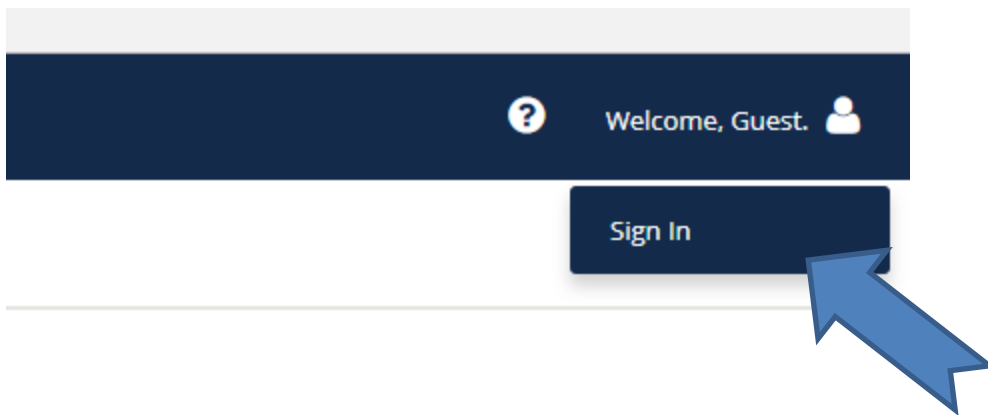


# EMS Web App User Guide

# Logging In

1. Go to: <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.

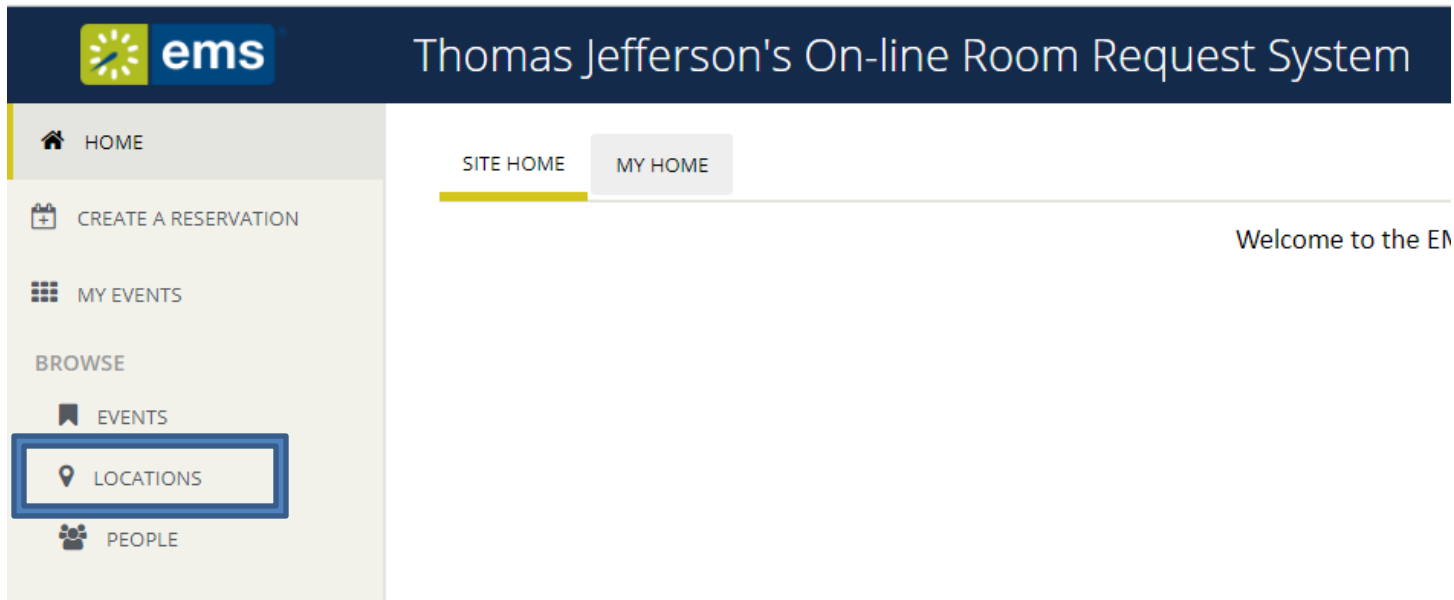


# First Login with New Web App

- 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](mailto: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.



HOME

CREATE A RESERVATION

## Filters

Date

Time Zone

Locations (all)  
[Add/Remove Locations](#)

Search by Specific Date

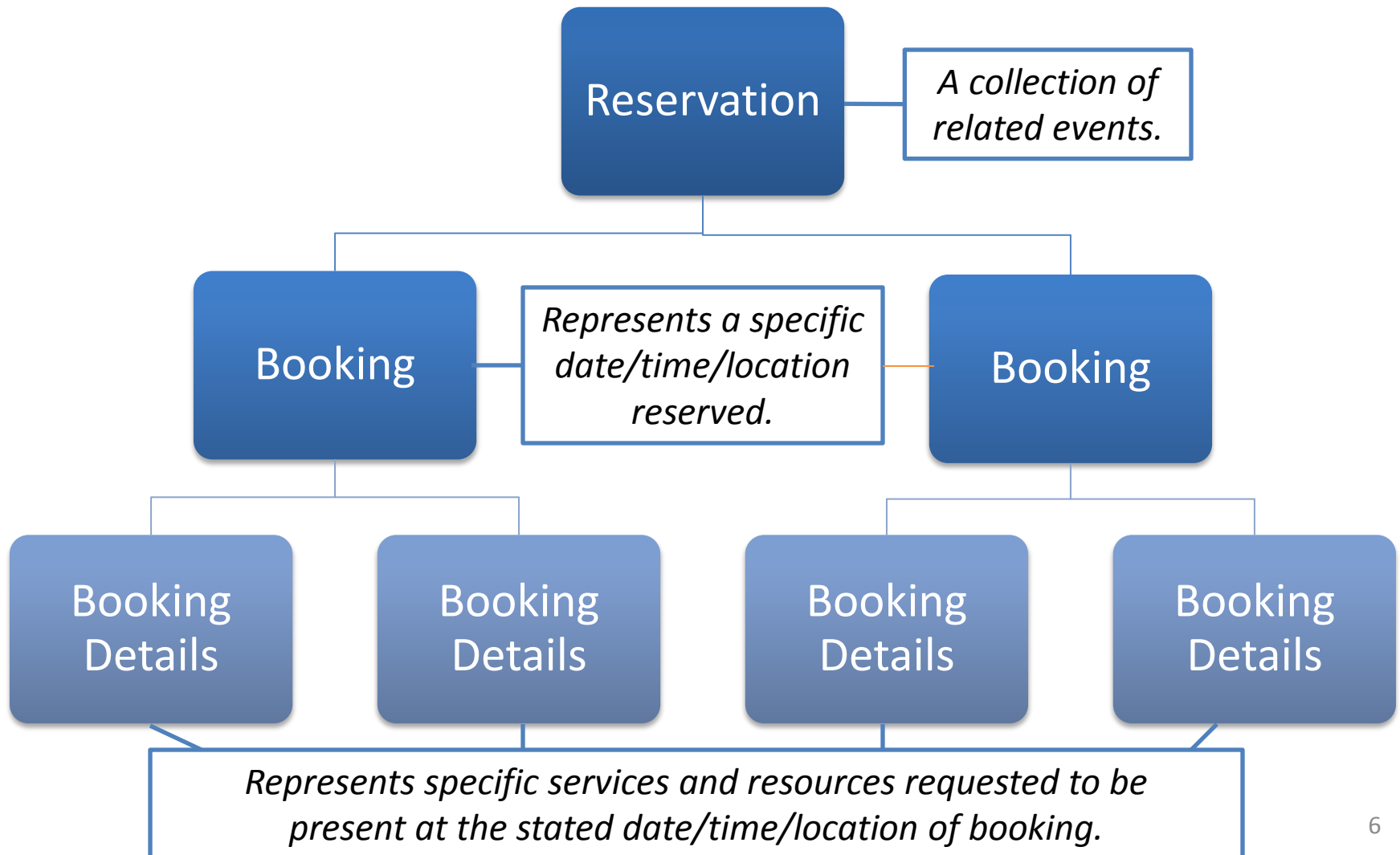
Check out Room features, possible seating arrangements, and capacities by clicking on the name of the room.

Scroll Through Dates

[< Thu](#) **Fri September 29, 2017** [Sat >](#)

		6 AM	7	8	9	10	11	12 PM	1	2	3	4	5	6	7
901 Walnut (ET)	Cap														
901 Walnut The Robert ...	100														
Bluemle Life Science Bu...	Cap														
BLSB 101 (Mandeville)	150														
BLSB 105	75														
BLSB 105/107	150														
RI SR 107	75														

# Essential Room Reservation Concepts & Terminology



# Creating a Reservation

The screenshot shows the EMS interface for creating a reservation. The left sidebar contains navigation options: HOME, CREATE A RESERVATION, MY EVENTS, and BROWSE (with sub-options: EVENTS, LOCATIONS, PEOPLE). The main content area is titled "Room Request" and "My Reservation Templates". A card titled "General Room Reservations" is displayed with "book now" and "about" buttons. Three callout boxes provide instructions: one points to the "CREATE A RESERVATION" button, another points to the "about" button, and a third points to the "book now" button.

ems

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

PEOPLE

Room Request

My Reservation Templates

General Room Reservations

book now about

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.

# Selecting Your Rooms

The screenshot shows the EMS Room Request interface. At the top, there is a navigation bar with the EMS logo and the text "Room Request". Below this, there is a section for "General Room Reservations" with a sub-section for "1 Rooms". The main content area is titled "New Booking for Wed Oct 4, 2017". On the left, there is a "Date & Time" section with fields for "Date" (Wed 10/04/2017), "Start Time" (5:30 PM), and "End Time" (6:30 PM). A "Recurrence" button is located next to the date field. Below this is a "Create booking in this time zone" dropdown menu set to "Eastern Time". At the bottom left, there is a "Locations" section with "(all)" and an "Add/Remove" button. A "Search" button is located at the bottom center. On the right, there is a "Selected Rooms" section with the text "Your selected Rooms will appear here." and a "Room Search Results" section with the text "Rooms matching your search criteria will appear here." A "Next Step" button is located at the bottom right.

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

Choose the date and time needed for your reservation.

You can hit search at this point to show results. To filter rooms further follow directions on next page. >>>



**Date & Time**

Date:

Start Time:   End Time:

Create booking in this time zone:

Locations: (all)

**Selected Rooms**

Your selected Rooms will appear here

**Room Search Results**

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.

**Let Me Search For A Room**

Floors: (all)

Setup Types: (no preference)

Room Types: (all)

Features: (none)

Number of People:

**I Know What Room I Want**

Room Name	Capacity	Availability (9:30 AM - 10:30 AM)
901 Walnut The R...	100	Unavailable (Red bar)
Bluemle Life Science Bu...	Cap	Unavailable (Red bar)
BLSB 105	75	Available
BLSB 105/107	150	Available
BLSB 107	75	Available
Bluemle 1st Floor ...	150	Available
College Building (ET)	Cap	Unavailable (Red bar)
2nd Floor Lobby-C...	100	Available
College 707-Jimmy...	36	Available
Curtis Building (ET)	Cap	Unavailable (Red bar)
Curtis 213	18	Available
Curtis 214	14	Available
Curtis 215	26	Available

The screenshot shows a web form titled "Attendance & Setup Type". The form contains the following elements: a text input field for "No. of Attendees" with the value "1"; a dropdown menu for "Setup Type" with "Classroom" selected; and two buttons at the bottom: "Add Room" (highlighted in blue) and "Cancel". Three blue callout boxes with white text and lines pointing to the form provide instructions: one points to the "No. of Attendees" field, one points to the "Setup Type" dropdown, and one points to the "Add Room" button.

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.

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

Jefferson Room Request

General Room Reservations (9/1/17 - 8/31/18) My Cart (2) Create Reservation

1 Rooms 2 Services 3 Reservation Details

New Booking for Wed Nov 22, 2017 Next Step

Date & Time Selected Rooms Attendance & Setup Type

Date: Wed 11/22/2017 Recurrence

Selected Rooms: Curtis 217 BLSB 105

Room Search Results

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

Click “Next Step” to move on.

Click "Next Step" to continue.

Jefferson Room Request Megan Fitzgerald

General Room Reservations (9/1/17 - 8/31/18) My Cart (2) Create Reservation

1 Rooms 2 Services 3 Reservation Details

Services For Your Reservation Next Step

Set-Up Notes

Type detailed room setup notes here. Custodial will read these comments

Save Changes Cancel

Services Summary

You will have the opportunity to add notes regarding your reservation on this page.

## General Room Reservation

2 Services

3 Reservation Details

### Reservation Details

#### Event Details

Event Name \*

Office of Academic Services: Year-End Presentation

Event Type \*

Presentation

#### Group Details

Group \*

Registrar, University Office of the

1st Contact

Megan Fitzgerald

1st Contact Phone \*

215-503.6677

1st Contact Fax

1st Contact Email Address \*

megan.fitzgerald@jefferson.edu

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 1<sup>st</sup> contact for your reservation and ensure your contact information is correct.



Scroll Down to fill out the rest of your reservation details.



## Attachments

Select your files

Drag and drop your files here

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.

## Additional Information

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

Add/Remove

**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



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.

## Billing Information

**Jefferson Department Charge Code \***

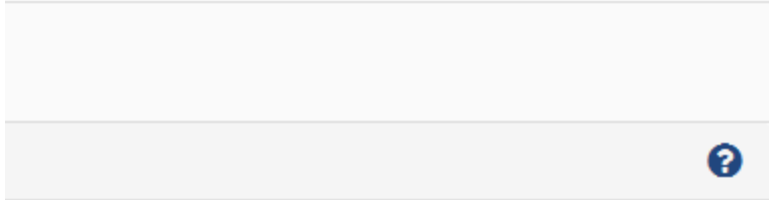
You will be required to acknowledge that you have read and understand the terms and conditions of space usage.

I have read and agree to the terms and conditions

My Cart (1)

Create Reservation

When ready, click "Create Reservation" to submit your room request for approval.



- HOME
- CREATE A RESERVATION
- MY EVENTS
- BROWSE
- LOCATIONS

# Reservation Created

Reserved!

What would you like to do now?

- Edit this reservation.

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



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

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”.

The screenshot shows the Jefferson My Events interface. The top navigation bar includes the Jefferson logo, the title "My Events", and the user name "Megan Fitzgerald". A left sidebar contains navigation options: HOME, CREATE A RESERVATION, MY EVENTS (highlighted), BROWSE, and LOCATIONS. The main content area has tabs for RESERVATIONS and BOOKINGS, with RESERVATIONS selected. Below the tabs is a search bar with a "Search Reservations" button and a checkbox for "Include cancelled reservations". Underneath are tabs for CURRENT and PAST, with CURRENT selected. A table lists reservations with columns: Name, First/Last Booking, Location, Group, Services, ID, and Status. A callout box points to the "MY EVENTS" sidebar item. Another callout box points to the reservation name "Office of Academic Services: Year-End Presentation". A third callout box points to the status "Web Request Submitted". A fourth callout box points to the "Include cancelled reservations" checkbox.

Name	First/Last Booking	Location	Group	Services	ID	Status
Office of Academic Services: Year-End Presentation	Wed Nov 22, 2017/ Wed Nov 22, 2017 (multi-booking)	Multiple	Registrar,...	✓	74788	Web Request Submitted

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

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.

Jefferson My Events Megan Fitzgerald

RESERVATION DETAILS ADDITIONAL INFORMATION ATTACHMENTS

[Edit Reservation Details](#)

Event Name Office of Academic Services: Year-End Presentation

Event Type Presentation

Group Registrar, University Office of the

1st Contact Name Megan Fitzgerald

Reservation Tasks

- Add Services
- Cancel Services
- Booking Tools
- Cancel Reservation**
- View Reservation Summary
- View Service Availability

Bookings

CURRENT PAST  Include cancelled bookings

[Cancel Bookings](#) [Booking Tools](#) [New Booking](#)

Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
<a href="#">Edit</a> <a href="#">Cancel</a> Wed Nov 22, 2017	4:00 PM	5:00 PM	ET	Bluemle Life Science Building - BLSB 105	<input type="text" value="20"/>	Classroom <input type="checkbox"/>	Web Request Submitted
<a href="#">View Services</a>   <a href="#">Manage Services</a>							
<a href="#">Edit</a> <a href="#">Cancel</a> Wed Nov 22, 2017	4:00 PM	5:00 PM	ET	Curtis Building - Curtis 217	<input type="text" value="20"/>	Classroom <input checked="" type="checkbox"/>	Confirmed
<a href="#">View Services</a>   <a href="#">Manage Services</a>							

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.*

# Editing Reservation Information

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.*

Jefferson. My Events

< My Events / Office of Academic Services: Year-End Presentation beginning Nov 22, 2017 (74788)

RESERVATION DETAILS    ADDITIONAL INFORMATION    ATTACHMENTS

[Edit Reservation Details](#)

Event Name	Office of Academic Services: Year-End Presentation
Event Type	Presentation
Group	Registrar, University Office of the
1st Contact Name	Megan Fitzgerald

# 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

**X** 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.

Bookings

CURRENT PAST

Cancel Bookings Booking Tools

Include cancelled bookings

New Booking

Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
  Wed Nov 22, 2017	4:00 PM	5:00 PM	ET	Bluemle Life Science Building - BLSB 105	20	Classroom 	Web Request Submitted
<a href="#">View Services</a>   <a href="#">Manage Services</a>							
  Wed Nov 22, 2017	4:00 PM	5:00 PM	ET	Curtis Building - Curtis 217	20	Classroom 	Confirmed
<a href="#">View Services</a>   <a href="#">Manage Services</a>							

# Adding Services

◀ My Events / TESTING beginning Jan 17, 2018 (75665)

RESERVATION DETAILS    ADDITIONAL INFORMATION    ATTACHMENTS

[Edit Reservation Details](#)

Event Name	TESTING
Event Type	Training
Group	Registrar, University Office of the
1st Contact Name	Megan Fitzgerald

Reservation Tasks

[Add Services](#)

[Booking Tools](#)

[✕ Cancel Reservation](#)

[View Reservation Summary](#)

[View Service Availability](#)

Bookings

**CURRENT**    PAST

Include cancelled bookings

[Cancel Bookings](#)    [Booking Tools](#)

[New Booking](#)

Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
<a href="#">✎</a> <a href="#">-</a> Wed Jan 17, 2018	1:00 PM	2:00 PM	ET	Hamilton Building - Hamilton 215	<input type="text" value="10"/>	Classroom <input type="button" value="v"/>	Web Request Submitted

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.

# Adding Services (continued)

The screenshot shows a web application interface for adding services. A modal window titled "Computer, room" is open, displaying a message "Computer is already set up in room". Below the message is a quantity selector with a minus button, a text box containing "1", and a plus button. Underneath is a "Special Instructions" section with a text area containing "Will need to use power point". At the bottom right of the modal are "OK" and "Cancel" buttons. The background interface includes a sidebar with "Select Services" and a "Next Step" button.

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

◀ My Events / TESTING beginning Jan 17, 2018 (75665)

RESERVATION DETAILS   ADDITIONAL INFORMATION   ATTACHMENTS



 Edit Reservation Details

Event Name	TESTING
Event Type	Training
Group	Registrar, University Office of the
1st Contact Name	Megan Fitzgerald

## Bookings

CURRENT   PAST

Cancel Bookings   Booking Tools

	Date ^	Start Time	End Time	Time Zone	Location
 	Wed Jan 17, 2018	12:00 PM	1:00 PM	ET	Hamilton Building - Hamilton 215

[View Services](#) | [Manage 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.