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.
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

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. Select any filters to limit the number of rooms returned.
5. Enter the **Number of People** to find a room that will best fit the size of your meeting.
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

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

14. Click **Next Step** to enter your reservation details
15. Enter your **Event Details**
   *NOTE* – Anything with an ‘*’ next to it is a required field.
16. Add the **Host** Details – this is who will be hosting the event.
   a. Your information will be in the drop-down menu
17. **1st contact** – this is the contact for the event (if it is someone different than the Organization/Individual)

<table>
<thead>
<tr>
<th>Host Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Host</strong></td>
</tr>
<tr>
<td>Johnson, John</td>
</tr>
<tr>
<td><strong>1st Contact</strong></td>
</tr>
<tr>
<td>Jacobs, Mark</td>
</tr>
<tr>
<td><strong>1st Contact Phone</strong></td>
</tr>
<tr>
<td>123-456-7890</td>
</tr>
</tbody>
</table>

18. Add any additional information (questions will vary depending on the template chosen)
19. Add **Billing information**
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 you 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 5/5 means the room is open for 5 out the 5 requested dates)
7. Click the **blue + icon** to add the room you wish to book.

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

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).

<table>
<thead>
<tr>
<th>MEETING DETAILS</th>
<th>RELATED MEETINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meeting Name</strong></td>
<td>IP Litigation Video Conf. - Breakfast</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>Wednesday Nov 22, 2017</td>
</tr>
<tr>
<td><strong>Meeting Time</strong></td>
<td>9:00 AM - 11:00 AM CT</td>
</tr>
<tr>
<td><strong>Reserved Time</strong></td>
<td>9:00 AM - 11:00 AM CT</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Chicago - 233 Broadway - Collaboration Room 2</td>
</tr>
</tbody>
</table>
Locations
Location will show you a free/busy of all spaces.

You can make a reservation from any open spot by clicking and dragging your mouse from the start to the end time of an open slot. Select your Template and click continue to complete the reservation.