Web App Reference Guide for EMS

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.

1. 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
        o   **Events**: See all events in your organization
        o   **Locations**: See the free/busy of all the rooms in your organization
        o   **People**: See the same-day events for the people in your organization
2. 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.
3. Below that is a list of your bookings for the day along with a search option to find your reservations.
4. Finally, in the upper right-hand corner, you see your name and a drop-down for your account options.
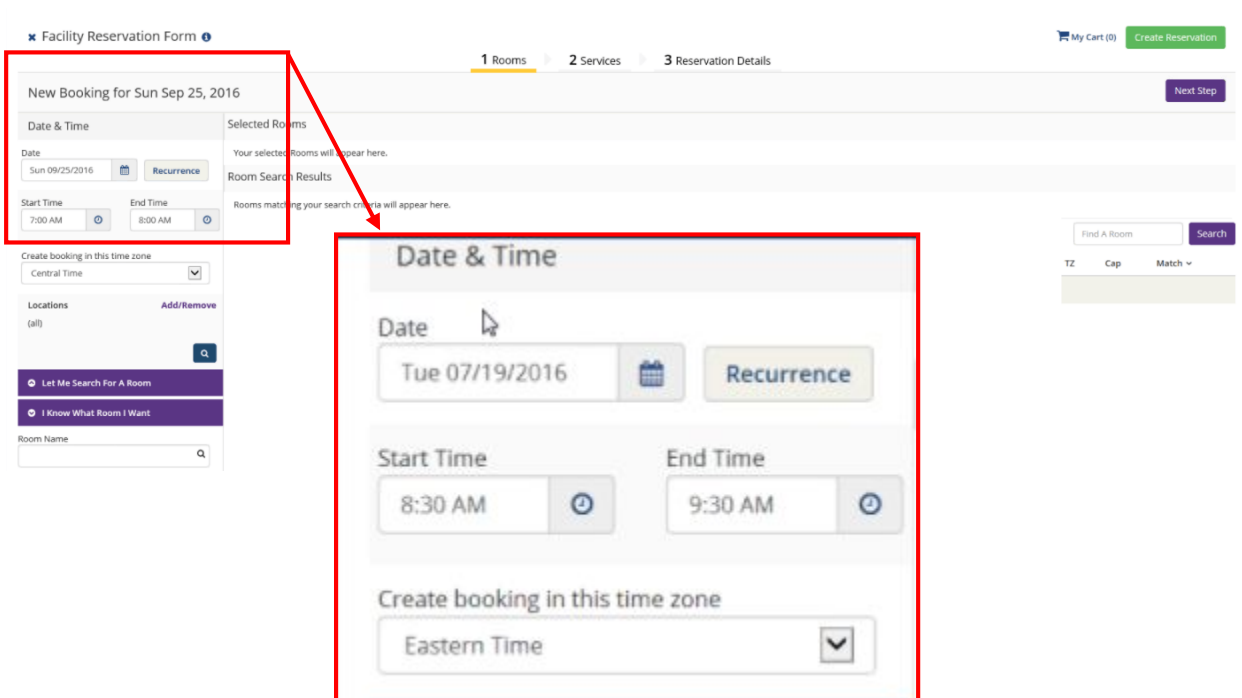
Making Reservations

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.
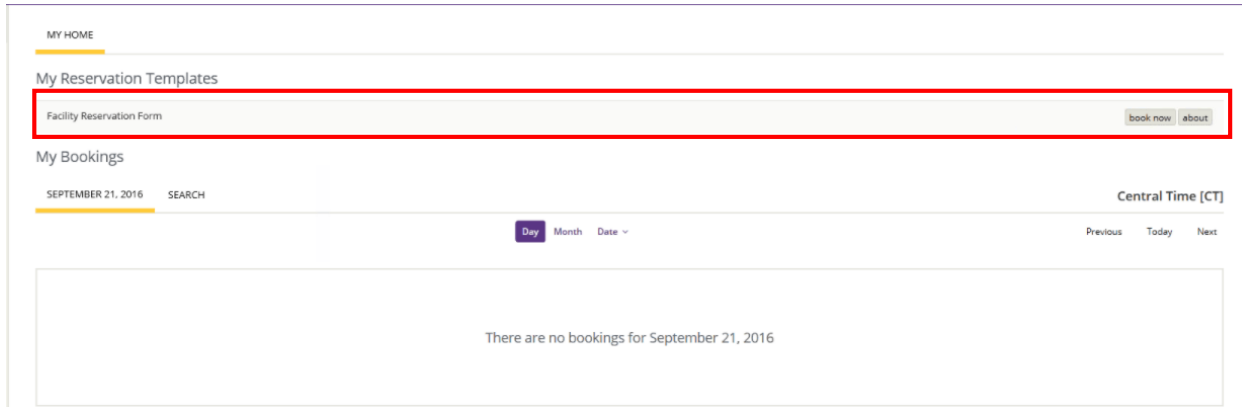
3. Select your date and time

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.

6. 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

30

7. 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
⊕ Alumni Center	0								
⊕ Alumni Driveway									
⊕ Alumni Parking Lot									
⊕ Back Yard Patio									
Andersen Field House (...	Cap	3	4	5	6	7 AM	8	9	1
⊕ Field House	0								
⊕ Parking Lot	0								
⊕ Weight Room									

8. 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.
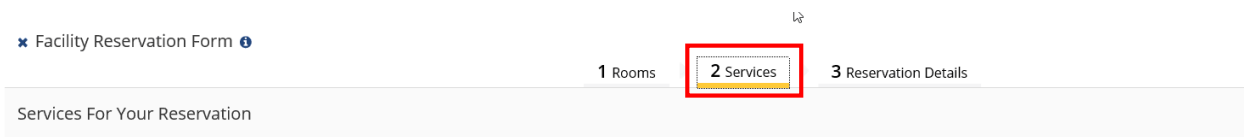
12. If you choose to add services, click on the resource you wish to add and enter the quantity of the resource you need and any special instructions (if needed).

13. Click **OK** when done adding the resource

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 ❶   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 *
EMS Meeting	Meeting - Campus

Group Details

Group *

Event Services   🔍

1st Contact

John Ellison   🔍

1st Contact Phone *	1st Contact Fax
295-4004	

1st Contact Email Address *

jellison@umhb.edu

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. **1ˢᵗ 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**

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.
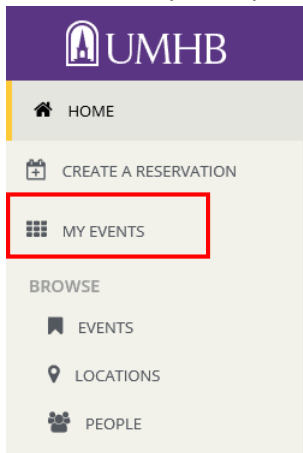
3. Click on the **Reservation Name** you wish to cancel
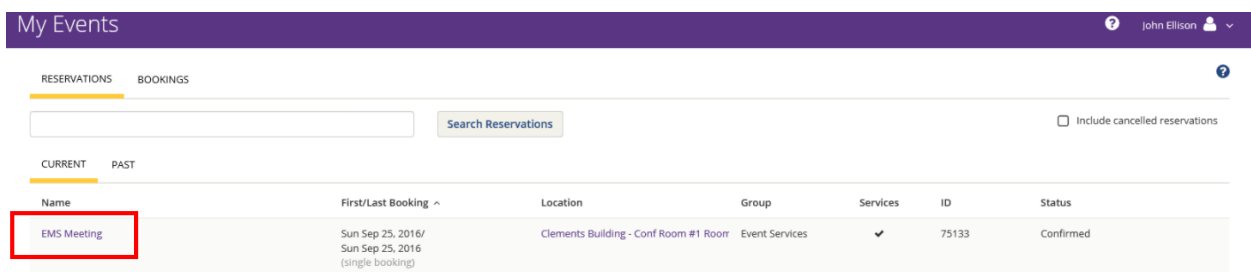
4. Click either **Cancel Reservation** on the right side (cancels all bookings) OR
5. Click the **cancel icon** next to the booking (cancels that booking only)
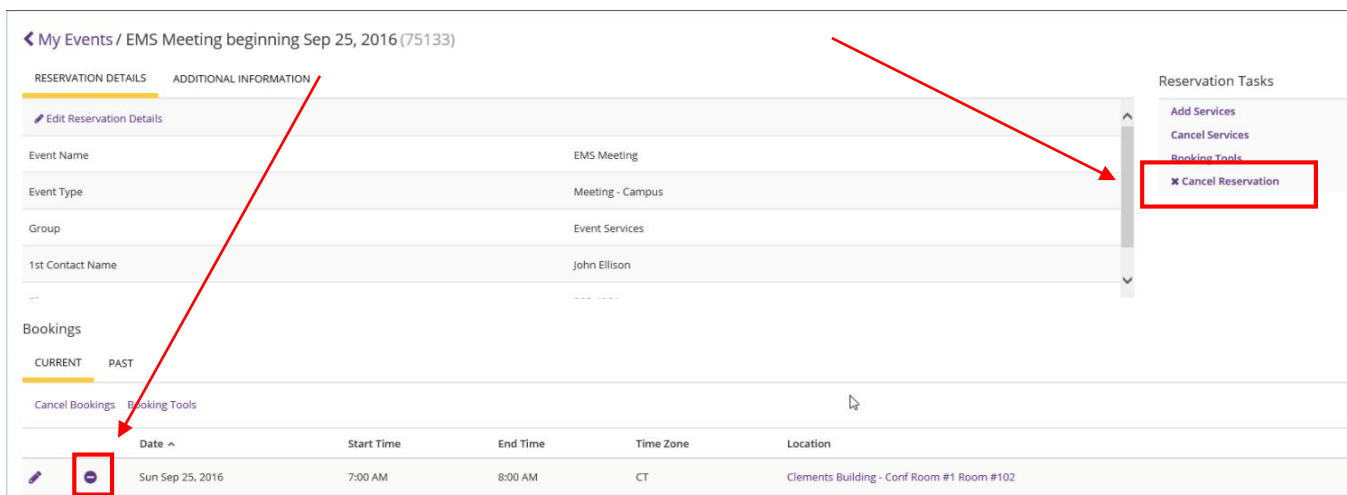
6. You will be asked to confirm your cancellation

Editing a Reservation

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

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.

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

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.

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

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

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).

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.

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

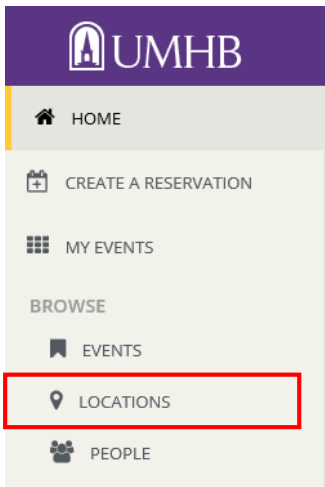EVENT DETAILS   RELATED EVENTS

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.