

Quick Reference Guide - EMS Web Application

University of Nebraska and Nebraska State Colleges



This guide is meant to be a quick reference only. Full explanations of all steps are included in more detail on the EMS Success Website – www.success.emssoftware.com

Overview of Processes

- [Navigating the EMS Web App](#)
- [Creating Single Reservations](#)
- [Creating Recurring Reservations](#)
- [Cancelling a Reservation](#)
- [Editing a Reservation](#)
- [Adding Services to an Existing Reservation](#)

Navigating the EMS Web App

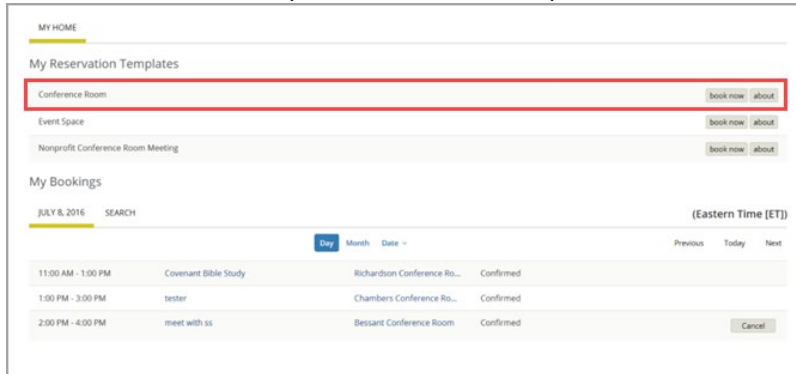
1. On the left, you have a menu bar with the following options:
 - **Create a Reservation:** takes you to your reservation templates
 - **My Events:** takes you to your event list of upcoming and past events in EMS
 - **Browse:**
 - **Events:** See all events in your organization
 - **Locations:** See 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.

The screenshot shows the EMS Web Application interface. The top navigation bar includes the EMS logo, the text "Virtual EMS", and a user profile section for "Sara Rae" with a dropdown arrow. A red circle with the number "4" is placed over the user profile. On the left side, there is a vertical menu bar with options: HOME, CREATE A RESERVATION (with a red circle "1"), MY EVENTS, BROWSE, EVENTS, LOCATIONS, and PEOPLE. The main content area is divided into two sections. The top section, "MY HOME", contains "My Reservation Templates" with three entries: "Conference Room", "Event Space", and "Nonprofit Conference Room Meeting". Each entry has "book now" and "about" buttons. A red circle with the number "2" is placed over this section. The bottom section, "My Bookings", shows a date selector for "JULY 8, 2016" and a "SEARCH" button (with a red circle "3"). Below this is a table of bookings for the day, with columns for time, event name, location, and status. The bookings are: 11:00 AM - 1:00 PM for "Covenant Bible Study" at "Richardson Conference Ro..." (Confirmed); 1:00 PM - 3:00 PM for "tester" at "Chambers Conference Ro..." (Confirmed); and 2:00 PM - 4:00 PM for "meet with ss" at "Bessant Conference Room" (Confirmed). A "Cancel" button is visible at the bottom right of the bookings table. A red circle with the number "4" is also placed over the user profile in the top right corner.

Creating Single Reservations

To make a reservation, begin at either **My Home** or **Create Reservation**

- 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.



MY HOME

My Reservation Templates

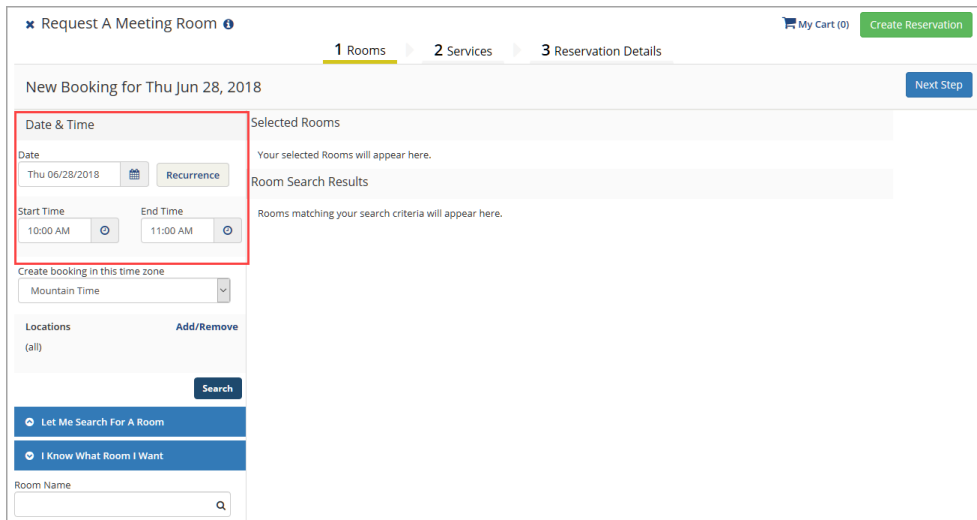
Conference Room	book now	about
Event Space	book now	about
Nonprofit Conference Room Meeting	book now	about

My Bookings

JULY 8, 2016 SEARCH (Eastern Time [ET])

Time	Event	Room	Status	Action
11:00 AM - 1:00 PM	Covenant Bible Study	Richardson Conference Ro...	Confirmed	
1:00 PM - 3:00 PM	tester	Chambers Conference Ro...	Confirmed	
2:00 PM - 4:00 PM	meet with ss	Bessant Conference Room	Confirmed	Cancel

- Select your date and time.



Request A Meeting Room

1 Rooms 2 Services 3 Reservation Details

New Booking for Thu Jun 28, 2018

Date & Time

Date: Thu 06/28/2018 Recurrence

Start Time: 10:00 AM End Time: 11:00 AM

Create booking in this time zone: Mountain Time

Locations: (all) Add/Remove

Search

Let Me Search For A Room

I Know What Room I Want

Room Name

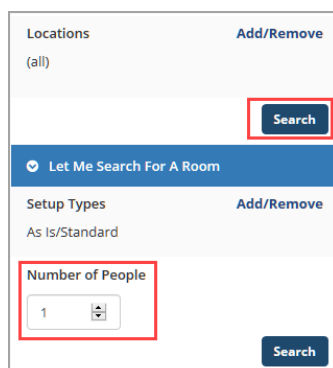
Selected Rooms

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

- If you don't have a room preference or don't know which room you want, click **Let Me Search For a Room**.
 - Use the **Setup Types** filter and/or enter the **Number of People** to find a room that will best fit your needs.



Locations: (all) Add/Remove

Search

Let Me Search For A Room

Setup Types: As Is/Standard Add/Remove

Number of People: 1

Search

Quick Reference Guide - EMS Web Application

University of Nebraska and Nebraska State Colleges

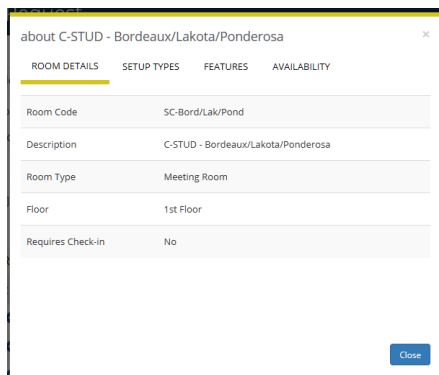


- Click **Search** to get your list of available rooms.
***NOTE** – If you don't wish to use any filters, you can click **Search** to see all rooms.

Rooms You Can Reserve		7 AM	8	9	10	11	12 PM	1	2	3	4	5
C - Student Center (MT)	Cap											
<input type="checkbox"/> C-STUD - Bordeau...	80											
<input type="checkbox"/> C-STUD- Bordeaux...	100											

Rooms You Can Request		7 AM	8	9	10	11	12 PM	1	2	3	4	5
C - Student Center (MT)	Cap											
<input type="checkbox"/> C-STUD Backyard (...)	0											

- The headings will tell you if you are allowed to Reserve a room (doesn't require approval) or Request a room (does require approval). Select a room by clicking on the blue + next to the room name.
***NOTE** – Clicking the room name will give you the room details. Use the links at the top to view additional information about the room.



- Enter the number of attendees and desired setup.

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees

10

Setup Type

As Is/Standard

Add Room Cancel

- Click **Add Room**.

- If you do have a room preference or know which room you want, click I Know What Room I Want.
 - Enter the **Room Name**.
 - Click the magnifying glass to search.

Quick Reference Guide - EMS Web Application

University of Nebraska and Nebraska State Colleges



- The rooms that match your search criteria that are available will be listed.
- Click the room you wish to reserve.
- Enter the number of attendees and desired setup.

- Click **Add Room**.
- 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.**

- If you choose to add services, click on the resource you wish to add any other information required for the resource and any special instructions (if needed).
- Click **OK** when done adding the resource

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

Quick Reference Guide - EMS Web Application

University of Nebraska and Nebraska State Colleges



Services Summary

- Set-ups
 - 6 Coffee Set-up
- Conference Room Catering, 8:30 AM - 9:30 AM, Drop Off
 - 1 Energy Cafe
Dropping off food
- Building Equipment
 - 1 Flipchart Paper

- Click **Next Step** to enter your reservation details.

***NOTE** – Anything with an ‘*’ next to it is a required field.

Event Details

Event Name *

Event Type *

- Enter your **Event Name** and choose an **Event Type**.

Group Details

Group *

1st Contact

1st Contact Phone *

1st Contact Fax

1st Contact Email Address *

- Choose the **Group** – this is who will be hosting the event.
- Choose a **1st contact** – this is the contact for the event (if it is someone different than the Organization/Individual). The Phone, Email Address and Fax can be modified if necessary.

Additional Information

Are you validating parking?

Billing Information

Fund Code *

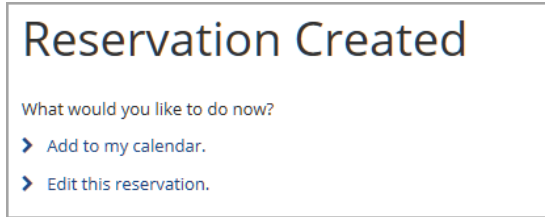
Account Code *

Quick Reference Guide - EMS Web Application

University of Nebraska and Nebraska State Colleges



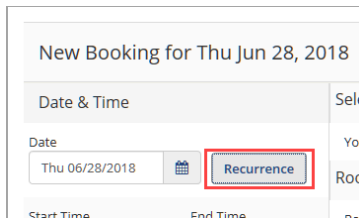
- Add any additional information (questions will vary depending on the template chosen).
 - Add **Billing information**
- If necessary, click the terms and conditions checkbox.
- Click **Create Reservation**.



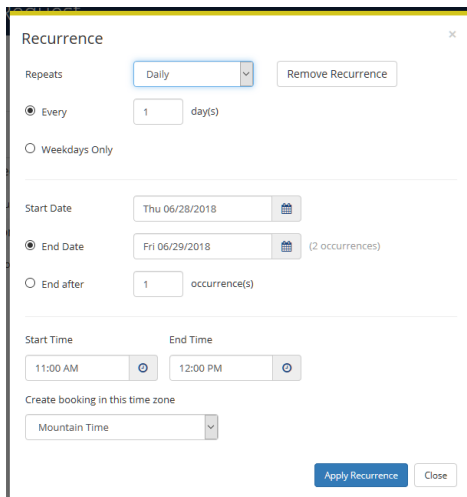
- You will get a message that your reservation has been created. However, if you are only allowed to create a request for a room, it will still need to be approved.

Creating Recurring Reservations

- From the Home page, choose your reservation template and click **book now**.



- When choosing your date/time, select the **Recurrence** button.



- Enter your recurrence details and click **Apply Recurrence**.
- Enter your filtering criteria and click **Search**.

Quick Reference Guide - EMS Web Application

University of Nebraska and Nebraska State Colleges



Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST

Favorite Ro...

Find A Room

Room	Available	Location	Floor	TZ	Cap	Price	Filter Match
Rooms You Can Reserve							
<input type="button" value="+"/>	C-STUD-Ponderosa	2/2	C - Student Center	1st Floor	MT	32	<input type="checkbox"/>
<input type="button" value="+"/>	C-STUD-Scottsbluff	2/2	C - Student Center	1st Floor	MT	80	<input type="checkbox"/>
<input type="button" value="+"/>	C-STUD- Bordeaux/Lakota	1/2	C - Student Center	1st Floor	MT	80	<input type="checkbox"/>
<input type="button" value="+"/>	C-STUD - Bordeaux/Lakota/Ponderosa	1/2	C - Student Center	1st Floor	MT	60	<input type="checkbox"/>

- A list of open rooms will appear with the availability listed in the second column. In the above example, 2/2 means that the room is available for 2 out of the 2 occurrences.
- Click the **blue +** to add the room you wish to book.
- Complete the reservation as outlined in **Creating Single Reservations** above.

Canceling a Reservation

- On the Home page, click on **My Events**. This will display your list of events.

RESERVATIONS BOOKINGS

Search Reservations Include cancelled reservations

CURRENT PAST

Name	First/Last Booking	Location	Organiza...	Services	ID	Status
Covenant Bible Study	Fri Jul 8, 2016/ Fri Jul 8, 2016 (single booking)	Foundation For The Carolinas - Richardson Conference Room	Sara Rae	<input checked="" type="checkbox"/>	164	Confirmed
tester	Fri Jul 8, 2016/ Fri Jul 8, 2016 (single booking)	Foundation For The Carolinas - Chambers Conference Room	Sara Rae	<input checked="" type="checkbox"/>	165	Confirmed

- Click on the **Reservation Name** you wish to cancel.

< My Events / Study Session beginning Jul 12, 2016 (188)

RESERVATION DETAILS ADDITIONAL INFORMATION ATTACHMENTS

Reservation Tasks

- Add Services
- Cancel Services
- Booking Tools
 - Cancel Reservation
 - Force Availability

Cancel all bookings

Cancel this booking

Booking	Date	Start Time	End Time	Time Zone	Location	Status
<input type="button" value="+"/>	Tue Jul 12, 2016	8:30 AM	9:30 AM	ET	Foundation For The Carolinas - Babb Study/CT Project Room	Confirmed

View Services | Manage Services

Quick Reference Guide - EMS Web Application

University of Nebraska and Nebraska State Colleges



- Click either **Cancel Reservation** on the right side (cancels all bookings) OR
- Click the **minus sign** next to the booking (cancels that booking only).
- You will be asked to confirm your cancellation.

Editing a Reservation

- From the home page, click on **My Events**. This will display your list of events.

Name	First/Last Booking	Location	Organiza...	Services	ID	Status
Covenant Bible Study	Fri Jul 8, 2016/ Fri Jul 8, 2016 (single booking)	Foundation For The Carolinas - Richardson Conference Room	Sara Rae	✓	164	Confirmed
tester	Fri Jul 8, 2016/ Fri Jul 8, 2016 (single booking)	Foundation For The Carolinas - Chambers Conference Room	Sara Rae	✓	165	Confirmed

- Click on the **Reservation Name** you wish to edit

My Events / Study Session beginning Jul 12, 2016 (188)

RESERVATION DETAILS ADDITIONAL INFORMATION ATTACHMENTS

[Edit Reservation Details](#)

Event Name: Study Session
Event Type: Staff Only Daytime
Organization/Individual: Sara Rae
1st Contact Name: (none)

Reservation Tasks:
Add Services
Cancel Services
Booking Tools
Cancel Reservation
View Service Availability

Bookings

Cancel Booking	End Time	Time Zone	Location	Status
Edit Booking	Tue Jul 12, 2016 8:30 AM - 9:30 AM	ET	Foundation For The Carolinas - Babbb Study/CT Project Room	Confirmed

- Click Edit Reservation Details to edit **Reservation Details** (Event Name, Event Type, Organization/Individual, First Contact).
- Click the pencil icon next to the booking to edit the booking.

Edit Booking Tue Jul 12, 2016

Event Details Room Search Results Attendance & Setup Type

Event Name: Study Session
Event Type: Staff Only Daytime
Date: Tue 07/12/2016
Start Time: 9:30 AM End Time: 10:30 AM

Room Search Results: LIST SCHEDULE

Rooms You Can Reserve: Foundation For The Car... Cap Babbb Study/CT Proje... 5 Study Ses Closed

Update Booking Cancel

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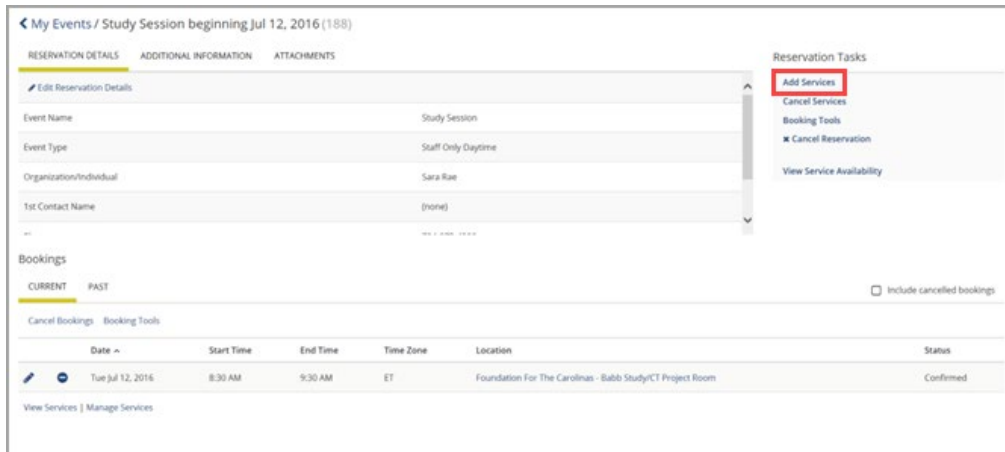
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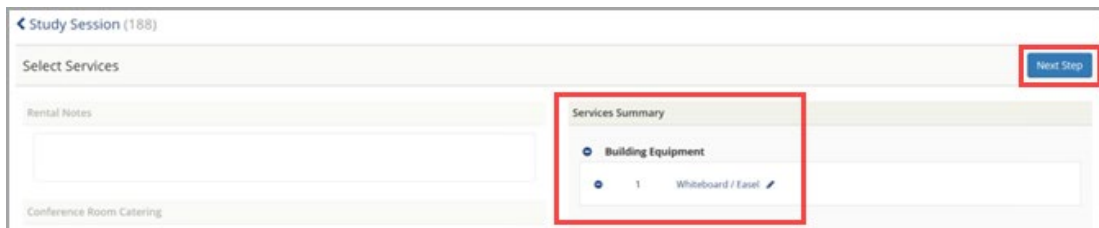
- You can select a new Date, Time or Location by using the search tools to the left.
- If the room is open for your new date or time, click **Update Booking** to change your information.

Adding Services to an Existing Reservation

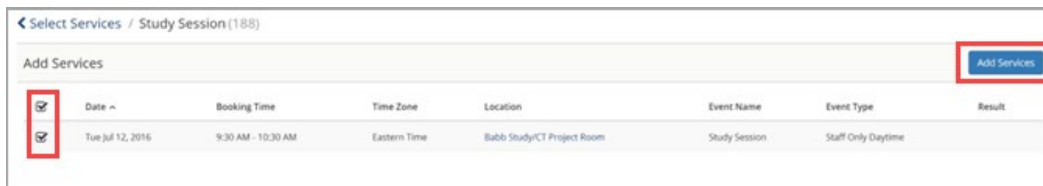
- To add services to an existing booking, from the Home Page, click on **My Events**.
- Select the Name of the reservation for which you wish to add services.



- Click the **Add Services** link.



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



- Select the booking(s) to which you wish to add the service. For recurring reservations, you can add the service to multiple bookings at the same time.
- Click **Add Services**.