Web App Instructions

How to create a web request reservation

**Currently the Web App can only book no less than 24 hour in advance**

**Video instructions** are also available to view.

1. To access the EMS web app type [https://unmcscheduling.nebraska.edu](https://unmcscheduling.nebraska.edu) into your web browser.

2. In the top right corner click welcome, guest and select sign-in.
3. Select UNMC and log-in using your UNMC NUID credentials

To create a new event

4. Select create a reservation in the left column. Select book now next to ‘UNMC Request ALL Rooms (Meetings & Ad-Hoc)’
5. Locate a room

****Events and classes will start on the hour or half-hour. They must end 10 minutes before the hour or 20 minutes past the hour.

6. you have the option to:
   a. Search ALL or specific room(s) by using ‘add/remove’ on a given date then click search
   b. Set recurrence patterns for your event.
   c. ‘Let me search for a Room’ allows to search for a type of room, i.e. Conference, auditorium and specific features, i.e. Zoom capabilities)
   d. Type name of known room of interest **Type full room name, i.e. instead of entering MSC enter Michael Sorrell Building.
Any room availability can be viewed in schedule or list formats
*You can use the search bar to look for a specific room
7. Once the room you desire is found, select green (+) next to desired room to be added to your ‘shopping cart’.
   a. An “Attendance & Setup Type” dialog box will appear. Enter the number of attendees for your event.

8. Click on step 2-Services, to add Tech Services or Next Step button to proceed.

9. *** You may skip this step, if no UNMC Tech Service are needed.
a. If UNMC Room tech services are needed, click dropdown arrow under UNMC Tech needed and select.

b. You will know it has been added to your cart when it appears in the Service Summary section of the page.

c. Select the number of Techs needed for your set up and copy the following highlights into the special instructions box:

- **EVENT**: List the name of the even to that the room tech view has reference
- **SPECIAL**: List any special needs for room techs
- **ARCHIVE**: How will event recorded/archived, i.e. ECHO360 programmed by Mary Wood
- **ZOOM URL**: Copy/paste users Zoom URL
- **ZOOM SITES**: List sites with host first i.e. CON 4095, HSEC 204; remote participants

10. Click on step 3 Reservation Details or Next Step button to proceed
    a. Enter reservation details *= required
    b. Event Name and Event type (Meeting, training, etc.)

<table>
<thead>
<tr>
<th>Reservation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Event Details</strong></td>
</tr>
<tr>
<td><strong>Event Name</strong> *</td>
</tr>
<tr>
<td>Event Test</td>
</tr>
<tr>
<td>Calendar Details</td>
</tr>
</tbody>
</table>
11. Select your group designation in the Group dropdown (i.e. your department or team affiliation, not your name). Your contact information will populate.

12. Click create reservation, to complete your reservation.

Once you have submitted your reservation, you will receive an email from EMS-NU-noreply@nebraska.edu stating the room requested has Web Request status. Within 48 hours you will receive second email stating your request has been confirmed.

****You can also view video instructions of this process. Or enter https://echo360.org/media/ebeb8cbe-f3d7-4560-a40a-47ca16d798f2/public into your web browser.

**How to edit or cancel reservation after it has been created**

1. Once reservation has been created, you can click ‘Edit this reservation” or click ‘My Events’ to make any changes to your reservation.

*A red popup will show stating that your reservation cannot be added to your Outlook Calendar, DISREGARD
2. Edit Reservation details allows you to change the name, meeting type and contact of your reservation.

3. Reservation tasks allows you to

4. Add Services- ‘UNMC Tech Needed’ services

5. Booking tools- Changes date or time of your event (i.e. single and multiple events)
6. Cancel Reservation
7. View service Availability-See what
8. Send Invitation-Allows you to invite others to this booking. NOT SET-UP
9. Create a new booking. See step 5 in ‘How to create a new reservation’ for steps to create a new reservation.
10. Edit the reservation booking (i.e. change location, extend/shorten event time and event type) OR cancel reservation

Revisions to your reservation, you will receive an email from EMS-NU-noreply@nebraska.edu stating the room requested has Web Request status. Within 48 hours you will receive second email stating your request has been confirmed.