

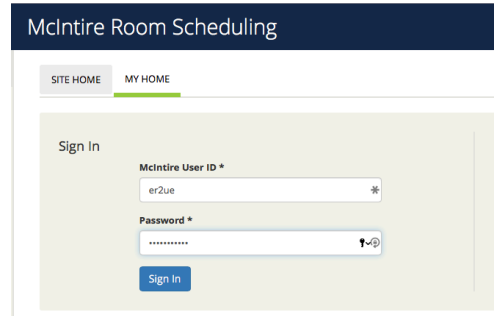


EMS Web Access: Scheduling Spaces

For more "how-to guides" visit: www.commerce.virginia.edu/technology

To book a space using EMS Web Access (commerce.virginia.edu/ems):

1. Open a browser and go to commerce.virginia.edu/ems
2. Log in with your McIntire username and password.
3. Click **Book Now** next to the appropriate template to get started:
Schedule Meeting Rooms: Conference/Group Study rooms
Request Classrooms and Labs: Requests for academic space
Schedule Public Spaces: Art Gallery, Terrace, Courtyard, etc.
4. In step 1, you will enter the time/date of your meeting, enter any attendees, and select a room. See screenshot below:



✕ Schedule Meeting Rooms ⓘ
My Cart (0) [Create Reservation](#)

1 Rooms & Attendees
2 Services
3 Reservation Details

New Booking for Fri May 25, 2018 [Next Step](#)

1 Enter the meeting date/time, and recurrence (optional)

Date: Fri 05/25/2018 Recurrence

Start Time: 9:00 AM End Time: 10:00 AM

Create booking in this time zone: Eastern Time

Locations: 315 Old Ivy Road, Rouss Robertson Halls Add/Remove

3 Search for a room by capacity OR Search by room name Search

Let Me Search For A Room

I Know What Room I Want

Room Name: 203 Search

✓ RRH CR 203 (Reserve) - Rouss Robertson Halls - ET

5 Click Next Step

2 If desired, search for and add meeting attendee(s).

4 Click the "+" next to the desired room

Shading indicates the room is already booked at that time



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- Optional: When booking certain classroom or public spaces, you may be asked additional questions about the type of event you are planning. Provide as much information as possible and click “Add Room.”
- Optional: In step 2, you can request audio-visual support, wireless guest passes, and (in limited spaces) catering services. Fill in the requested information and click “OK.”
- Click “Next Step.”
- In step 3, you will set Outlook calendar/invite options, name the meeting, and send it. See screenshot at right.

The screenshot shows two panels. The left panel, titled 'Attendance & Setup Type', has a sub-header 'To continue, please enter the number of attendees and desired setup type for'. It contains a 'No. of Attendees' field with a spinner set to '1' and a 'Setup Type' dropdown menu with 'As-is' selected. The right panel, titled 'Services For Your Reservation', has sections for 'Audio Visual Services' (with a dropdown menu), 'Recording and Capture' (with a 'Video Conferencing' checkbox), and 'IT Services' (with a dropdown menu). There is also a 'Guest Wireless Access Codes' field at the bottom.

Deleting/editing existing reservations:

- Existing reservations can be accessed from the “My Events” link at the left side of EMS web.
- Click on the name of any event to bring up its details.
- At the bottom of the page, all room reservations for that event will be listed under “Bookings.”

Bookings		
CURRENT	PAST	
	Date ^	Start Time
edit delete	Wed May 23, 2018	12:30 PM

- To **DELETE** a reservation, just click the delete button next to the reservation entry, and confirm when prompted.
- To **EDIT** the time, date, room, or other details of the reservation, click the edit button next to the reservation entry. Make your changes, and click “Update Booking(s)”

Update Booking(s)

The screenshot shows the 'Reservation Details' form with three tabs: '1 Rooms & Attendees', '2 Services', and '3 Reservation Details'. The form is divided into sections:

- Event Details:** 'Event Name *' (text input: EMS Test Meeting) and 'Event Type *' (dropdown: Internal Event). Annotation 1: "Name your event, and select the event type from the menu."
- Calendaring Details:** 'Add to Calendar/Send Invitations' (checked checkbox) and 'Private' (unchecked checkbox). Annotation 2: "If you want the event to appear on your Outlook calendar (and your attendees to receive invites), check this box, and select appropriate options below."
- Subject:** 'Subject' (text input: EMS Test Meeting), 'Show Time As' (dropdown: Busy), and 'Reminder' (dropdown: (none)).
- Message:** A rich text editor with a toolbar and a large text area. Annotation 3: "Use this space to enter any notes regarding the meeting, to include the agenda, directions, etc."
- Attach File:** 'Attach File' section with 'Select your file' and 'Drag and drop your file here'. Annotation 4: "You can attach a file if needed."
- Host Details:** 'Host *' dropdown menu. Annotation 5: "Normally, you will set yourself as the host of the meeting. However, if you are booking for someone else and have delegate permissions to their calendar, you can set that person as the host."
- Bottom:** A green 'Create Reservation' button. Annotation 6: "When all options are set, click Create Reservation."