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:
     - Notification 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” area of the dashboard, highlight the room request you just responded to and click **Reviewed**.