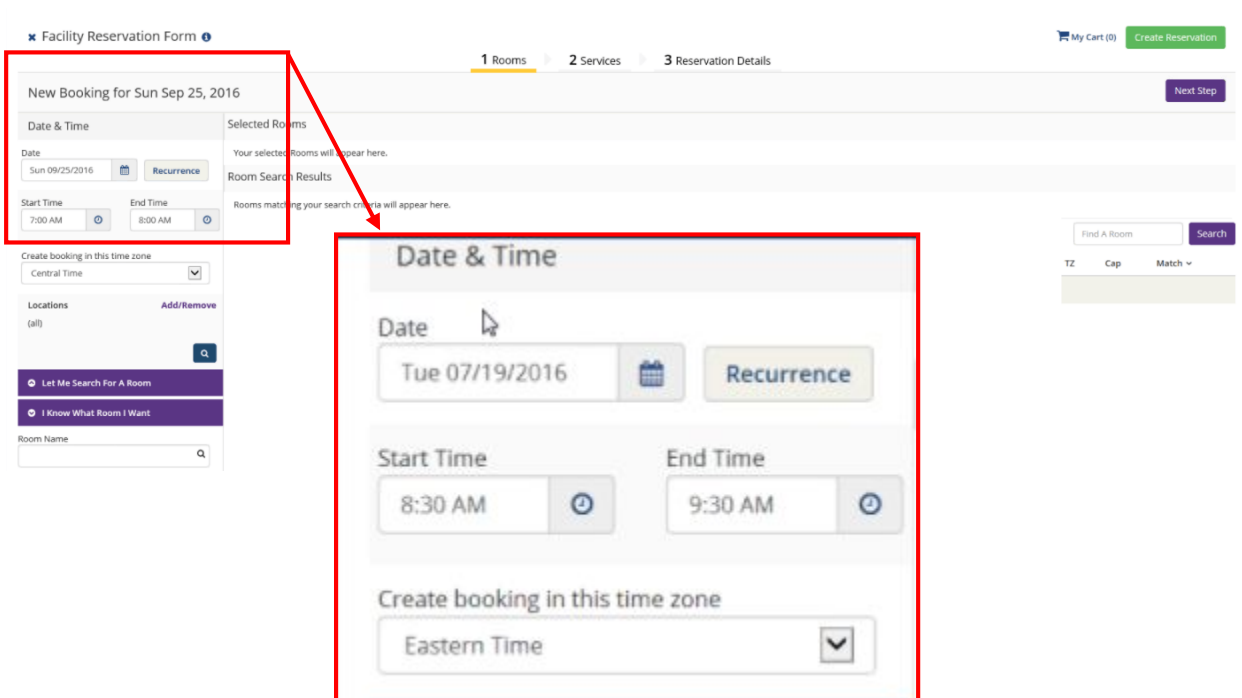
# Making Reservations

## Single Reservation

1. To make a reservation, begin at either **My Home** or **Create Reservation**
2. Click **book now** next to the template you wish to use  
**\*NOTE** – The templates are designed for different kinds of bookings. Use the one that best matches your reservation needs. The **about** button will tell you the rules of the template.



3. Select your date and time



4. Enter the **Number of People** to find a room that will best fit the size of your meeting.
5. Click on **add/remove** under **setup types** to select the setup style that works best for your meeting or event.

- Click the magnifying glass to get your list of available rooms.  
 \*NOTE – If you don't wish to enter any filtering, you can click on the top magnifying glass for a quick search of all spaces

Let Me Search For A Room

**Setup Types** **Add/Remove**

Banquet, Lecture

---

**Number of People**

- Select a room by clicking on the purple + next to the room name  
 \*NOTE – clicking the room name will give you the room details

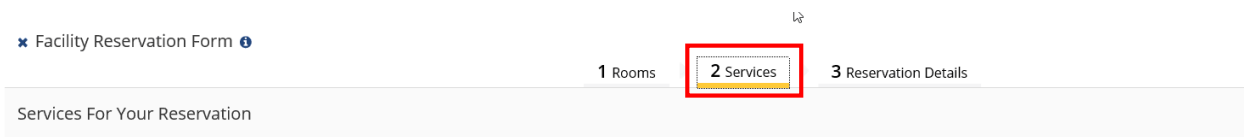
Rooms You Can Request									
Alumni Center (CT)	Cap	3	4	5	6	7 AM	8	9	1
<span style="border: 2px solid red; padding: 2px;">+</span> Alumni Center	0								
<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">+</span> Alumni Driveway									
<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">+</span> Alumni Parking Lot									
<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">+</span> Back Yard Patio									
Andersen Field House (...)	Cap	3	4	5	6	7 AM	8	9	1
<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">+</span> Field House	0								
<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">+</span> Parking Lot	0								
<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">+</span> Weight Room									

- After selecting the room, the space you've selected will show up under **Selected rooms** at the top of the page.

Selected Rooms

-
Conf Room #1 Room #102

9. **To add more rooms at the same date and time on the same reservation**, simply click the plus sign next to any additional rooms you would like to add. You will see the additional rooms populated under **selected rooms**.
10. **To add more rooms at a different date and time on the same reservation**, just change the date and time selector, and hit the magnifying glass to update the list of rooms available at your new date and time. You will see the additional rooms populated under **selected rooms**.
11. You can click on the **services** button at the top of the screen to add services.  
**\*NOTE** – You can click **Reservation Details** if you want to skip adding services and finish your request.



12. If you choose to add services, click on the resource you wish to add and enter the quantity of the resource you need and any special instructions (if needed).
13. Click **OK** when done adding the resource

### Chairs - Black Folding ✕

-

10

+

(available inventory : 600)

**Special Instructions**

OK

Cancel

14. A summary of your services will build on the right side of the screen

### Services Summary

**⊖ Furniture**

⊖	10	Chairs - Black Folding
⊖	1	Podium
⊖	1	6' - Table - Rectangle

15. Click **Next Step** to enter your reservation details

✕ Facility Reservation Form 

1 Rooms 2 Services 3 Reservation Details

My Cart (1) Create Reservation

---

Services For Your Reservation
Next Step

16. Enter your **Event Details**

**\*NOTE** – Anything with an ‘\*’ next to it is a required field.

### Reservation Details

Event Details

**Event Name \***

**Event Type \***

Group Details

**Group \***

**1st Contact**

**1st Contact Phone \***

**1st Contact Fax**

**1st Contact Email Address \***

17. Add the **Group** Details – this is who will be hosting the event. This should be linked to your everyday user account. Your information will be in the drop-down menu
18. **1<sup>st</sup> contact** – this is the contact for the event (if it is someone different than yourself)
19. Add **Additional Information** –
  - a. Add description if you wish this event to be displayed on the public calendar
  - b. Indicate if you will need catering. **NOTE:** this does not mean that you have ordered catering, it will simply let catering know you are anticipating this need
  - c. Select yes if you would like this event to appear on the public calendar
  - d. Select the appropriate description of your event from the options listed

**Additional Information**

**Description on Public Calendar**

This will be a great event

**Will your event require catering? \***

No
▼

**Do you want your event to display on the public calendar? \***

No
▼

**This event is \***

sponsored and operated solely by UMHB
▼

20. Click **Create Reservation**

21. You will be directed to a success page where you can immediately edit the reservation if needed.

## Reservation Created

Reserved!

What would you like to do now?

> Edit this reservation.



## Recurring Reservation

1. Go to **Create Reservation**
2. Choose your template and click **book now**
3. When choosing your date/time, select the **Recurrence** button
4. Enter your recurrence details and click **Apply Recurrence**

✕ Facility Reservation Form ⓘ

1 Rooms ▶ 2 Services ▶ 3 Reservation Details

New Booking for Sun Sep 25, 2016

Date & Time	Selected Rooms
Date Sun 09/25/2016 <b>Recurrence</b>	Your selected Rooms will appear here.
Start Time 7:00 AM	Room Search Results Rooms matching your search criteria will appear here.
End Time 8:00 AM	
Create booking in this time zone Central Time	

**Recurrence** ✕

Repeats: Weekly Remove Recurrence

Every: 1 week(s)

On: Sun Mon Tue **Wed** Thu Fri Sat

---

Start Date: Wed 07/13/2016

End Date: Thu 07/14/2016

End after: 5 occurrence(s)

---


Start Time: 1:00 PM

End Time: 2:00 PM

Create Booking In: Eastern Time

Apply Recurrence Close

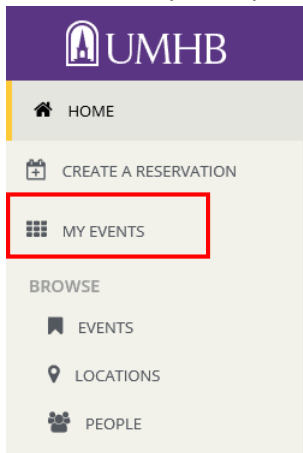
5. Enter your filtering criteria and click the magnifying glass to search for rooms
6. A list of open rooms will appear with the availability listed in the second column (see below 4/4 means the room is open for 4 out the 4 requested dates)
7. Click the **purple + icon** to add the room you wish to book.

Rooms You Can Request			
	000 Courtyard Outside	5/5	Presser Hall
	100 (Entrance)	5/5	Baugh Center for the Visual Arts
	100 (Lobby)	5/5	Nursing Education Center
	100 A (outside post office)	5/5	Mabee Student Success Center
	100 B (lobby area outside the Police)	5/5	Mabee Student Success Center
	100 C (Lobby area by Digital Media)	5/5	Mabee Student Success Center

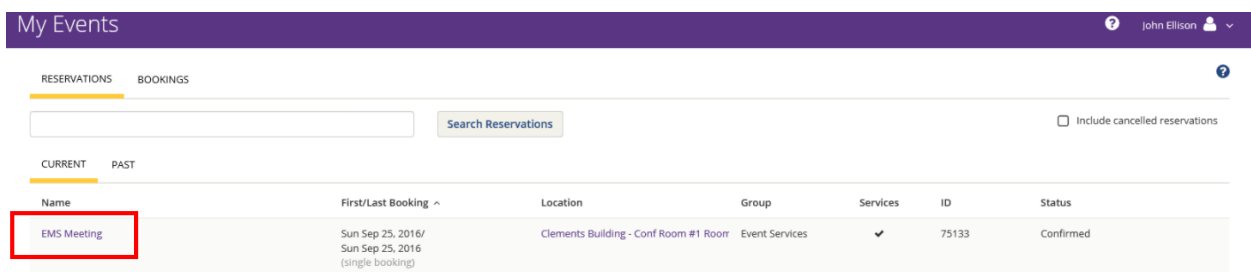
8. Complete the reservation as outlined in [Single Reservation](#) above.

## Cancelling a Reservation

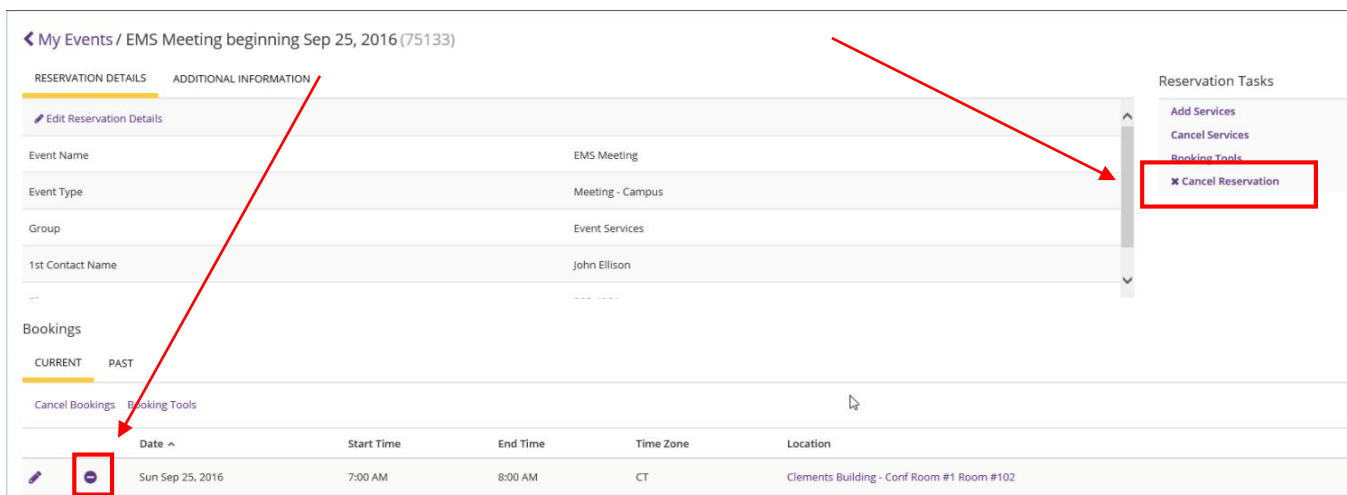
1. Go to **My Events**
2. This will take you to your list of events.



3. Click on the **Reservation Name** you wish to cancel



4. Click either **Cancel Reservation** on the right side (cancels all bookings) OR
5. Click the **cancel icon** next to the booking (cancels that booking only)



6. You will be asked to confirm your cancellation

### Cancel Reservation? ×

Both the reservation and bookings will be cancelled. Are you sure you want to proceed?

**Cancel Reason**

Cancelled ▼

**Cancel Notes**

no longer needed

**Yes, Cancel Reservation** **No, Keep Reservation**

## Editing a Reservation

1. From your home page, click on **My Events**
2. Click on the **Reservation Name** you wish to edit

The screenshot shows the 'My Events' interface. At the top, there are tabs for 'RESERVATIONS' and 'BOOKINGS'. Below these is a search bar with the text 'Search Reservations' and a checkbox for 'Include cancelled reservations'. Underneath are tabs for 'CURRENT' and 'PAST'. A table lists reservations with columns: Name, First/Last Booking, Location, Group, Services, ID, and Status. The first row, 'EMS Meeting', is highlighted with a red box.

Name	First/Last Booking	Location	Group	Services	ID	Status
EMS Meeting	Sun Sep 25, 2016/ Sun Sep 25, 2016 (single booking)	Clements Building - Conf Room #1 Room	Event Services	✓	75133	Confirmed

3. You can edit **Reservation Details** (Event Name, Event Type, Organization/Individual, First Contact) by clicking on the pencil icon next to the Reservation Details.

The screenshot shows the details page for the 'EMS Meeting beginning Sep 25, 2016 (75133)'. It has tabs for 'RESERVATION DETAILS' and 'ADDITIONAL INFORMATION'. A link 'Edit Reservation Details' with a pencil icon is highlighted with a red box. Below this are fields for Event Name (EMS Meeting), Event Type (Meeting - Campus), Group (Event Services), and 1st Contact Name (John Ellison). Underneath is a 'Bookings' section with tabs for 'CURRENT' and 'PAST'. A table shows booking details for 'Sun Sep 25, 2016'.

My Events / EMS Meeting beginning Sep 25, 2016 (75133)

RESERVATION DETAILS ADDITIONAL INFORMATION

Edit Reservation Details

Event Name EMS Meeting

Event Type Meeting - Campus

Group Event Services

1st Contact Name John Ellison

Bookings

CURRENT PAST

Cancel Bookings Booking Tools

Date	Start Time	End Time	Time Zone	Location
Sun Sep 25, 2016	7:00 AM	8:00 AM	CT	Clements Building - Conf Room #1 Room #102

4. You can edit the **booking** by clicking on the pencil icon next to the booking.

◀ My Events / EMS Meeting beginning Sep 25, 2016 (75133)

RESERVATION DETAILS    ADDITIONAL INFORMATION


[Edit Reservation Details](#)

Event Name	EMS Meeting
Event Type	Meeting - Campus
Group	Event Services
1st Contact Name	John Ellison

Bookings

CURRENT    PAST

[Cancel Bookings](#)    [Booking Tools](#)

	Date ^	Start Time	End Time	Time Zone	Location
	Sun Sep 25, 2016	7:00 AM	8:00 AM	CT	Clements Building - Conf Room #1 Room #102

5. You can select a new Date, Time or Location by using the search tools to the left.

6. If the room is open for your new date or time, click **Update Booking** to change your information.

◀ EMS Meeting (1751680)

Edit Booking Sun Sep 25, 2016

**Event Details**

Event Name \*  
EMS Meeting

Event Type \*  
Meeting - Campus

**Date & Time**

Date  
Sun 09/25/2016

Start Time  
9:00 AM

End Time  
11:00 AM

Create booking in this time zone  
Central Time

Room Search Results

LIST    **SCHEDULE**

Favorite Rooms only.

	3	4	5	6	7 AM	8	9	10	11	12 PM	1	2	3	4	5
Clements Building (CT)	Cap														
Conf Room #1 Room...	14														

**Update Booking**    Cancel

## Adding Services to an Existing Reservation

1. To add services to an existing booking, go to **My Events**
2. Select the **Reservation Name** to which you wish to add services
3. Click the **Add Services** link

My Events / EMS Meeting beginning Sep 25, 2016 (75133)

RESERVATION DETAILS ADDITIONAL INFORMATION

Reservation Tasks

- Add Services
- Cancel Services
- Booking Tools
- Cancel Reservation

Event Name: EMS Meeting

Event Type: Meeting - Campus

Group: Event Services

1st Contact Name: John Ellison

Bookings

CURRENT PAST

Date	Start Time	End Time	Time Zone	Location
Sun Sep 25, 2016	7:00 AM	8:00 AM	CT	Clements Building - Conf Room #1 Room #102

4. Select the service and quantity you wish to add (A summary will display on the right of the screen)
5. Click **Next Step**

EMS Meeting (75133)

Select Services

Next Step

A/V Equipment

Audio/Visual

Click this link if this event requires A/V support

Physical Plant

Services Summary

- Physical Plant
  - 1 Power need power for this event

6. Identify the bookings to which you wish to add the service (for recurring reservations, you can add the service to multiple bookings at the same time).

Select Services / EMS Meeting (75133)

Add Services

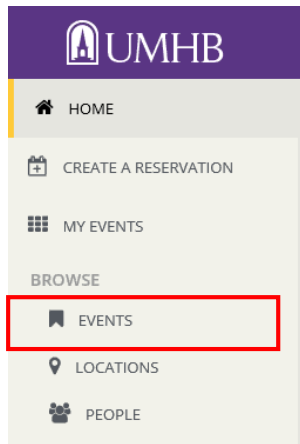
	Date	Booking Time	Time Zone	Location	Event Name	Event Type	Result
<input checked="" type="checkbox"/>	Sun Sep 25, 2016	7:00 AM - 8:00 AM	Central Time	CLE - Conf Room #1	EMS Meeting	Meeting - Campus	
<input checked="" type="checkbox"/>	Mon Sep 26, 2016	7:00 AM - 8:00 AM	Central Time	CLE - Conf Room #1	EMS Meeting	Meeting - Campus	

Add Services

## Browsing in the Web App

### Events

Browse events allows you to see all reservations in your organization. This will link you to a reservation calendar.



Filters Compact View Saved Filters ?

Date:  Add Filter Save Filters

DAILY LIST WEEKLY LIST MONTHLY LIST

<span>&lt; Aug</span> <b>September 2016</b> <span>Oct &gt;</span>						
SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5 Labor Day, All Buildings	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
			8:00am EX35 Class, Outdoor - Rec Field 9:00am Marc Chagall and the Bible... 9:30am OJ Threads of Hope, WW... 10:00am Chapel - Jeff Mangum, WW... 11:00am Lewis- WILIT 3344 class, LR... + 23 more events	7:30am MyWay At UMHB Focus Gr... 7:30am MyWay At UMHB Focus Gr... 7:45am N2 campus clinical, NEC - 230 7:45am N2 campus clinical, NEC - 204 8:00am EX35 Class, Outdoor - Rec Field + 50 more events	6:15am Rise&Shine Yoga, MCC - 133... 8:00am EX35 Class, Outdoor - Rec Field 8:00am Open lab, NEC - 214 8:00am Open lab, NEC - 213 8:00am Open lab, NEC - 211 + 28 more events	8:00am Special needs Back Up, WW... 8:00am Children with Special Needs... 8:00am Children with Special Needs... 8:00am Children with Special Needs... 8:00am Children with Special Needs... + 17 more events



If you click on a reservation, you will get details about that reservation including any related booking (other rooms booked or future occurrences of a recurring reservation).

Booking Details
✕

EVENT DETAILS
RELATED EVENTS
?

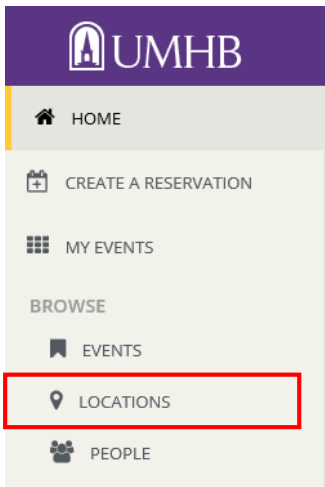
---

Event Name	Chapel - Jeff Mangum
Date	Wednesday Sep 21, 2016
Location	WWW - Chapel
Group	Student Life
1st Contact Name	Yvette Shackelford
1st Contact Phone	295-4496
1st Contact Email	yshackelford@umhb.edu
Reservation ID:	74020
Status	Confirmed

+ Share
Close

## Locations

Location will show you a free/busy of all spaces.



Locations

Navigation: < Tue Wed September 21, 2016 Thu >

Search: Find A Room Search

	2	3	4	5	6	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11	
Bawcom Student Union...																							
1000 A Lobby	0										Private												
1000 A Lobby (under st...	2																						
1000 Lobby (Main)																							
1001 Lobby (Starbucks)																							
1003 The Depot																							
1235 Sports Hall Dining																							
2000 Lobby East																							