

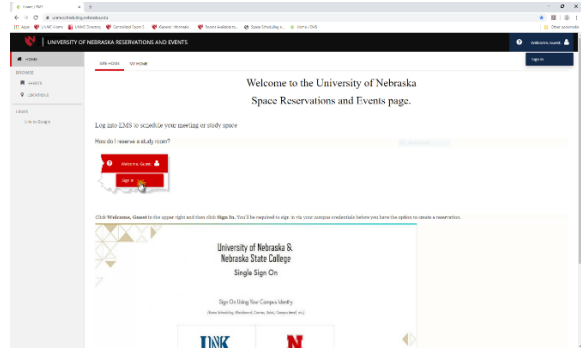


# Web App Instructions

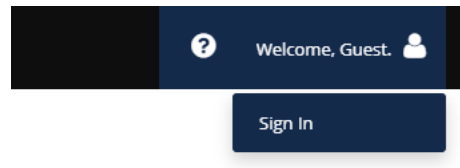
## How to create a single date web request reservation

Contact [roomscheduling@unmc.edu](mailto:roomscheduling@unmc.edu) if your booking is within 24 hours.

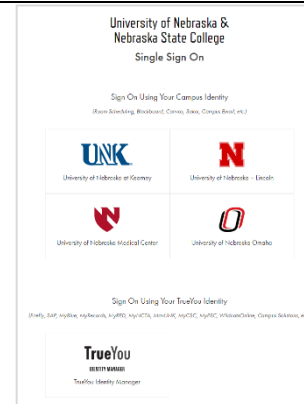
1. To access the EMS web app type <https://unmcscheduling.nebraska.edu> into your web browser.



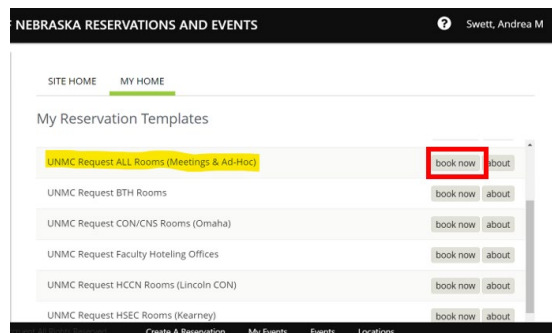
2. In the top right corner select welcome, guest, then sign-in.



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



4. Select 'UNMC Request ALL Rooms (Meetings & Ad-Hoc)' 'book now' to request UNMC spaces.





5. Search ALL or specific room(s) by using 'add/remove' on a given date then click search.

OR

'Let me search for a Room' allows to search for a type of room, i.e. Conference, auditorium and specific features, i.e. UNMC Zoom Capable/Web Conferencing)

OR

Search for 'I know What Room I want' by typing the room name.

The screenshot shows a search interface with the following sections:

- Date & Time:** Date (Wed 09/11/2019), Recurrence, Start Time (6:00 AM), End Time (7:00 AM), and a dropdown for 'Create booking in this time zone' (Central Time).
- Locations:** (all) with an 'Add/Remove' link and a 'Search' button.
- Let Me Search For A Room:** A blue button with a plus icon.
- Room Types:** (all) with an 'Add/Remove' link.
- Features:** (none) with an 'Add/Remove' link.
- Number of People:** A text input field with '0' and a 'Search' button.
- I Know What Room I Want:** A blue button with a plus icon.

6. Once the room you desire is found, select green (+) next to desired room to be added to your 'shopping cart'.

The screenshot shows a table titled 'Room Search Results' with the following columns: Room, Location, Floor, TZ, Cap, Price, and Filter Match. The table lists several rooms, and a green plus icon is visible in the left margin next to the room 'DRC I 3003'.

Room	Location	Floor	TZ	Cap	Price	Filter Match
DRC I 1002	UNMC - Durham Research Center I	1st Floor	CT	319		
DRC I 1004	UNMC - Durham Research Center I	1st Floor	CT	54		
DRC I 1005	UNMC - Durham Research Center I	1st Floor	CT	43		
DRC I 1006	UNMC - Durham Research Center I	1st Floor	CT	36		
DRC I 3003	UNMC - Durham Research Center I	3rd Floor	CT	12		

7. An "Attendance & Setup Type" dialog box will appear. Enter the number of attendees for your event then 'Add Room'.

Click on 'Next Step' button to add Tech Services or to proceed.

The screenshot shows a dialog box titled 'Attendance & Setup Type' with the following text: 'To continue, please enter the number of attendees and desired setup type for this room. Number of Attendees'. There is a text input field containing '0' and two buttons: 'Add Room' and 'Cancel'.



8. Select ‘Technical Support’ to add the request. Add the following into the special instructions box.

**EVENT START TIME:** (When your class/meeting/event starts)

**SPECIAL:** (Instructions for special circumstances)

**ARCHIVE:** Echo archiving is completed by your department or contact [97665helpdesk@unmc.edu](mailto:97665helpdesk@unmc.edu) to schedule

**ZOOM URL:** (Full Zoom URL)

**ZOOM PWD:** (Zoom Passcode to enter conference)

**PRESENTATION SITE:** (Site where presenter will set up)

**RECEIVE SITE(S):** (Sites that will connect to Zoom for viewing)

The screenshot shows the 'CREATE A RESERVATION' form. The 'UNMC Tech Needed.' section is highlighted. It includes fields for 'Start Time (CT)' (6:00 AM) and 'End' (7:00 AM). There are checkboxes for 'Using Zoom?' and 'Special Instructions'. A 'Technical Support' tag is visible below the form.

\* = required

9. Enter Event Name, Event type, and Select group designation from the Group dropdown (i.e. your department or team affiliation, not your name).

Your contact information will populate.

The screenshot shows the 'CREATE A RESERVATION' form with the 'Reservation Details' section highlighted. It includes fields for 'Event Name \*', 'Event Type \*' (Meeting), 'Group \*', and '1st Contact' (Swett, Andrea M). There are also fields for '1st Contact Phone \*' and '1st Contact Fax'.

10. 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](mailto: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.