

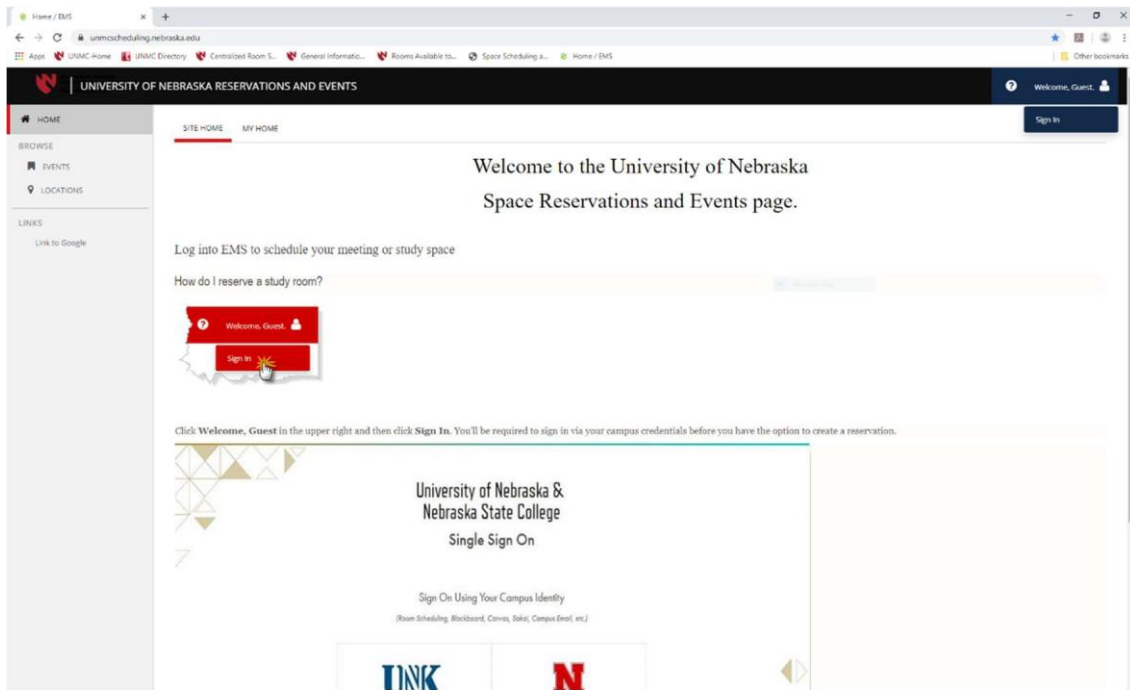


Web App Instructions

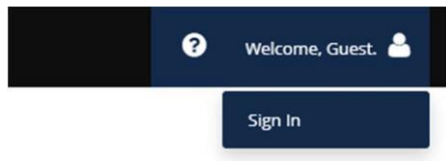
Log- in with your NUID Credentials

****There is a four-hour maximum time limit on reservations. A student is permitted to extend the reservation for a consecutive four-hour block if the space is available on the day of the reservation.

1. Access the EMS web app by typing <https://unmcscheduling.nebraska.edu> into your web browser.

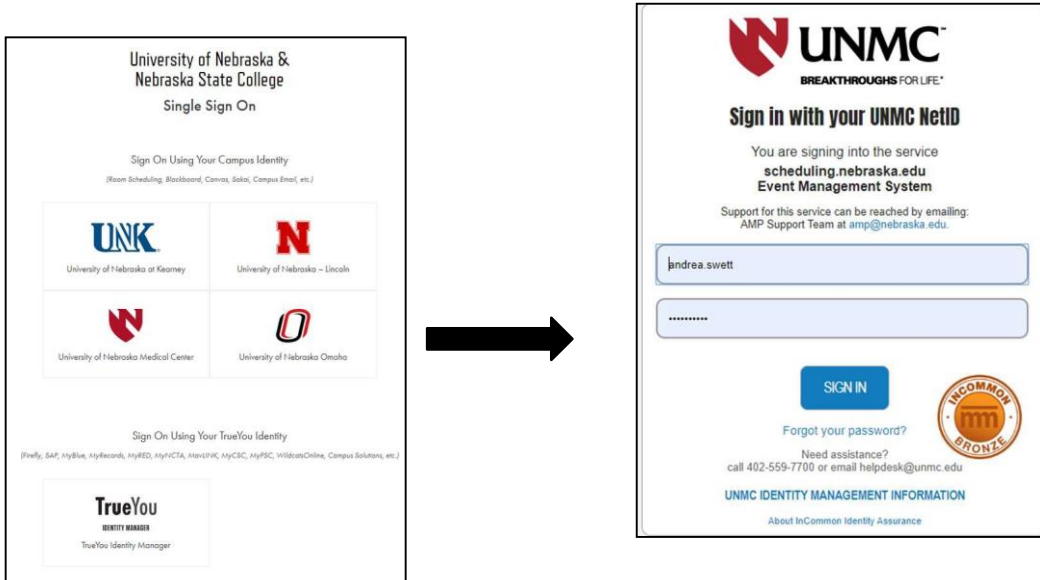


2. In the top right corner click 'welcome, guest' and select sign-in.



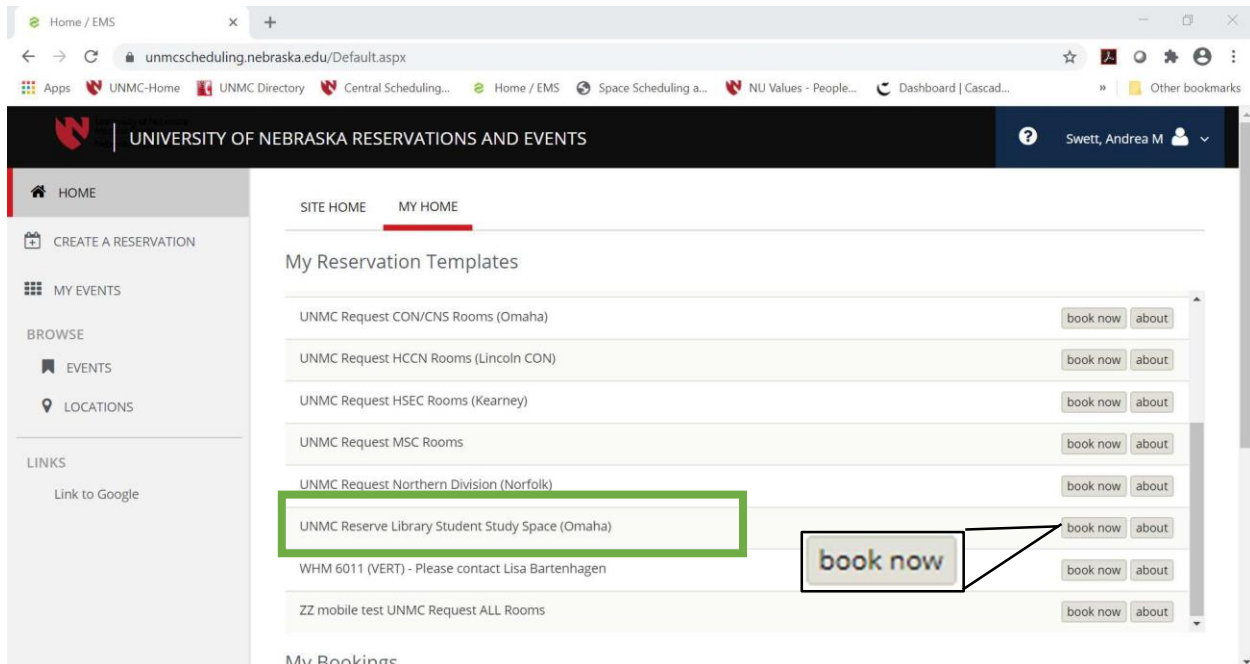


3. Select UNMC and log-in using your UNMC NUID credentials



Creating a Study Space Reservation

4. Select the 'UNMC Reserve Library Student Study Space (Omaha)' template and click **book now** to reserve a study room.





5. How to select a Study Room

1. Click the calendar button to choose a date to reserve a room.
2. Select a start time and end time to your reservation
3. Click search.

OR Type in the name of the room to search for a specific room.

4. All available rooms will show in 'Room Search Results'

The screenshot shows the 'ROOM REQUEST' interface. At the top, there's a navigation bar with 'ROOM REQUEST' and a user profile 'Swett, Andrea M'. Below that, a breadcrumb trail shows 'UNMC Reserve Library Student Study Space (Omaha) > 1 Rooms > 2 Reservation Details'. A 'My Cart (1)' button and a 'Create Reservation' button are in the top right. The main content area is titled 'New Booking for Tue Aug 4, 2020' and includes a 'Next Step' button. On the left, there are sections for 'Date & Time' (with a calendar icon), 'Start Time' (3:15 PM) and 'End Time' (4:15 PM), 'Create booking in this time zone' (Central Time), and 'Locations' (UNMC - Wittson Hall Library of Medicine). The 'Selected Rooms' section is empty. The 'Room Search Results' section has tabs for 'LIST' and 'SCHEDULE'. Below that is a 'Favorite Roo...' checkbox and another search bar. The 'Rooms You Can Reserve' table has columns: Room, Location, Floor, TZ, Cap, Price, and Filter Match. The table lists three rooms, each with a green plus sign in the 'Room' column. Callout boxes A-E highlight: A (Date selection), B (Time selection), C (Locations), D (Search buttons), and E (Green plus sign in the room list table).

5. 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 attendee(s) for your event and select 'Add Room'.

The dialog box is titled 'Attendance & Setup Type' and has a close button (X) in the top right. The text inside says: 'To continue, please enter the number of attendees and desired setup type for this Room.' Below this is a label 'No. of Attendees' and a text input field containing the number '0'. At the bottom, there are two buttons: 'Add Room' and 'Cancel'.



6. Enter Reservation Details including (Event Name, Event Type, and Groups Details)
7. Select your name from the Group dropdown. NOTE: Your contact information will populate.

8. Click create reservation, to complete your reservation.

Create Reservation

The screenshot shows a web browser window with the URL `unmcscheduling.nebraska.edu/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvNr97%2b8DwvUNxKNf`. The page title is "ROOM REQUEST" and the user is logged in as "Swett, Andrea M". The form is titled "Reservation Details" and is divided into two sections: "Event Details" and "Group Details".

Event Details

- Event Name ***: Text input field containing "TEST".
- Event Type ***: Dropdown menu with "Study Session" selected.

Group Details

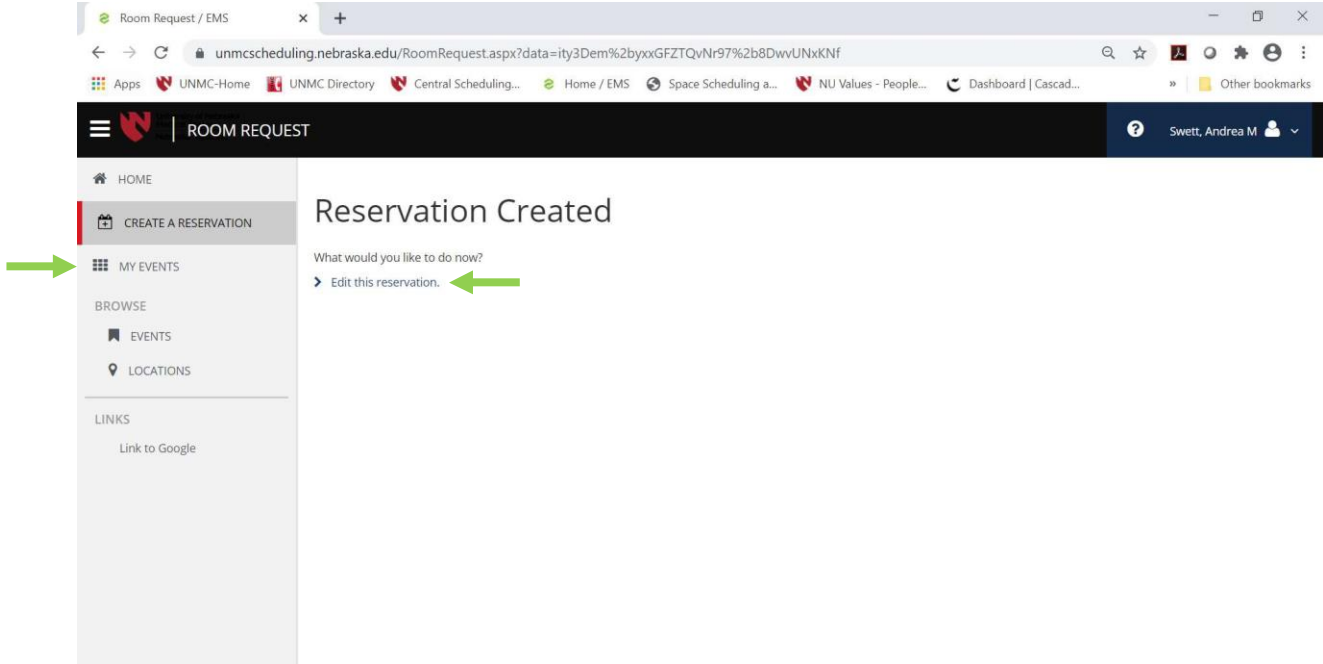
- Group ***: Dropdown menu with "Swett, Andrea M" selected.
- 1st Contact**: Dropdown menu with "Swett, Andrea M" selected.
- 1st Contact Phone ***: Text input field containing "4028369906".
- 1st Contact Fax**: Empty text input field.
- 1st Contact Email Address ***: Text input field containing "andrea.swett@unmc.edu".
- 2nd Contact**: Dropdown menu with "(none)" selected.

Continue to the next page to learn how to edit or cancel your created study room reservation.



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. Edit Reservation details allows you to change the meeting name, meeting type and add additional an contact to your reservation,
- B. Booking tools allow you to change the date or time of your reservation

Date

- No change to date
- No change to date**
- Reschedule Booking Earlier
- Reschedule Booking Later
- Reschedule Booking To Specific Date

Time

- No change to time
- No change to time**
- End Booking Earlier
- End Booking Later
- Start Booking Earlier
- Start Booking Later
- Reschedule Booking Earlier
- Reschedule Booking Later
- Reschedule Booking To Specific Time

- C. To create a new reservation select 'New Booking' and Refer to PAGE 3 for instructions, or
- D. Cancel a reservation (**note:** reservations cannot be canceled once your time has started).

The screenshot shows the 'My Events / EMS' page in a web browser. The URL is unmcscheduling.nebraska.edu/ReservationSummary.aspx?data=QHB4fHidYATIGV%2fLyzTHFdy83y4aDa35Hh4dlxNRenqg5Lv830KA%3d%3d. The page title is 'MY EVENTS' and the user is logged in as 'Swett, Andrea M'. The main content area shows 'My Events / TEST beginning Aug 4, 2020 (743052)'. Under 'RESERVATION DETAILS', there is a link 'Edit Reservation Details' labeled with a green box 'A'. Below this is a table with reservation details: Event Name (TEST), Event Type (Study Session), Group (Swett, Andrea M), and 1st Contact Name (Swett, Andrea M). Under 'Bookings', there are tabs for 'CURRENT' and 'PAST'. A 'Cancel Bookings' link is labeled with a green box 'D'. A 'Booking Tools' link is labeled with a green box 'C'. To the right, a 'Reservation Tasks' panel contains 'Booking Tools' (with a sub-link 'Cancel Reservation' labeled with a green box 'B') and 'Send Invitation'. At the bottom, a table lists the booking: Date (Tue Aug 4, 2020), Start Time (4:00 PM), End Time (5:00 PM), Time Zone (CT), Location (UNMC - Wittson Hall Library of Medicine - WHM 6012 Study Room: Individual), and Status (Confirmed).