EMS Web App User Guide
Logging In

1. Go to: [https://emscal.jefferson.edu/emswebapp/](https://emscal.jefferson.edu/emswebapp/)
   - If possible use Google Chrome or the most up to date version of IE.
   - This can be accessed through:
     - Blackboard. – Choose “Room Reservations” link.
     - SMRR Webpage

2. Click “Welcome, Guest” message in the top right corner of the screen and then click “Sign In”.

3. The EMS Web App uses LDAP authentication. You are able to use your campus key and associated password to access the EMS Web App.
First Login with New Web App

• Follow steps 1-3 from previous page.
• If this is the first time you have logged in since the implementation of EMS Web App you will be prompted to edit your user information after you enter your campus key & associated password.
  – Please enter the department you represent and your employee category.
• Your information will be sent to SMRR and your account will go into a pending status.
  – You will not be able to submit room requests while your account is pending, but are still able to view availability.
• At this time SMRR will verify your department and create/edit your user account to reflect the correct associations.
• This process will take about 1 business day. Please check the web app after 1 full day.
• Once your account is made active you are ready to start requesting rooms and managing your reservations.
• If you have any concerns please email roomrequest@jefferson.edu.
Browsing for Available Space

• You do not have to be signed in to browse available space managed by SMRR.
• Click the “Locations” tab on the left hand side of the landing page.
Check out Room features, possible seating arrangements, and capacities by clicking on the name of the room.
Essential Room Reservation Concepts & Terminology

Reservation

- A collection of related events.

Booking

- Represents a specific date/time/location reserved.

Booking Details

- Represents specific services and resources requested to be present at the stated date/time/location of booking.
Creating a Reservation

Click on “Create Reservation” to bring you to the “My Reservation Templates” screen.

Click the “about” button to view details regarding the available reservation template displayed.

Click “book now” to go to the next step where you will be able to browse and select a room to reserve.
Choose the date and time needed for your reservation.

If needed, the “Reoccurrence” button allows you to create multiple bookings that have a repeating date pattern; or random days where the meeting time is the same.

You can hit search at this point to show results. To filter rooms further follow directions on next page. >>>
Use the filters to show rooms based on the setup type, room features, capacity and floor needed.

Click on the name of the room to view details. Click the “+” button to add the room you wish to reserve.

Red Bars will clearly show which rooms are available for the time you specify.
You will be required to enter the number of attendees expected for this booking. If the number is below the minimum or above the maximum capacities for the selected room an error will appear and you will not be able to reserve that room. **Reminder:** you are able to filter by attendance when searching for a room.

You are able to select what type of seating arrangement you would like for your booking. It will automatically fill in the default setup type, but you can select any seating arrangement that is possible for that room.

Then click “Add room”
Click the “x” at any time to end the reservation process while in progress. All room selections will be lost and this will not be saved.

Review your room selections here. Click “-” if you would like to delete any of the bookings before continuing.

Click “Attendance & Setup Type” if you would like to edit the bookings before continuing.

Click “Next Step” to move on.
You will have the opportunity to add notes regarding your reservation on this page.

Click “Next Step” to continue.
Enter name of your department followed by the title of your event. *Please be aware that this title will appear on the University Calendar and on display screens in the lobbies of most buildings.*

Choose the event type that best fits your event from the drop down menu.

The department that you are associated with will automatically populate in this field.

Please choose your name as the 1st contact for your reservation and ensure your contact information is correct.

Scroll Down to fill out the rest of your reservation details.
You have the option to attach documents to this reservation. *Examples of attachments: permission forms, floor plans, attendee lists, etc.*

Click here to answer required security questions as they pertain to your event.

These questions refer to non-Jefferson organizations that are hosting events on campus. All non-Jeff groups require a Jeff dept. to sponsor.

Department charge codes are required for all reservations even if there are no services or fees to be billed at this time.

You will be required to acknowledge that you have read and understand the terms and conditions of space usage.

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**Required Security Info: Please check all that apply**

*Will there be food?*
- Choose one

*Is this event being run by an organization outside of the Jefferson Enterprise? (i.e. professional group, recruiting agency)*
- Choose one

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**Billing Information**

**Jefferson Department Charge Code**

- [ ] I have read and agree to the terms and conditions
When ready, click “Create Reservation” to submit your room request for approval.

Once the reservation is created you will get this message:

YOUR BOOKING IS NOT CONFIRMED UNTIL SMRR APPROVES IT.

You will receive email notification once it’s confirmed. Please read through these instructions to learn how to check the status of your event. >>>>
Managing Your Room Requests & Bookings
Click on the name of your reservation to open and view booking details. Booking status’ can be seen on the next page.

This status shows how your booking was submitted. It does represent a confirmation. Open up your reservation to view the status of the individual bookings.

Check this box if you would like to search your cancelled bookings. Cancelled bookings do not automatically show under “My Events”.

“My Events” allows you to view a listing of your active reservations.

Click on the name of the reservation to go to the next page. Then you will be able to edit bookings and add services.

My Events

<table>
<thead>
<tr>
<th>RESERVATIONS</th>
<th>BOOKINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Search Reservations

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>PAST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name: Office of Academic Services: Year-End Presentation
Location: Multiple
Group: Registrar...
Services: Yes
ID: 74788
Status: Web Request Submitted
This section allows you to edit information on the reservation level.

This section allows you to edit details, add services and modify multiple bookings at once.

This section allows you to modify individual bookings. Here you can manage services on a per booking basis and view the status of the booking. *Note: Here you can see that Curtis 217 has been confirmed and BLSB 105 is still pending.*
Click “Reservation Details” to edit the event title, charge code or contact information.

Click “Additional Information” to edit you’re the information you provided during the initial reservation process (i.e. security info).

Click the “Attachments” tab to add or delete attachments.

Reservation Number. Please reference this if you need to contact SMRR about your reservation.
Editing Booking Details for Multiple Bookings at once.

**“Add Services”** – Allows you to choose services to be added to one or multiple bookings at once.

**“Cancel Services”** – Allows you to cancel services for one or multiple bookings at once.

**“Booking Tools”** – Allows you to edit the date and times of one or more bookings at once.

**“Cancel Reservation”** – Allows you to cancel **ALL** bookings within the active reservation.

**“View Reservation Summary”** – Creates a listing of your bookings with status’ for easy viewing. You can email this document to yourself for printing purposes. Simulates an email you would typically get from SMRR.

**“View Service Availability”** – Shows cutoff times for service requests for each service area.

**Reservation Tasks**

- Add Services
- Cancel Services
- Booking Tools
- Cancel Reservation
- View Reservation Summary
- View Service Availability
Managing Individual Bookings

Click Pencil Icon to edit details of an individual booking.

Click “-” to cancel an individual booking.

Click “View Services” to view services for an individual booking.

Click “Manage Services” to edit services on an individual booking.

Information in the “Status” column show the most up-to-date status for your booking. Check here to see if your group has been confirmed for the requested space.

Click “New Booking” button to add one or more bookings to the current reservation.
Adding Services

Once the reservation is made services can be added to each booking. Go to “My Events” > Click on the Reservation > Click “Add Services” to choose the services you would like to add. Services can also be added to multiple bookings at once.
Once an item is selected you will need to choose the quantity and will have the opportunity to leave a note regarding that item. Once you have selected everything you need click “Next Step” where you will be able to choose which bookings to apply the services to.
Manage & Edit Services

Click “View Services” to see a summary of services attached to that individual booking.

Click “Manage Services” to edit services for that individual booking.

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<table>
<thead>
<tr>
<th>Event Name</th>
<th>TESTING</th>
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</thead>
<tbody>
<tr>
<td>Event Type</td>
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</tr>
<tr>
<td>Group</td>
<td>Registrar, University Office of the</td>
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<tr>
<td>1st Contact Name</td>
<td>Megan Fitzgerald</td>
</tr>
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<table>
<thead>
<tr>
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<th>End Time</th>
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<th>Location</th>
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<tbody>
<tr>
<td>Wed Jan 17, 2018</td>
<td>12:00 PM</td>
<td>1:00 PM</td>
<td>ET</td>
<td>Hamilton Building - Hamilton 215</td>
</tr>
</tbody>
</table>