

## **Web App Instructions**

How to create a single date web request reservation

- \*\*Currently the Web App can only book no less than 24 hour in advance
- \*\*<u>Video instructions</u> are also available to view.
  - 1. To access the EMS web app type <u>https://unmcscheduling.nebraska.edu</u> into your web browser.

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UNIVERSITY OF	NEBRASKA RESERVATIONS AND EVENTS	? Welcome, Guest. 🐣
😤 НОМЕ	STE HOME MY HOME	Sign In
BROWSE		
EVENTS	Welcome to the University of Nebraska	
LOCATIONS	Space Reservations and Events page.	
LINKS		
Link to Google	Log into EMS to schedule your meeting or study space	
	How do I reserve a study room?	
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	University of Nebraska & Nebraska State College Single Sign On	
	Sign On Using Your Campus Identity Room Bioteching: Blockincord, Convex, Bater, Comput Proof, enc.)	

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





3. Select UNMC and log-in using your UNMC NETID 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)'

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🖨 НОМЕ		SITE HOME MY HOME	
CREATE A RESERVATION		My Reservation Templates	
III MY DENTS	\	ENREC Christenson Building & Area Use Request	book now about
BROWSE		UNMC Request ALL Rooms (Meetings & Ad-Hoc)	book now about
		My Bookings DOOK NOW	
LINKS		SEPTEMBER 6. 2019 SEARCH	Central Time [CT]
Link to Google	$\setminus$	CREATE A RESERVATION	Previous Today Next
		There are no bookings for September 6, 2019	



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.

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🔢 Apps 😻 UNMC-Home 👔 UNMC Directory 😻 Centralized Room S 😵 General Informatio 😵 Rooms Available to 😵 Space Scheduling a 😵 Home / EMS	Other bookmarks
E V ROOM REQUEST	nd, Andrea M 🐣 🗸
x UNMC Request ALL Rooms (Meetings & Ad-Hoc)  Date & Time	eate Reservation
New Booking for Fri Sep 13, 2019  Wed 09/11/2019  Recurrence	Next Step
Date & Time Selected Rooms	
Date       Your selected Rooms will appear h       Start Time       End Time         Fri 09/13/2019       Itere was a problem accessing the Room Search Results       Start Time       End Time         Start Time       End Time       Start Time       End Time         Crop AM       There was a problem accessing the Room Search Results       Create booking in this time zone	
Create booking in this time zone Central Time Rooms matching your search crite Central Time	
Locations Add/Remove (all) (all)	
O Let Me Search For A Room Room Types Add/Remove (all)	
Features Add/Remove	
Number of People         Room Types         Add/Remove           0         (all)         (all)         (all)	
Search         Features         Add/Remove           I Know What Room I Want         (none)         (none)	
Number of People	
I Know What Room I Want	
Room Name	

- 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.

Room Request / EMS	× +								- 0 ×
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* Attenda	nce & S	etuj	о Туре				×	My Cart (1	Create Reservation
To continu	e, please e	nter	the number of at	tendees and desired setu	ip type for thi	s Room	ı. –		Next Step
No. of Att	endees								
Date									
52							_		
Star 60							_		
Crea					Add Room	Ca	ncel	Find A Room Search	
C								rrice Filter Match V	
Locations	Add/Remove	Room	s You Can Request						
UNMC - Bennett Hall		•	Bennett Hall Room 2020	UNMC - Bennett Hall	2nd Floor		42		
	Search	0	Bennett Hall Room 2003	UNMC - Bennett Hall	3rd Floor	ст	20		
C Let Me Search For A Roo	m	0	Bennett Hall Room 3011	UNMC - Bennett Hall	3rd Floor		8		
Room Types	Add/Remove	0	Bennett Hall Room 4012	UNMC - Bennett Hall	4th Roor		20		
(all)	Arid/Remove	0	Bennett Hall Room 6002	UNMC - Bennett Hall	(none)	ст	10		
(none)									
Number of People									
0	Search								
	Search								
G T Know What Room I Wa	nt								

- 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.

Bebop Radio - Now Playing : 4: X @ Room Request / EMS X +	
← → C 🔒 unmcscheduling.nebraska.edu/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvNr971JGjZw5Z3	HO 🕁 💹
🗮 Apps 😻 UNMC-Home 👔 UNMC Directory 😻 Centralized Room S 😻 General Informatio 😻 Rooms Available	e to 🔇 Space Scheduling a 😢 Home / EMS
E 😻   ROOM REQUEST	Alimond Andrea M
x UNMC Request ALL Rooms (Meetings & Ad-Hoc) ● 1 Roo	oms & Attendees 2 Services 3 Reservation Details
Services For Your Reservation	Net
Setup Notes	UNMC Tech Needed ×
UNMC Tech Needed.	- 1 +
Sairt time (c1)         End time (c1)         Service type           6:00 AM         O         7:00 AM         O	Special Instructions
UNMC Tech Needed.	
	OK Cancel



- 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 * Event Test	Event Type * Meeting	¥
Calendaring 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 *		
Student Affairs	Ŧ	
1st Contact		
Alimond, Andrea M	•	
1st Contact Phone *		1st Contact Fax
4028369906		
1st Contact Email Address *		
andrea.swett@unmc.edu		
2nd Contact		
(none)	v	
2nd Contact Phone		2nd Contact Fax
2nd Contact Email Address		

Once you have submitted your reservation, you will receive an email from <u>EMS-NU-</u> <u>noreply@nebraska.edu</u> 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/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







	My Events / TEST beginning Sep	26 2019/621207)				Reservation Tasks	Reservation Tasks
	Edit Reservation Details					Add Services Booking Tools	Add Services
	Event Name			TEST		* Cancel Reservation 3	Booking Tools
	Event Type RESERV	ATION DETA	ILS	Meeting		View Service Availability	* Cancel Reconvertion
	Group			Allmond, Andrea	м	Send Invitation	Cancer Reservation
	1st Contact Name 🥒 Edit	Reservation I	Details	Allmond, Andrea	м		
							View Service Availability
	Bookings						Send Invitation
	CURRENT PAST						de cancerieu ouokrigs
	Cancel Bookings Booking Tools						New Booking
ſ	Date ^	Start Time	End Time	Time Zone	Location	Stat	
	In Sep 26, 2019	6:00 AM	7:00 AM	СТ	UNMC - Lied Transplant Center - Lied Transplant Center Room 10729	Web	Request
5	🖋 😑 Thu Oct 3. 2019	6:00 AM	7:00 AM	СТ	UNMC - Lied Transplant Center - Lied Transplant Center Room 10729	Web	Request New Booking
5	🖋 😑 Thu Oct 10, 2019	6:00 AM	7:00 AM	СТ	UNMC - Lied Transplant Center - Lied Transplant Center Room 10729	Web	Request
	Ihu Oct 17, 2019	6:00 AM	7:00 AM	СТ	UNMC - Lied Transplant Center - Lied Transplant Center Room 10729	Web	Request 4

- 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	τ
No change to time	
End Rooking Earlier	
End Booking Later	
End Booking Later Start Booking Earlier	
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End Booking Later Start Booking Earlier Start Booking Later Reschedule Booking Earlier	
End Booking Later Start Booking Earlier Start Booking Later Reschedule Booking Earlier Reschedule Booking Later	_



- 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 <u>EMS-NU-noreply@nebraska.edu</u> stating the room requested has Web Request status. Within 48 hours you will receive second email stating your request has been confirmed.