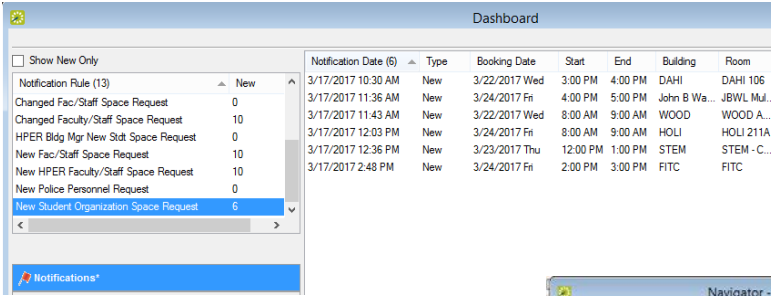




1. **Click on the EMS icon on your Desktop**

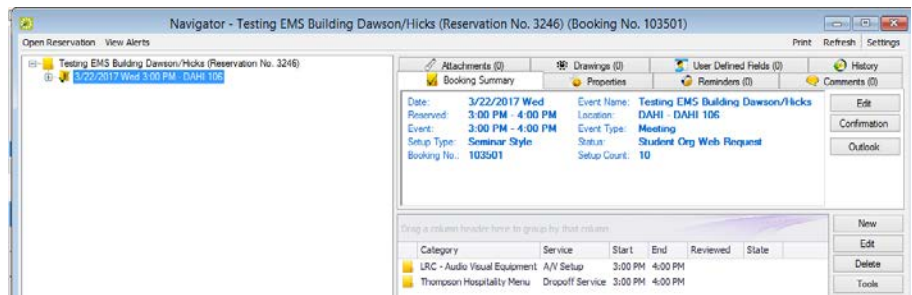
2. **Open a Request from the Dashboard:**

- Open the Dashboard button to review all reservations that are awaiting approval.
- Processing request from the Web Application:



Notifications Rules: The left-hand window will display each notification rule and the number of new notifications that are applicable to each notification rule. Select a notification rule to see the new notifications.

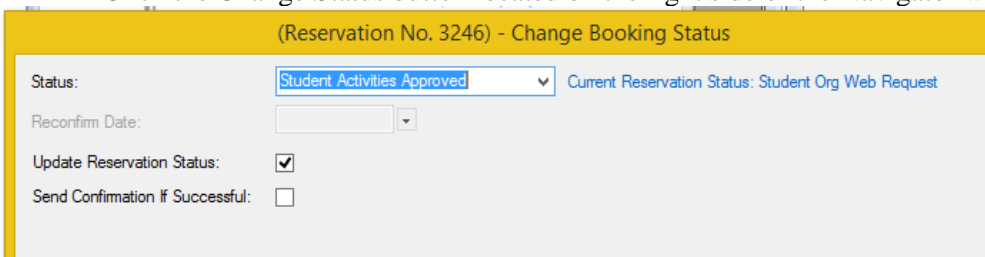
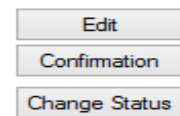
- Double-click on the room request in the right-hand window to open the reservation in the Navigator.



3. **Approve, deny, or cancel a request from the Navigator:**

- Review the service details added to the room request to determine if additional time is needed.
 - a. If yes, add setup and or breakdown time.
- Review the events scheduled in rooms around this request and determine if this request is suitable.
 - a. Right-click and select “Go to Book” to see other bookings in that room and the surrounding rooms. *Close* when complete reviewing
- Go back to top level of Reservation on the left side. This is the top layer in the left-hand pane of the Navigator

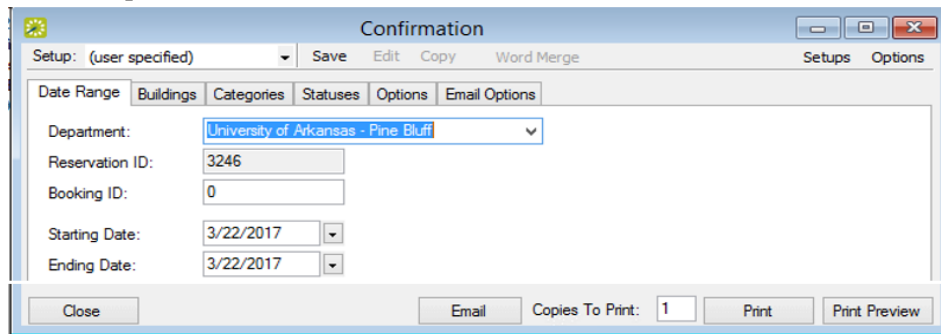
- Click the Change Status button located on the right side of the Navigator window.



- Choose the appropriate status for this request (could also be Confirmed, Tentative, or Cancelled).
- Select the individual bookings that you would like to change. Click Finish.

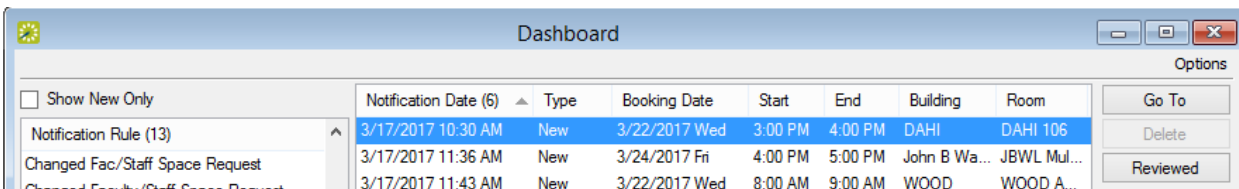
4. Send a Confirmation Email*

- Select the Reservation level of the reservation. This is the top layer in the left-hand pane of the Navigator.
- Click the Confirmation button on the right side of the Navigator window.
- Click Print Preview to see the confirmation. Review the preview for accuracy
- Close the preview and click *Email* to send the Confirmation Email.



5. Mark Reservation Notification as Reviewed in the Dashboard

- Now that you are finished working on the reservation, close the reservation Navigator to return to the Dashboard.
- In the “Notifications” are of the dashboard, highlight the room request you just responded to and click *Reviewed*.



Notification Date (6)	Type	Booking Date	Start	End	Building	Room
3/17/2017 10:30 AM	New	3/22/2017 Wed	3:00 PM	4:00 PM	DAHI	DAHI 106
3/17/2017 11:36 AM	New	3/24/2017 Fri	4:00 PM	5:00 PM	John B Wa...	JBWL Mul...
3/17/2017 11:43 AM	New	3/22/2017 Wed	8:00 AM	9:00 AM	WOOD	WOOD A...