

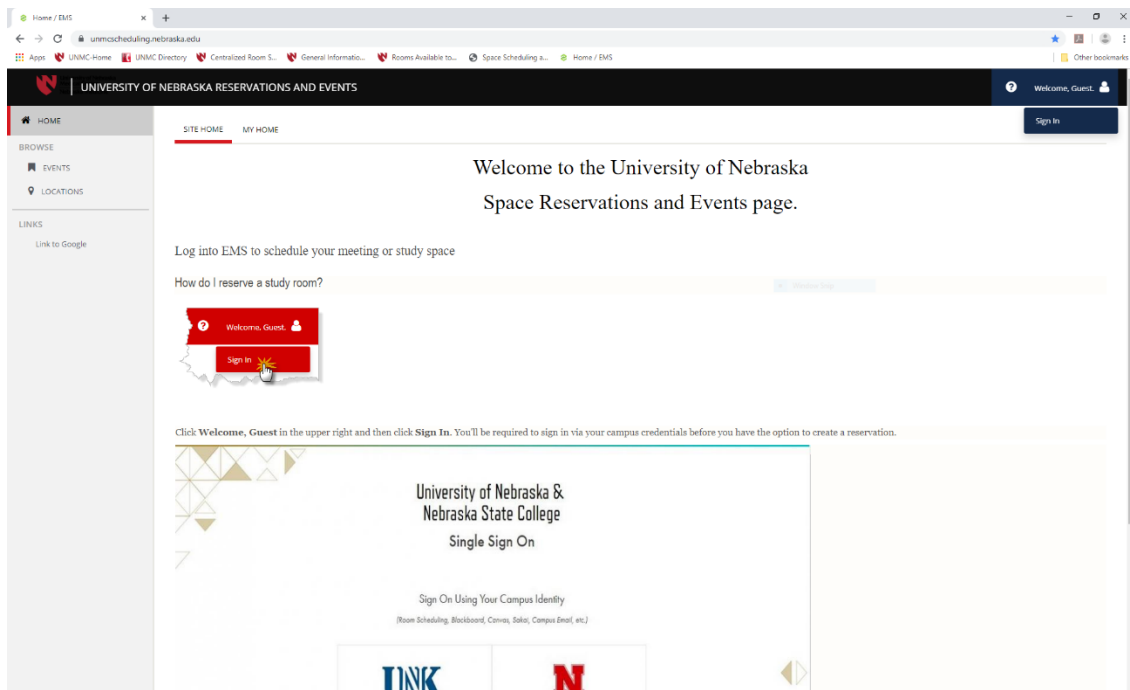


Web App Instructions

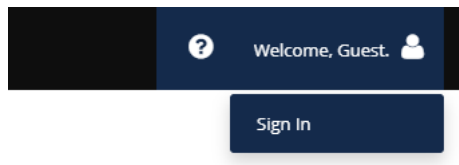
Log-in with your NUID Credentials

****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.

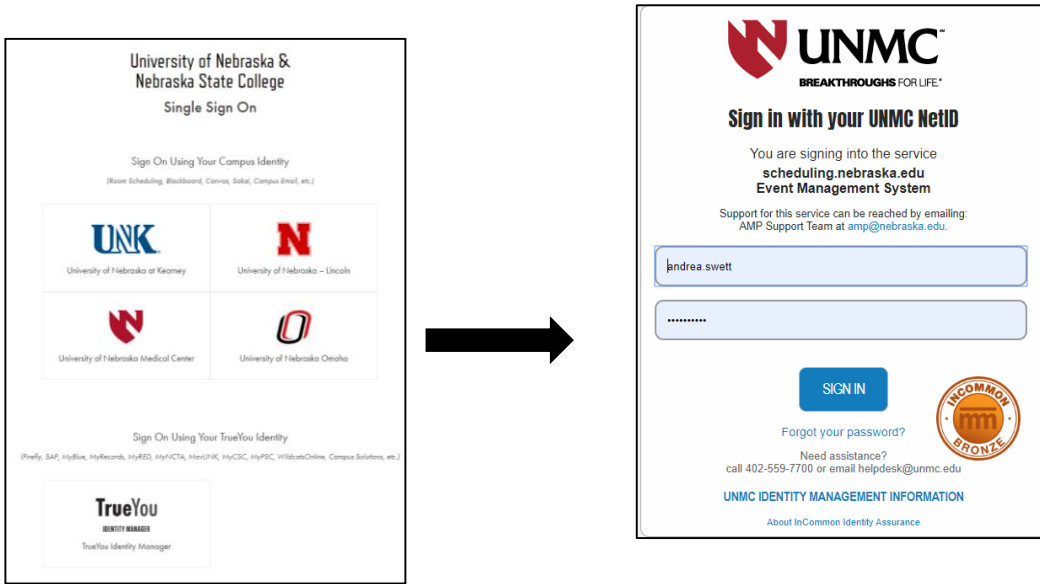


2. In the top right corner click 'welcome, guest' and select sign-in.



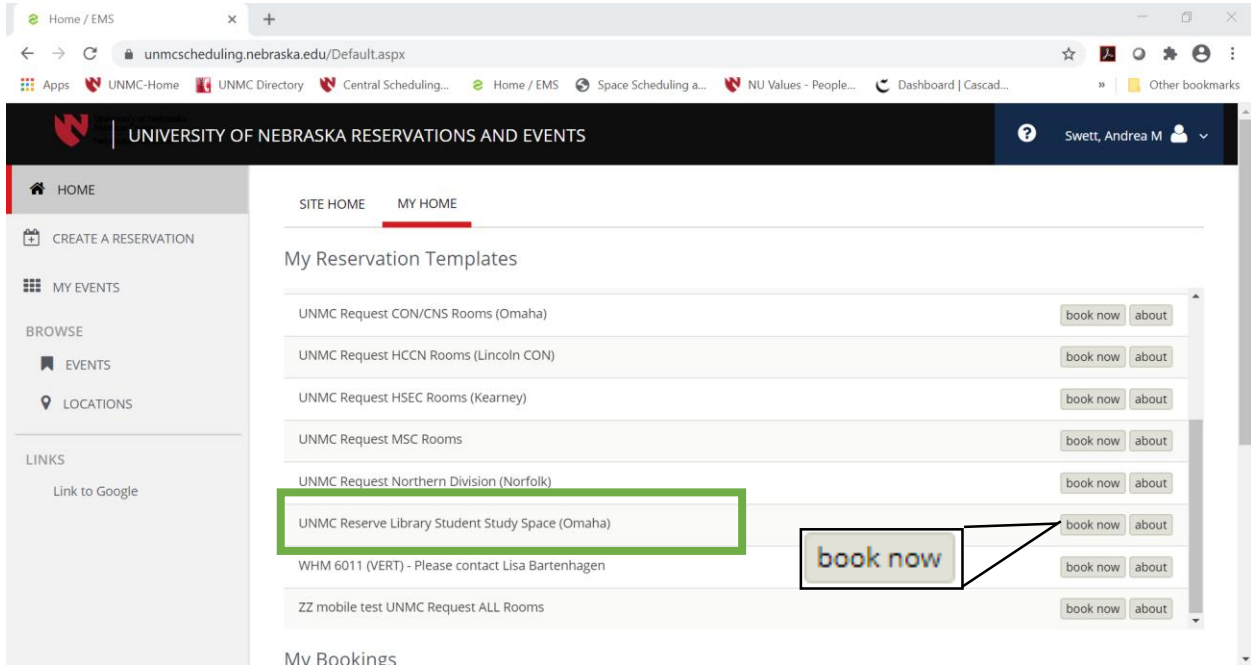


3. Select UNMC and log-in using your UNMC NUID credentials



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. On the left, there are search filters: 'Date' (A) set to Tue 08/04/2020, 'Start Time' (B) at 3:15 PM, and 'End Time' at 4:15 PM. Below these is a 'Locations' dropdown (C) set to 'UNMC - Wittson Hall Library of Medicine'. In the center, there is a 'Find A Room' input field (D) and a 'Search' button. On the right, a 'My Cart (1)' button is highlighted with a red box. The main area displays 'Room Search Results' with a table of available rooms. The table has columns for Room, Location, Floor, TZ, Cap, Price, and Filter Match. Three rooms are listed, each with a green plus sign (+) in the first column, indicating they can be added to the cart. A green box (E) highlights the plus sign for the first room.

Room	Location	Floor	TZ	Cap	Price	Filter Match
WHM 6012 Study Room: Individual	UNMC - Wittson Hall Library of Medicine	6th Floor	CT	1		<input type="checkbox"/>
WHM 6013 Study Room: Group	UNMC - Wittson Hall Library of Medicine	6th Floor	CT	4		<input type="checkbox"/>
WHM 6014 Study Room: Individual	UNMC - Wittson Hall Library of Medicine	6th Floor	CT	1		<input type="checkbox"/>

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'.

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees

Add Room **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%2b8DwwUNxKNF`. 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

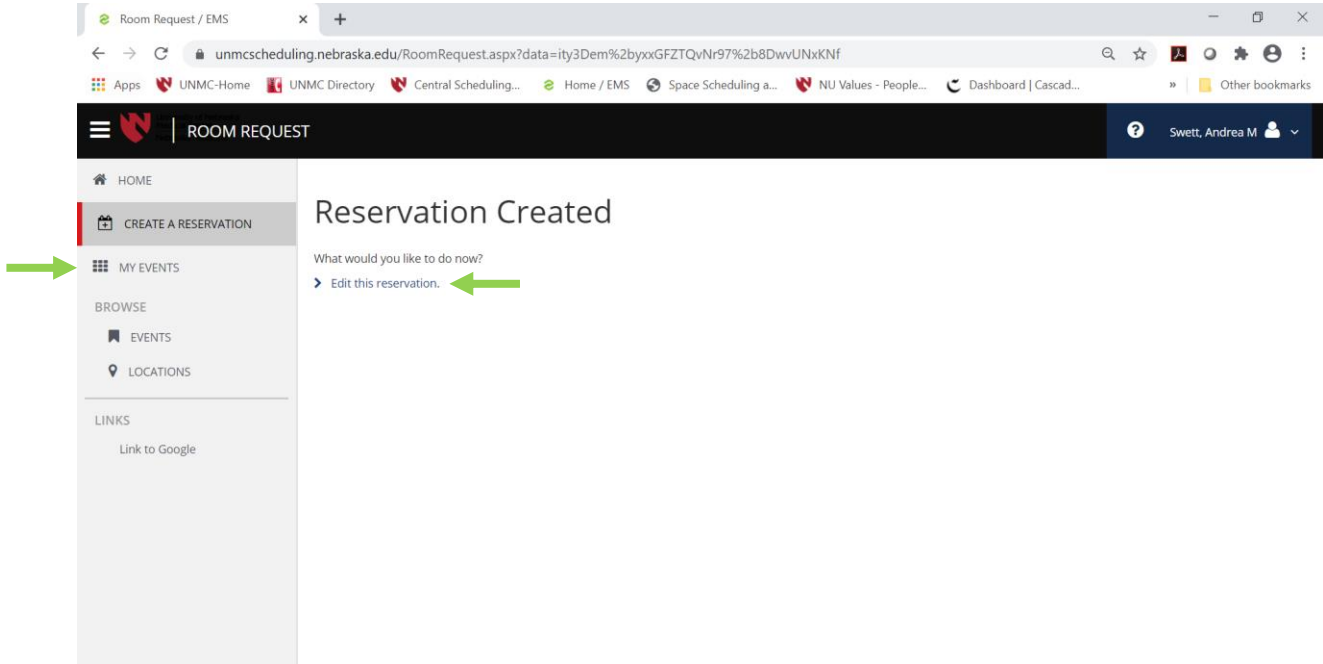
- Group ***: Dropdown menu with "Swett, Andrea M" selected.
- 1st Contact**: Dropdown menu with "Swett, Andrea M" selected.
- 1st Contact Phone ***: Text input field containing "4028369906".
- 1st Contact Fax**: Empty text input field.
- 1st Contact Email Address ***: Text input field containing "andrea.swett@unmc.edu".
- 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

The screenshot shows the 'My Events / EMS' interface. The main content area is titled 'My Events / TEST beginning Aug 4, 2020 (743052)'. It features a 'RESERVATION DETAILS' section with an 'Edit Reservation Details' link (callout A). Below this is a table of reservation details including Event Name (TEST), Event Type (Study Session), Group (Swett, Andrea M), and 1st Contact Name (Swett, Andrea M). A 'Bookings' section is visible with tabs for 'CURRENT' and 'PAST'. A 'Cancel Bookings' link is present (callout D). To the right, a 'Reservation Tasks' panel contains 'Booking Tools' with a 'Cancel Reservation' link (callout B) and a 'Send Invitation' link. At the bottom, a 'New Booking' button is highlighted (callout C). A table at the bottom shows a booking for 'Tue Aug 4, 2020' at '4:00 PM' in 'CT' at 'UNMC - Wittson Hall Library of Medicine - WHM 6012 Study Room: Individual' with a status of 'Confirmed'.