



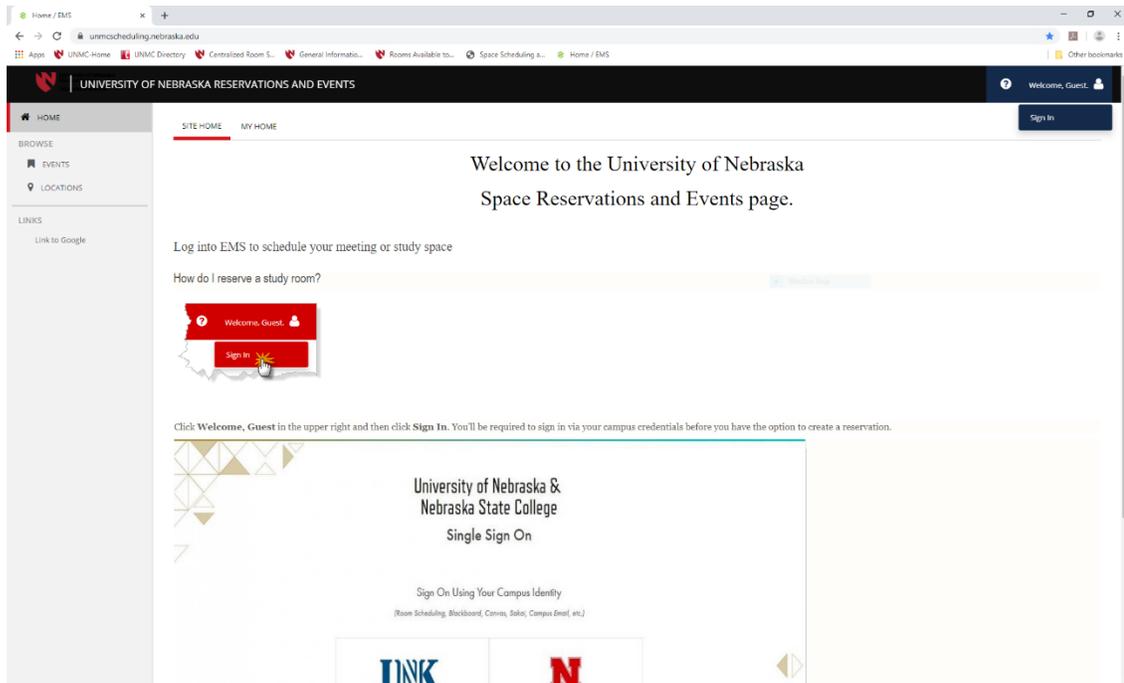
Web App Instructions

How to create a single date web request reservation

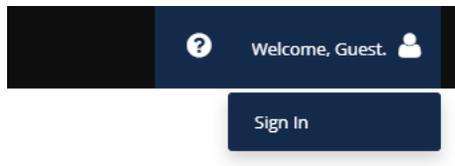
**Currently the Web App can only book no less than 24 hour in advance

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

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

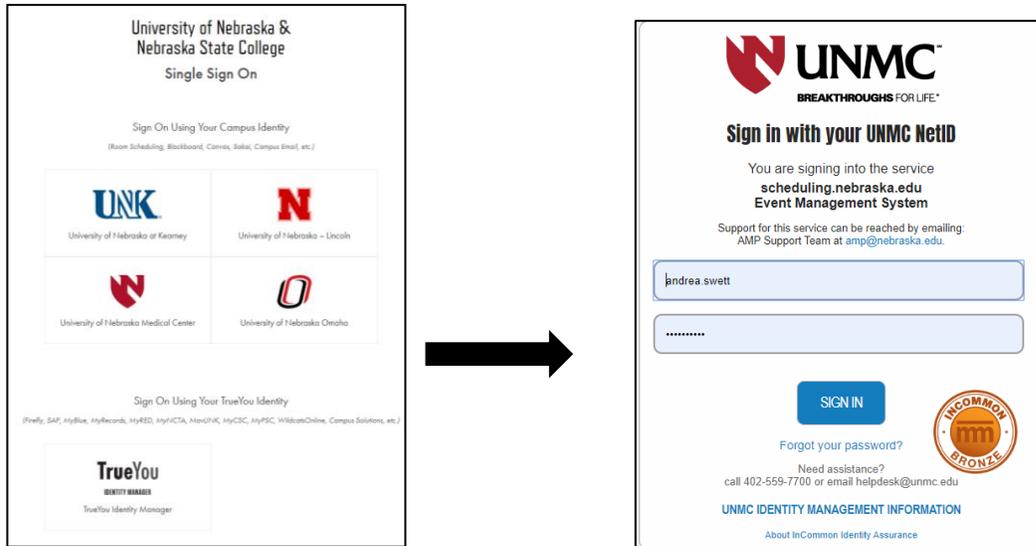


2. In the top right corner click welcome, guest and select sign-in.



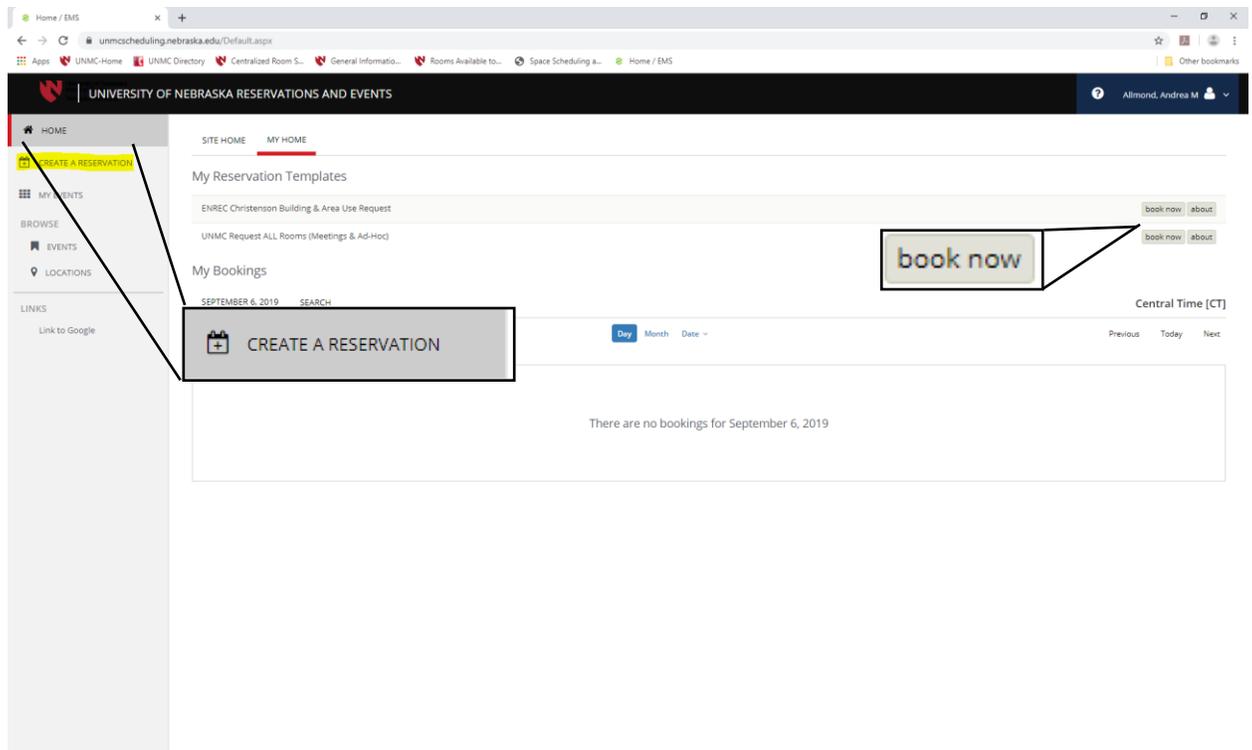


3. Select UNMC and log-in using your UNMC NETID credentials



To create a new event

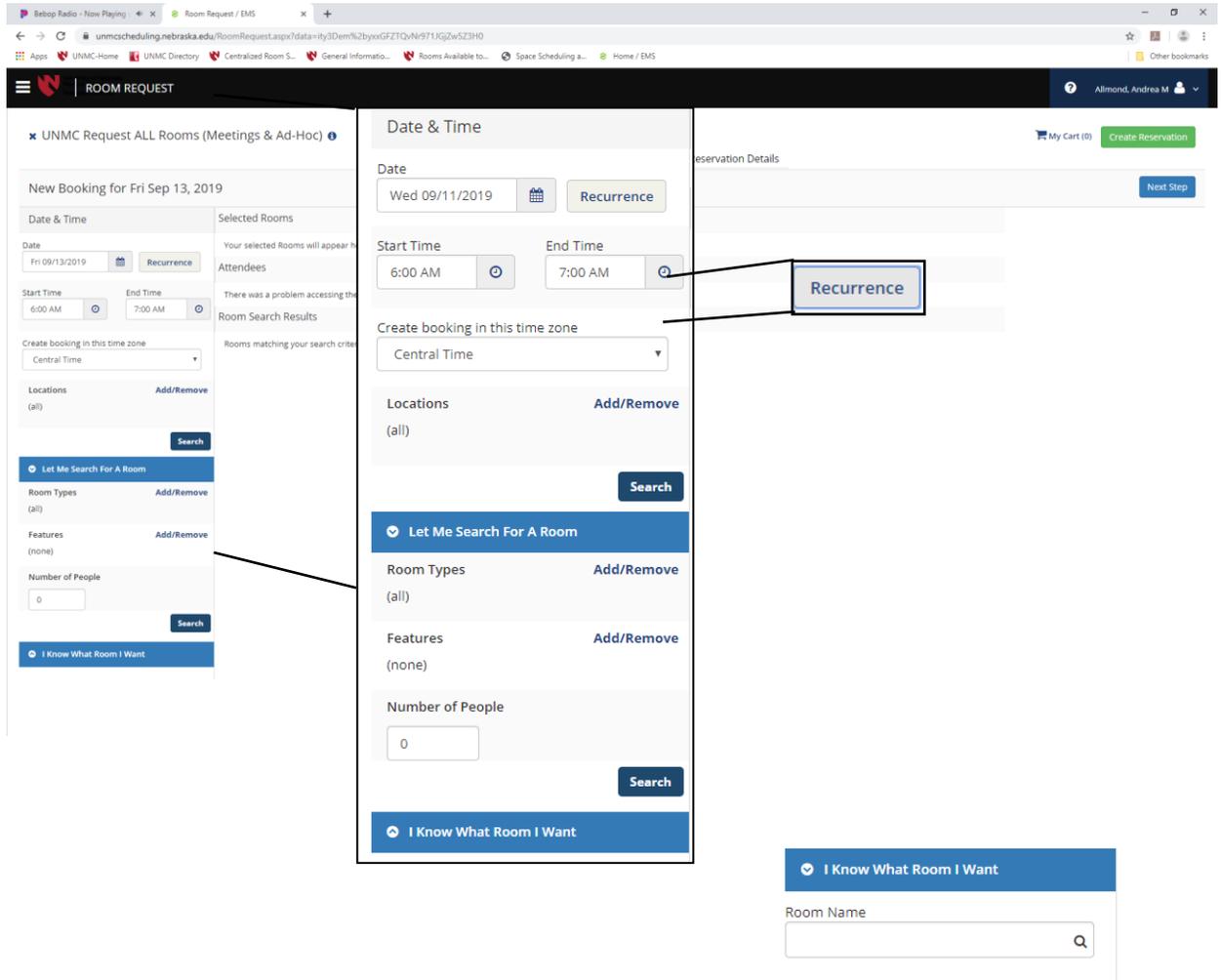
4. Select create a reservation in the left column. Select book now next to 'UNMC Request ALL Rooms (Meetings & Ad-Hoc)'





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

Room Search Results

LIST SCHEDULE

Favorite Rooms only.

Find A Room

Rooms You Can Reserve

UNMC - Wittson Hall LL... Cap 7 AM 8 9 10 11 12 PM 1 2 3 4 5 6 7 8 9 10 11

+ Wittson Hall Room...

Rooms You Can Request

UNMC - Bennett Hall (CT) Cap 7 AM 8 9 10 11 12 PM 1 2 3 4 5 6 7 8 9 10 11

+ Bennett Hall Roo... resident

+ Bennett Hall Roo... Co-Manage

+ Bennett Hall Roo... CLPR-306-1 APPLIED CLINIC

+ Bennett Hall Roo... GCBA-90

+ Bennett Hall Roo... Criteria CS-Cash

+ Bennett Hall Roo... MNED-710-1 NUTRITION SERVICES SCOPE

+ Bennett Hall Roo... Admissio CY10-702-1 CY10 F

+ Bennett Hall Roo... PHYT-502-01 HUM

+ Bennett Hall Roo... PHYT-605-01 MUSC

+ Bennett Hall Roo...

+ Bennett Hall Roo...

+ Bennett Hall Roo...

Room Search Results

LIST SCHEDULE

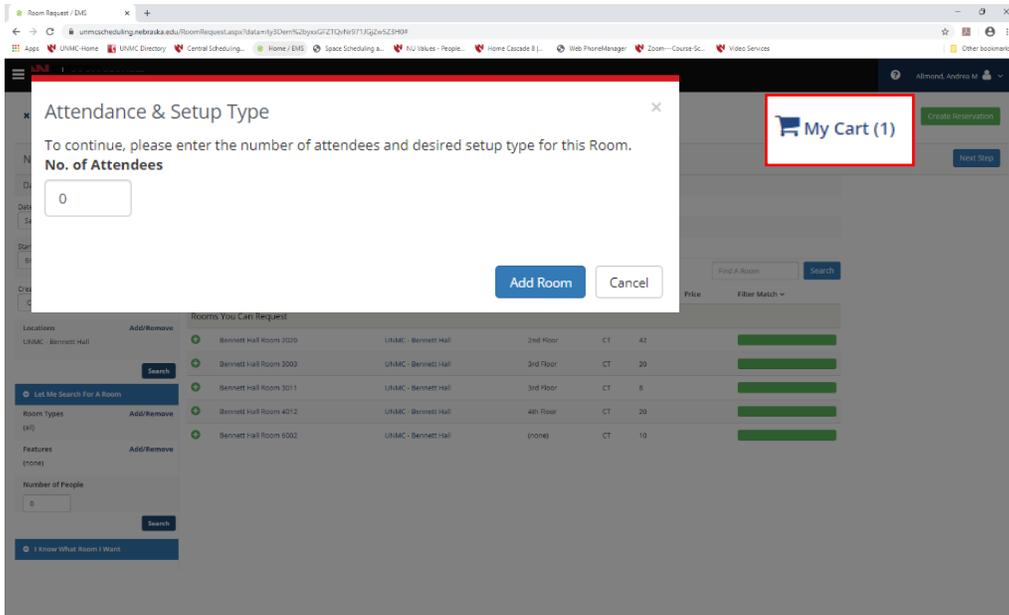
Favorite Rooms only.

Find A Room

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		<input type="checkbox"/>
Rooms You Can Request						
+ Center for Nursing Sci Rm 3030	UNMC - Center for Nursing Science (Omaha)	3rd Floor	CT	80		<input type="checkbox"/>
+ Center for Nursing Sci Rm 3040	UNMC - Center for Nursing Science (Omaha)	3rd Floor	CT	12		<input type="checkbox"/>
+ Center for Nursing Sci Rm 40104	UNMC - Center for Nursing Science (Omaha)	4th Floor	CT	8		<input type="checkbox"/>
+ Center for Nursing Sci Rm 40117	UNMC - Center for Nursing Science (Omaha)	4th Floor	CT	19		<input type="checkbox"/>
+ Center for Nursing Sci Rm 50123	UNMC - Center for Nursing Science (Omaha)	5th Floor	CT	12		<input type="checkbox"/>
+ College of Dentistry Room 1214	UNMC - College of Dentistry (Lincoln)	(none)	CT	6		<input type="checkbox"/>

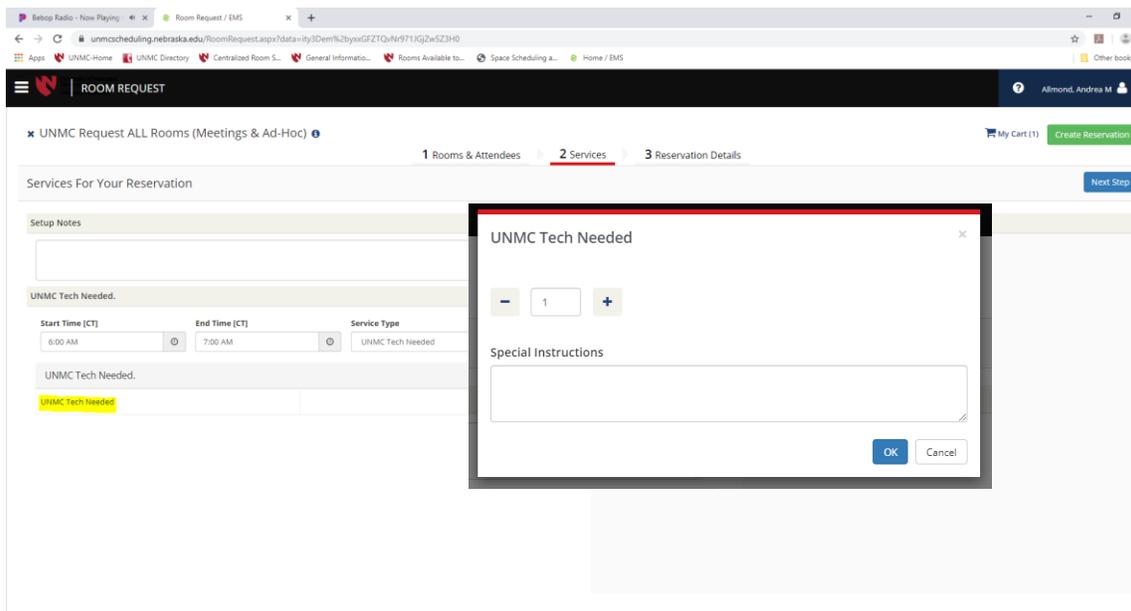


7. Once the room you desire is found, select green (+) next to desired room to be added to your 'shopping cart'.
 - a. An "Attendance & Setup Type" dialog box will appear. Enter the number of attendees for your event.



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:** 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 Type *
<input type="text" value="Event Test"/>	<input type="text" value="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 Details

Group *
Student Affairs ▼

1st Contact
Allmond, Andrea M ▼

1st Contact Phone *
4028369906

1st Contact Fax

1st Contact Email Address *
andrea.swett@unmc.edu

2nd Contact
(none) ▼

2nd Contact Phone

2nd Contact Fax

2nd Contact Email Address

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](#) of this process. Or enter

<https://echo360.org/media/eebd8cbc-f3d7-4560-a40a-47ca16d798f2/public> into your web browser.

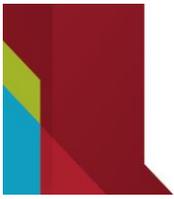
How to edit or cancel reservation after it has been created

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 shows a web browser window with the URL `unmc.scheduling.nebraska.edu/roomrequest.aspx?data=tyjSDem%20yodGZTQhM71kGjZw52340`. The page title is "ROOM REQUEST" and the user is logged in as "Almond, Andrea M". A yellow warning banner at the top states: "This application is deprecated, but it remains a problem-solving tool pending the new scheduling system." The main content area displays a "Reservation Created" confirmation message with the text: "What would you like to do? Edit this reservation." A callout box highlights this message and the "Edit this reservation" link. On the left, a navigation menu is visible with the following items: HOME, CREATE A RESERVATION, MY EVENTS (highlighted), BROWSE, EVENTS, and LOCATIONS. A "Link to Google" is also present under the "LINKS" section.



My Events / TEST beginning Sep 26, 2019 (6/1/207)

RESERVATION DETAILS

Event Name: TEST
Event Type: Meeting
Group: Allmond, Andrea M
1st Contact Name: Allmond, Andrea M

Reservation Tasks

- Add Services
- Booking Tools
- Cancel Reservation
- View Service Availability
- Send Invitation

Bookings

Date	Start Time	End Time	Time Zone	Location	Status
Thu Sep 26, 2019	6:00 AM	7:00 AM	CT	UNMC - Lied Transplant Center - Lied Transplant Center Room 10729	Web Request
Thu Oct 3, 2019	6:00 AM	7:00 AM	CT	UNMC - Lied Transplant Center - Lied Transplant Center Room 10729	Web Request
Thu Oct 10, 2019	6:00 AM	7:00 AM	CT	UNMC - Lied Transplant Center - Lied Transplant Center Room 10729	Web Request
Thu Oct 17, 2019	6:00 AM	7:00 AM	CT	UNMC - Lied Transplant Center - Lied Transplant Center Room 10729	Web Request

- Edit Reservation details allows you to change the name, meeting type and contact of your reservation.
- Reservation tasks allows you to
 - Add Services- 'UNMC Tech Needed' services
- Booking tools- Changes date or time of your event (i.e. single and multiple events)

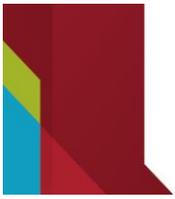
Booking Tools

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.