



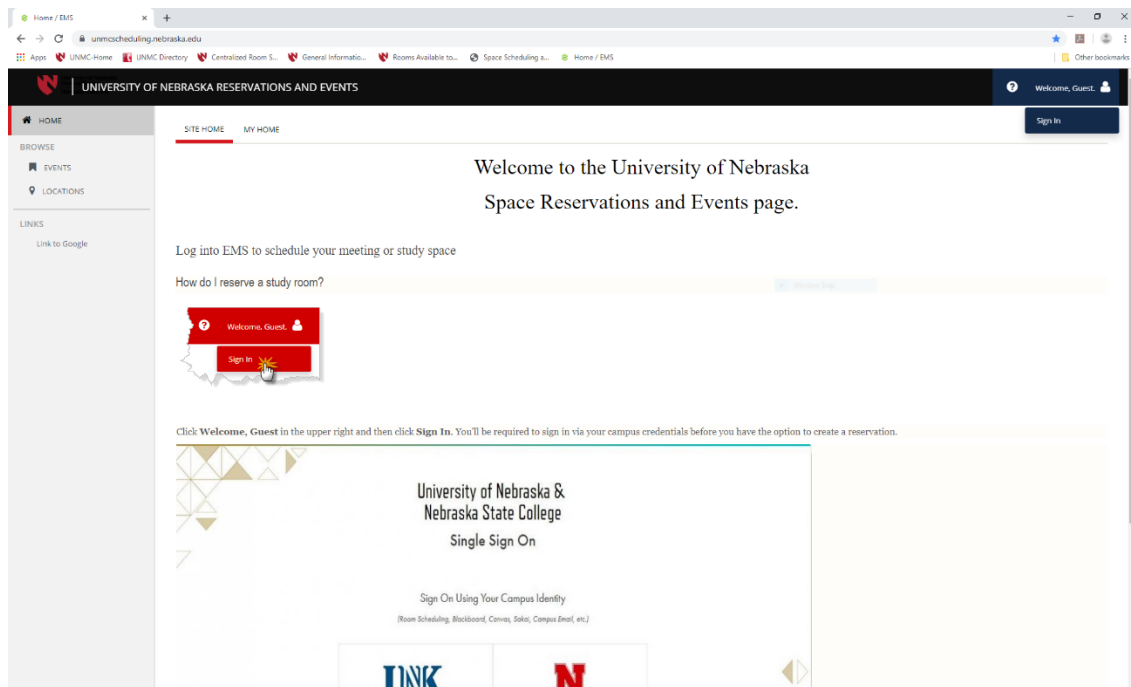
Web App Instructions

How to create a web request reservation

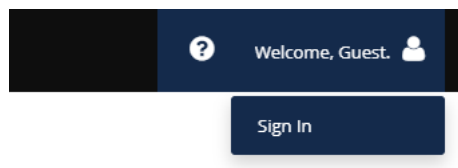
**Currently the Web App can only book no less than 24 hour in advance

**[Video instructions](#) are also available to view.

1. To access the EMS web app type <https://unmcscheduling.nebraska.edu> 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

The diagram illustrates the login process. On the left, the 'University of Nebraska & Nebraska State College Single Sign On' page is shown. It has two main sections: 'Sign On Using Your Campus Identity' with logos for UNK, UNMC, UNMC Medical Center, and UNMC Omaha; and 'Sign On Using Your TrueYou Identity' with the TrueYou logo. A large black arrow points from this page to the right, where the UNMC login page is displayed. The UNMC login page features the UNMC logo and the text 'Sign in with your UNMC NetID'. It includes a text box for the username (pre-filled with 'andrea.swett'), a password field, and a 'SIGN IN' button. Below the button are links for 'Forgot your password?', 'Need assistance? call 402-559-7700 or email helpdesk@unmc.edu', and 'UNMC IDENTITY MANAGEMENT INFORMATION'. A 'COMMON BRONZE' logo is also present.

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)'

The screenshot shows the 'UNIVERSITY OF NEBRASKA RESERVATIONS AND EVENTS' website. The left sidebar contains a navigation menu with 'HOME', 'CREATE A RESERVATION' (highlighted with a yellow box and an arrow), 'MY EVENTS', 'BROWSE', 'EVENTS', 'LOCATIONS', and 'LINKS'. The main content area has tabs for 'SITE HOME' and 'MY HOME'. Under 'My Reservation Templates', there are two options: 'ENREC Christenson Building & Area Use Request' and 'UNMC Request ALL Rooms (Meetings & Ad-Hoc)'. The 'UNMC Request ALL Rooms' option has a 'book now' button (highlighted with a box and an arrow) and an 'about' link. Below this, the 'My Bookings' section shows a calendar for 'SEPTEMBER 6, 2019' with a 'CREATE A RESERVATION' button (highlighted with a box and an arrow). The calendar shows 'There are no bookings for September 6, 2019'. The top right of the page shows the user's name 'Allmond, Andrea M.' and a dropdown menu.



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.

UNMC Request ALL Rooms (Meetings & Ad-Hoc)

New Booking for Fri Sep 13, 2019

Date & Time

Date: Fri 09/13/2019

Start Time: 6:00 AM

End Time: 7:00 AM

Create booking in this time zone: Central Time

Locations: (all)

Room Types: (all)

Features: (none)

Number of People: 0

Search

Let Me Search For A Room

I Know What Room I Want

Date & Time

Date: Wed 09/11/2019

Start Time: 6:00 AM

End Time: 7:00 AM

Recurrence

Create booking in this time zone: Central Time

Locations: (all)

Room Types: (all)

Features: (none)

Number of People: 0

Search

I Know What Room I Want

Room Name

6. you have the option to:

- Search ALL or specific room(s) by using 'add/remove' on a given date then click search
- Set recurrence patterns for your event.
- '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)
- 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

Room Search Results

LIST SCHEDULE

☐ Favorite Rooms only.

Find A Room Search

7 AM 8 9 10 11 12 PM 1 2 3 4 5 6 7 8 9 10 11

Rooms You Can Reserve

UNMC - Wittson Hall LL... Cap

Wittson Hall Room...

Rooms You Can Request

UNMC - Bennett Hall (CT) Cap

Bennett Hall Room... resident

Bennett Hall Room... Co-Mana

Bennett Hall Room... CLPR-306-1 APPLIED CLINIC

Bennett Hall Room... GCBA-90 Criteria CS-Cash

Bennett Hall Room... MNED-710-1 NUTRITION SERVICES SCOPE

Bennett Hall Room...

Bennett Hall Room... Admissio CY10-702-1 CYTO F

Bennett Hall Room... PHYT-502-Q1 HUM

Bennett Hall Room... PHYT-605-Q1 MUS

Bennett Hall Room...

Bennett Hall Room...

Bennett Hall Room...

Room Search Results

LIST SCHEDULE

☐ Favorite Rooms only.

Find A Room Search

Room	Location	Floor	TZ	Cap	Price	Filter Match
Rooms You Can Reserve						
Wittson Hall Room 4039 (Alumni Conf Room)	UNMC - Wittson Hall Library of Medicine	4th Floor	CT	0		
Rooms You Can Request						
Center for Nursing Sci Rm 3030	UNMC - Center for Nursing Science (Omaha)	3rd Floor	CT	80		
Center for Nursing Sci Rm 3040	UNMC - Center for Nursing Science (Omaha)	3rd Floor	CT	12		
Center for Nursing Sci Rm 40104	UNMC - Center for Nursing Science (Omaha)	4th Floor	CT	8		
Center for Nursing Sci Rm 40117	UNMC - Center for Nursing Science (Omaha)	4th Floor	CT	19		
Center for Nursing Sci Rm 50123	UNMC - Center for Nursing Science (Omaha)	5th Floor	CT	12		
College of Dentistry Room 1214	UNMC - College of Dentistry (Lincoln)	(none)	CT	6		

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.

The screenshot displays the UNMC Room Scheduling System interface. A modal window titled "Attendance & Setup Type" is open, prompting the user to enter the number of attendees and the desired setup type for a room. The modal includes a text input field for "No. of Attendees" with the value "0" and two buttons: "Add Room" and "Cancel".

In the background, the "Rooms You Can Request" section is visible, showing a table of available rooms. The table has columns for Locations, Room Types, Features, Number of People, and a list of rooms with their details (Room Name, Location, Floor, Room Type, Capacity, and a status bar).

Locations	Room Types	Features	Number of People	Rooms																																				
UNMC - Bennett Hall	(all)	(none)	0	<table border="1"> <thead> <tr> <th>Room Name</th> <th>Location</th> <th>Floor</th> <th>Room Type</th> <th>Capacity</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Bennett Hall Room 2020</td> <td>UNMC - Bennett Hall</td> <td>2nd Floor</td> <td>CT</td> <td>42</td> <td>Available</td> </tr> <tr> <td>Bennett Hall Room 3003</td> <td>UNMC - Bennett Hall</td> <td>3rd Floor</td> <td>CT</td> <td>20</td> <td>Available</td> </tr> <tr> <td>Bennett Hall Room 3011</td> <td>UNMC - Bennett Hall</td> <td>3rd Floor</td> <td>CT</td> <td>8</td> <td>Available</td> </tr> <tr> <td>Bennett Hall Room 4012</td> <td>UNMC - Bennett Hall</td> <td>4th Floor</td> <td>CT</td> <td>20</td> <td>Available</td> </tr> <tr> <td>Bennett Hall Room 6002</td> <td>UNMC - Bennett Hall</td> <td>(none)</td> <td>CT</td> <td>10</td> <td>Available</td> </tr> </tbody> </table>	Room Name	Location	Floor	Room Type	Capacity	Status	Bennett Hall Room 2020	UNMC - Bennett Hall	2nd Floor	CT	42	Available	Bennett Hall Room 3003	UNMC - Bennett Hall	3rd Floor	CT	20	Available	Bennett Hall Room 3011	UNMC - Bennett Hall	3rd Floor	CT	8	Available	Bennett Hall Room 4012	UNMC - Bennett Hall	4th Floor	CT	20	Available	Bennett Hall Room 6002	UNMC - Bennett Hall	(none)	CT	10	Available
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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.

The screenshot displays the UNMC Room Request web application. A modal window titled "UNMC Tech Needed" is open, allowing the user to specify additional services for their reservation. The modal includes a counter for the number of tech services (currently set to 1), a text area for "Special Instructions", and "OK" and "Cancel" buttons. In the background, the "ROOM REQUEST" page is visible, showing the "2 Services" tab selected. The page lists the reservation details, including the room (UNMC Tech Needed), start time (6:00 AM), and end time (7:00 AM).



- 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:** New with password embedded for a “one-click” enter option for meeting guests
 - **ZOOM PWD:** 6-digit number found in with the created zoom meeting or self-created alpha-numeric password
 - **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.)

Reservation Details	
Event Details	
Event Name * <input type="text" value="Event Test"/>	Event Type * <input type="text" value="Meeting"/>
Calendar Details	



11. Select your group designation in the Group dropdown (i.e. your department or team affiliation, not your name). Your contact information will populate.

Group Details

Group *

Student Affairs

1st Contact

Allmond, Andrea M

1st Contact Phone *

4028369906

1st Contact Email Address *

andrea.swett@unmc.edu

2nd Contact

(none)

2nd Contact Phone

2nd Contact Email Address

1st Contact Fax

2nd Contact Fax

12. Click create reservation, to complete your reservation.

Create 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](https://echo360.org/media/eebd8cbc-f3d7-4560-a40a-47ca16d798f2/public) of this process. Or enter <https://echo360.org/media/eebd8cbc-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



The screenshot displays the UNMC Room Request web application. At the top, a navigation bar includes the UNMC logo, the text 'ROOM REQUEST', and a user profile for 'Almond, Andrea M'. A yellow banner at the top of the main content area reads: 'Your reservation was created, but there was a problem creating the meeting in your planning system.' The main content area features a large heading 'Reservation Created' and the text 'What would you like to do now?' followed by a link 'Edit this reservation.' A sidebar on the left contains a menu with 'HOME', 'CREATE A RESERVATION', 'MY EVENTS', 'BROWSE', 'EVENTS', and 'LOCATIONS'. A 'LINKS' section at the bottom of the sidebar includes a 'Link to Google' button. Three callout boxes are overlaid on the screenshot: one points to the 'MY EVENTS' menu item, another points to the 'Reservation Created' heading, and a third points to the 'Edit this reservation' link.



The screenshot shows the 'My Events / TEST beginning Sep 26, 2019 (10/1/2017)' page. It includes a 'RESERVATION DETAILS' section with fields for Event Name, Event Type, Group, and 1st Contact Name. A 'Bookings' table lists events with columns for Date, Start Time, End Time, Time Zone, Location, and Status. On the right, there are 'Reservation Tasks' and 'Reservation Tasks' panels. Numbered callouts point to specific features: 2 points to the 'Edit Reservation Details' link; 3 points to the 'Cancel Reservation' link in the 'Reservation Tasks' panel; 4 points to the 'New Booking' button; and 5 points to the 'Booking Tools' link in the 'Bookings' table.

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)

Booking Tools

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



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.