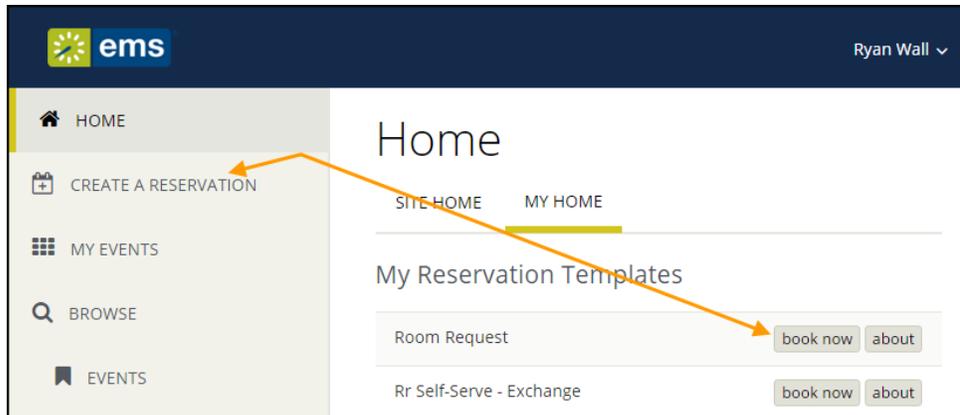
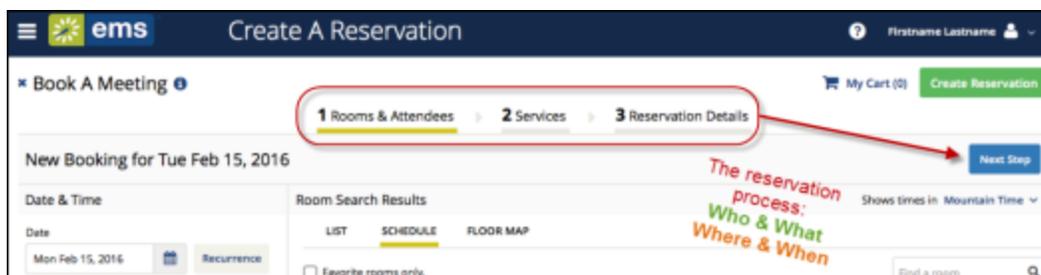


# CREATE A RESERVATION

1. You can begin making a reservation by clicking the **CREATE A RESERVATION** option (on the left menu) or the **Departmental/Student Organization** button next to one of your reservation templates (on the right).



2. Next, the Create a Reservation screen appears, where EMS Web App will lead you through the reservation process. Enter information (including all required fields) using the **Next Step** button to advance through the process.



# SPECIFY WHEN AND WHERE

1. To specify *When*, select dates, times, recurrence (optional), and time zone for the reservation in the upper left panel.
2. To specify *Where*, in lower left panel, select one of the following:

- **Let Me [Search for a Room](#)**

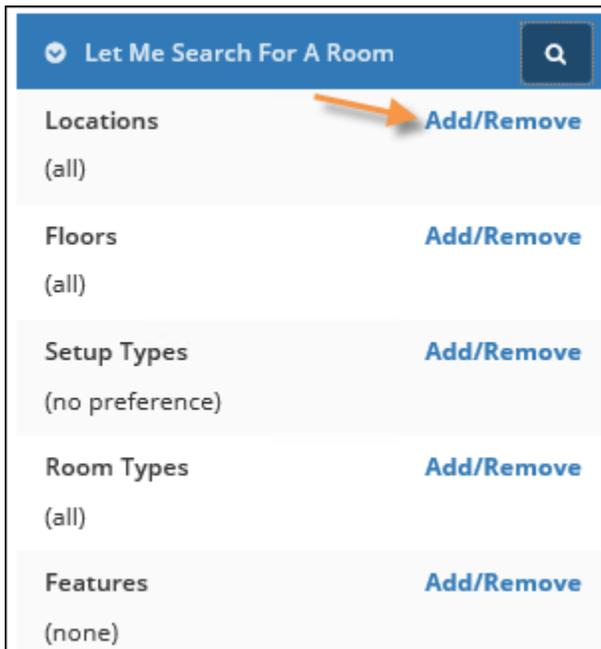
OR

- **I Know What Room I Want**

**TIP:** Filters in this lower left panel help you narrow your Room Search Results. When you click **Search**, results appear on the right. From these results, you can view expanded Room Details by clicking on the room name.

Locating space as part of the reservation process is different than browsing locations. See Also: [Search for Available Rooms.](#)

**TIP:** Once you have [established favorites](#), EMS Web App uses these (plus the parameters of the booking template in use) to filter your search results when you use the **Let Me Search For A Room** option. To expand your search results beyond your favorites, de-select the Favorite rooms only checkbox or click **Add/Remove** next to **Locations**.



3. Once you have located a room to reserve, click the Add (+) icon to add the booking to your cart. You can delete or change the room before finalizing your Reservation.

**TIP:** If you are booking video conferences or multiple rooms, see [Book a Video Conference Room](#) and [Book Multiple Rooms](#). Then, skip to Step 6.

## SPECIFY WHO AND WHAT

4. In the Attendees area (near the center of the screen), specify headcount and attendees.

The screenshot displays the 'Manage Bookings' interface for an 'Exchange Event (27995)'. The interface is divided into several sections:

- Event Details:** Includes fields for Event Name (Exchange Event), Event Type (Conference), Date (Fri 05/13/2016), Start Time (2:00 PM), and End Time (3:00 PM).
- Attendees:** A section with a 'Find Attendee' search box and a calendar grid. An annotation '1 Search and add people here' points to the search box. The calendar grid shows availability for Ryan Wall, with a red bar indicating a conflict on May 13th.
- Room Search Results:** A table showing search results for 'Denver Desc (Mountain ...)' with columns for Room (RM A), Capacity (110000), and a calendar grid. An annotation '2 If your organization uses Integration to Microsoft Exchange, attendee availability and room availability show here' points to the calendar grid. The grid shows a green bar for 'Exchange' on May 13th.

Buttons for 'Add Location' and 'Update Booking(s)' are visible at the bottom.

- If your organization has installed and configured Integration to Microsoft® Exchange, you will be able to add or remove attendees and view attendee availability in the calendar grid of the Attendees section in the EMS Web App. Your attendees will also be sent invites after you finish creating the reservation. Attendees can be individuals, mailing lists, or groups; however, you cannot add attendees outside your domain. To see who is in a mailing list or

group, add the list or group and click the (+) symbol next to the list or group in the calendar grid.

- If your organization does not use Integration to Exchange, you will see a list of EMS Web App users and groups, but you will not see a calendar grid showing their availability.

**TIP:** Adding attendees to an event is different than browsing people. For detailed instructions on using the BROWSE PEOPLE option from the main menu. See Also: [Searching for People](#).

**TIP:** If available, select a **Setup Type** (if available) for the reservation; this associates likely services and features with bookings.

5. Once you complete all required fields on this tab, click **Next Step** in the upper-right corner.

## **CHOOSE SERVICES (OPTIONAL)**

**NOTE:** Choose Services is an optional feature based on the booking template you use. Services include room setup and teardown, equipment, and any other services you want to associate with a room. Your Administrator sets which services can be associated with a room and with an event type.

6. Under the **Services** tab in the Create Reservation screen, specify any services you want to associate with the reservation (if available, you can click **Skip Services**). The example below showing a workspace booking may differ from your administrator settings, such as catering options and billing.

Book A Workspace

My Cart (1) Create Reservation

1 Rooms & Attendees 2 Services 3 Reservation Details

Services For Your Reservation

Next Step Skip Services

AV Denver (TEST)

- AV Items
- VTC
- Resource Technician

Catering Denver (Breakfast)

Start Time: 3:00 PM End Time: 4:00 PM Service Type: Catering Delivery Estimated Count: 4

Do you have any special requests?

Nunc eget euismod ligula. Maecenas tempor viverra ornare. Maecenas sagittis aliquet aliquet. Morbi non feugiat dolor, non efficitur est. Etiam vitae eros faucibus, euismod ligula sed, malesuada neque. Nam sed rutrum libero, vel faucibus erat. Cras vehicula finibus leo.

Beverages

Assorted Juices (serves 15)	\$20.00	Assorted Soda (serves 15)	\$20.00
Coffee Service (serves 15)	\$20.00	Juice - Single (serves 1)	\$1.25
Single Coffee Service (serves 1)	\$1.25	Water - Single (serves 1)	\$1.25

Pastries

Catering Denver (Meals)

Start Time: 3:00 PM End Time: 4:00 PM Service Type: Catering Delivery Estimated Count:

Do you have any special requests?

Special requests input field

I have read and agree to the EMS catering terms and conditions.

- Beverages/Snacks
- Lunch Items
- Equipment

Notes

Notes input field

Billing Information

Billing Reference: PO Number:

7. When complete, click **Next Step** in the upper right corner.

## **FINALIZE RESERVATION DETAILS**

The Reservation Details screen finalizes information about your reservation. Invitations to bookings and attachments will be sent to all attendees. The example shown below may differ from your implementation. For an in-depth overview of this part of the booking process, see [\*\*Add Reservation Details\*\*](#).

8. Complete all required information. Then click **Save Reservation Details** and **Create Reservation**.

 Create A Reservation ? Firstname Lastname

**Book A Workspace** My Cart (1) [Create Reservation](#)

**1 Rooms & Attendees** ▶ **2 Services** ▶ **3 Reservation Details**

---

### Reservation Details

#### Event Details

Event Name \*  Event Type \*

Comment

#### Calendaring Details

Subject  Show Time As  Reminder

Message   Private

#### Requestor Details

Group/Employee \*

First Contact \*

Second Contact

First Contact Phone  First Contact Mobile

First Contact Email Address \*

#### Attendee Attachment

Only one attachment can be sent to attendees per reservation.

#### Reservation Attachments

#### Billing Information

Billing Reference   PO Number

Add this reservation to my calendar.  
 I have read and agree to the terms and conditions.

**TIP:** To add the reservation to your Outlook calendar, click the **Add this reservation to my calendar** checkbox at the bottom of the window.