



TENNESSEE
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Internal FAQ'S

How to get instructions on making your reservation:

1. Copy and paste this link into your browser <http://cbms.tnstate.edu/VirtualEms/>
2. Scroll down to where it says "Employees"
3. Click on "How do I reserve an event using CBMS" these are instructions.

How to see your reservation:

1. click on "reservations", (on the heading of the page)
2. click "view my requests", (under the reservations heading)
3. click on the name of the reservation, (under the view my request drop down menu)
4. see what is in the reservation or make edits to the name of the reservation

How to attach documents:

1. click on "reservations", (on the heading of the page)
2. click "view my requests", (under the reservations heading)
3. click on the name of the reservation (under the view my request drop down menu)
4. click on the "attachment" button, (in the middle of the page under the gray tabs)
5. attach your document (click the "browse" button)

How to add rooms if you are within the 10 days:

1. click on "reservations", (on the heading of the page)
2. click "view my requests", (under the reservations heading)
3. click on the name of the reservation, (under the view my request drop down



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menu)

4. click on “add booking”, (on the right side of the page)
5. add the new rooms

How to change your reservation (room, date, time, and location) if you are within the 10 days:

1. click on “reservations”, (on the heading of the page)
2. click “view my requests”, (under the reservations heading)
3. click on the name of the reservation, (under the view my request drop down menu)
4. click on the the notepad and pencil to edit the reservation (down on the left hand side of the page under the actions heading)

How to cancel a booking:

1. click on “reservations”, (on the heading of the page)
2. click “view my requests”, (under the reservations heading)
3. click on the name of the reservation, (under the view my request drop down menu)
4. click on “cancel bookings” (you can only do this if your reservation is in within 5 days of your event date) If you cannot cancel the booking please fill out the cancellation request form. (Please specify the reason why you need the reservation cancelled)

How to put in a late, cancellation, reservation change, or technical support request:

1. Log into CBMS - <http://cbms.tnstate.edu/VirtualEms/>



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2. Click on "My Account", then click on "log in" – enter your tnstate username and password
3. Under "Reservations", choose "Departmental Request Form"
4. Look to the right of the screen (you may have to scroll down) and click on the blue box that says cancellations

How to search for room availability:

1. Pull up the CBMS Homepage <http://cbms.tnstate.edu/VirtualEms/>
2. Click on the "Browse Button" (top left hand side of the screen)
3. Click the "Filter Button" (top right hand side of the screen)
4. In the box, choose the facility you would like to search
5. Scroll down until you see the name of the Room you would like to check availability on (POAG or Kean Gym) and "Click on the name of the room"
6. Don't choose anything in the other boxes and click "Apply"
6. When the box pops up, click on the "Availability" Tab in the middle of the page
7. Use the arrows on the left side of the screen to choose the appropriate week/day
8. Look for the date you're searching for, all event reservations will be in blue

How to book a shuttle:

1. Log into CBMS - <http://cbms.tnstate.edu/VirtualEms/>
2. Click on My Account, then click on log in – enter username and password
3. Under Reservations, choose "Departmental Request"
4. Enter the date, start time, and end time
5. Under Facilities: Please choose "Outdoor Area"
6. Enter your attendance



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6. Enter your attendance
7. Under Setup Type: Please choose "None Required" then click on Find Space
8. A list of areas would pop up to your right, choose "ROTC Airplane" by clicking on the green plus button
9. Scroll down, click "continue" and proceed to enter the necessary details.

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