Web App Quick Booking Guide

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).

## Event Types

Event Type	Definition
Meeting	For use by Events

Statuses

Status	Color	Type	Definition
Confirmed		Book Space	Space booked
Cancelled		Cancel Space	Booking is no longer happening, space and services are released.
Conflict		Info Only	Used when two people book the same space at the same time to allow someone to change one booking. (rare in the Web App)
Web Request		Book Space	Someone has requested a date from the web App, the space is held, and is pending building manager's approval.
Private - Confirmed		Book Space	Used when an event should be kept off the Web App listing of events
Building Manager Approved		Book Space	Used for the building managers to approve space and fire off a notification to the EMS admin.

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
     - **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
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.
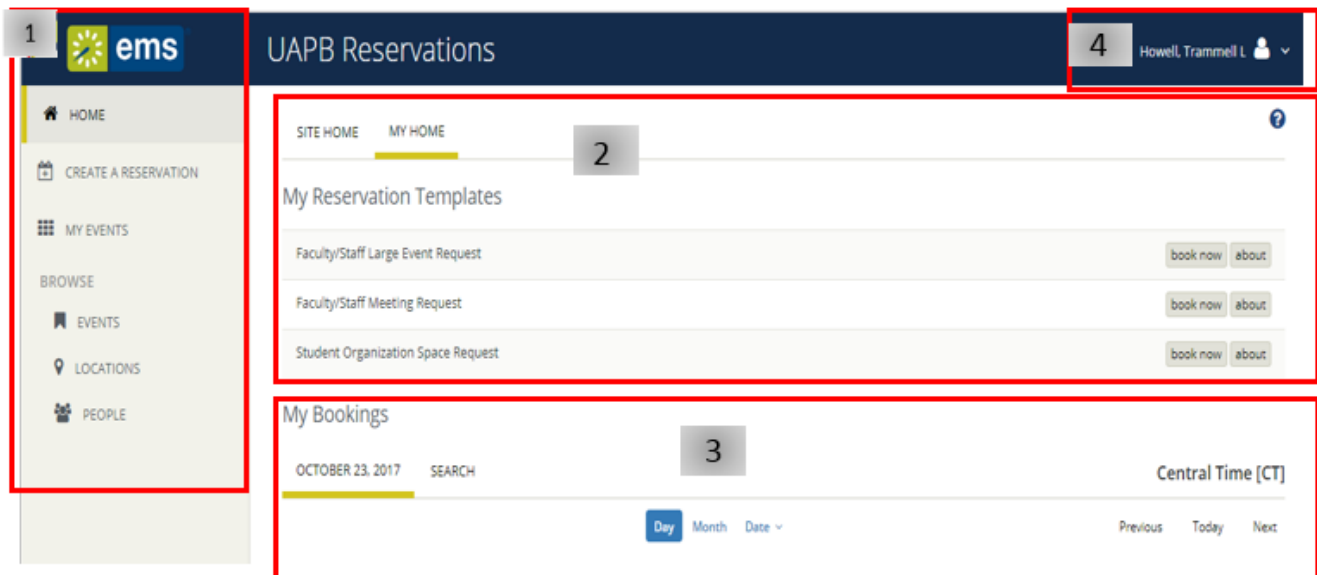
Making Reservations

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.
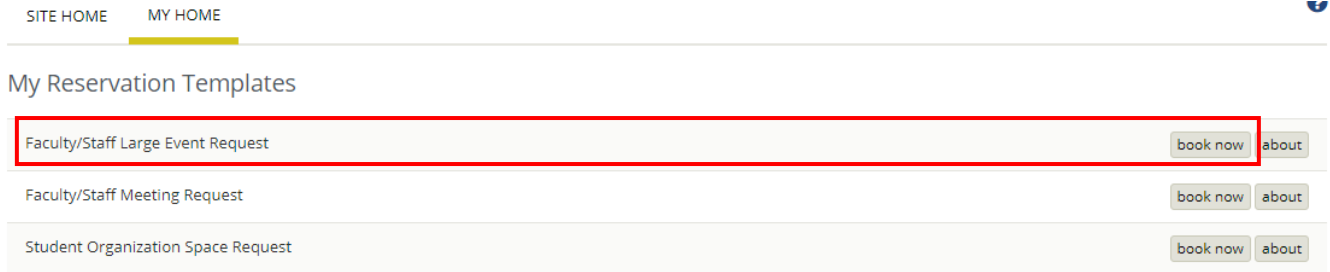
3. Select your date and time
4. Click the Add/Remove location section   5. Select the building and click update Location
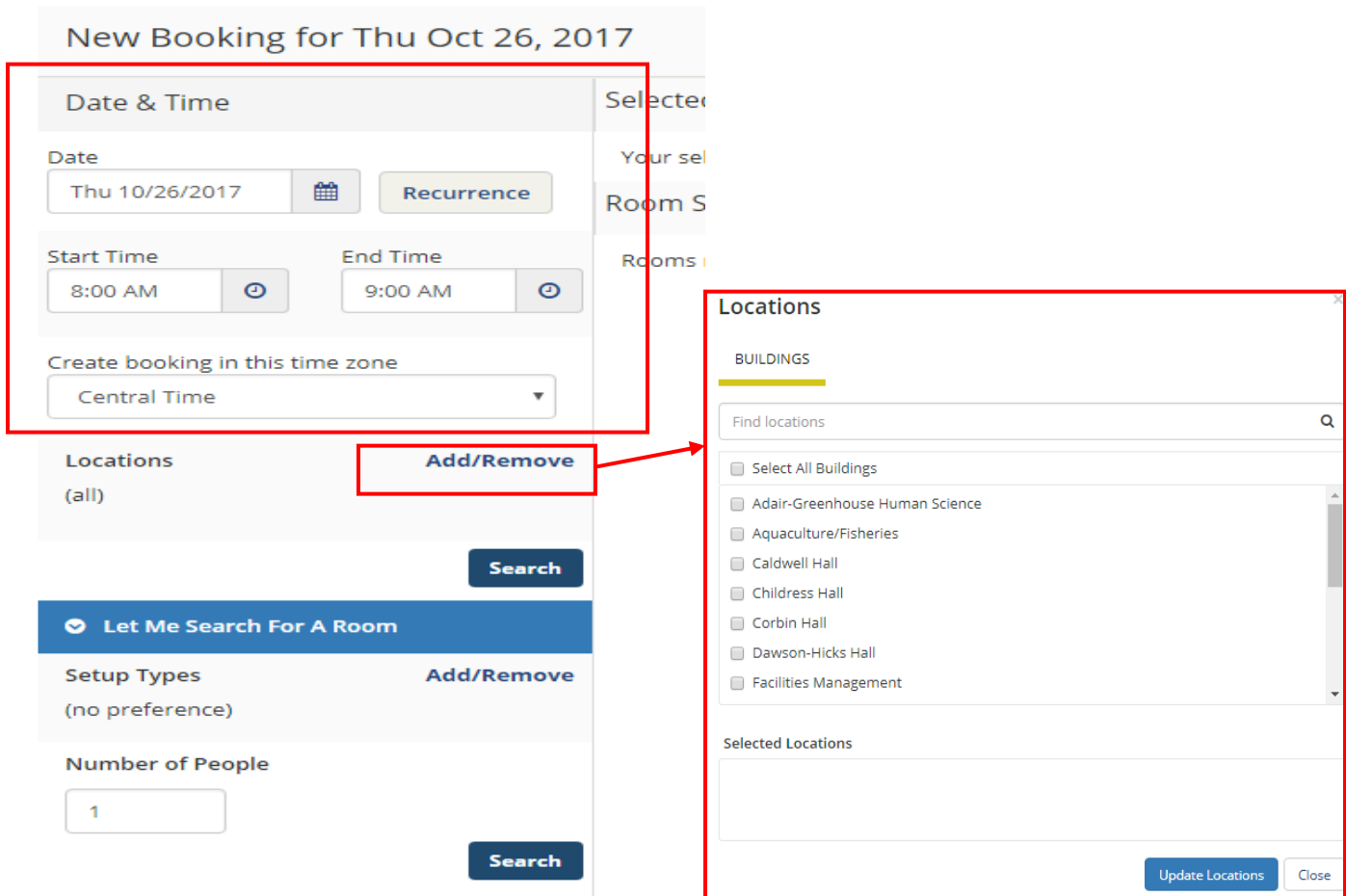
5. Select the building and click update Location
6. Enter the **Number of People** to find a room that will best fit the size of your meeting.
7. Select a room by clicking on the blue + next to the room name
   *NOTE – clicking the room name will give you the room details

8. Enter the number of attendees and desired setup (if prompted)
9. Click **Add Room**

10. You can click the **Next Step** button at the top right of the screen to add services
    *NOTE – You can click **on 3 Reservation Details** if you want to skip adding services

11. 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).
12. Click **OK** when done adding the resource
13. Click **Next Step** to enter your reservation details

14. Enter your **Event Details**
    *NOTE – Anything with an '*****' next to it is a required field.
15. Add the **Group** Details – this is your Academic or Staff Department.
    a.   Your information maybe be in the drop-down menu
16. **1st contact** – Pick yourself (or another member of the department) as the Contact or you can pick *temporary contact* and type the name of the person requesting the space

Reservation Details

Event Details

Event Name *

Event Type *

Group Details

Group *

1st Contact

17. Add any additional information (questions will vary depending on the template chosen)
18. Add **Billing information** if you have ordered catering
19. Click **Create Reservation**

Additional Information

Enter the Name of the Student Organization:

Who will attend the event? *

Choose one

☐ I have read and agree to the terms and conditions

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