UVA | McINTIRE SCHOOL *of* COMMERCE
McIntire Help Desk
(434) 924-7988
helpdesk@comm.virginia.edu

EMS Web and App Guide for Students

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 study space template you see -- either "UG Study Space" (undergrads) or "Study Space" (grad students).
4. In step 1, you will enter the time/date of your meeting and select a room. See screenshot below:
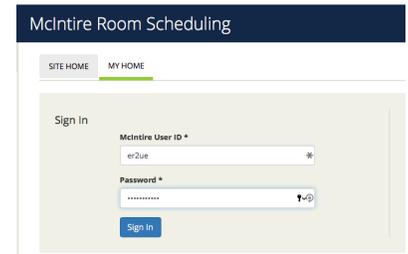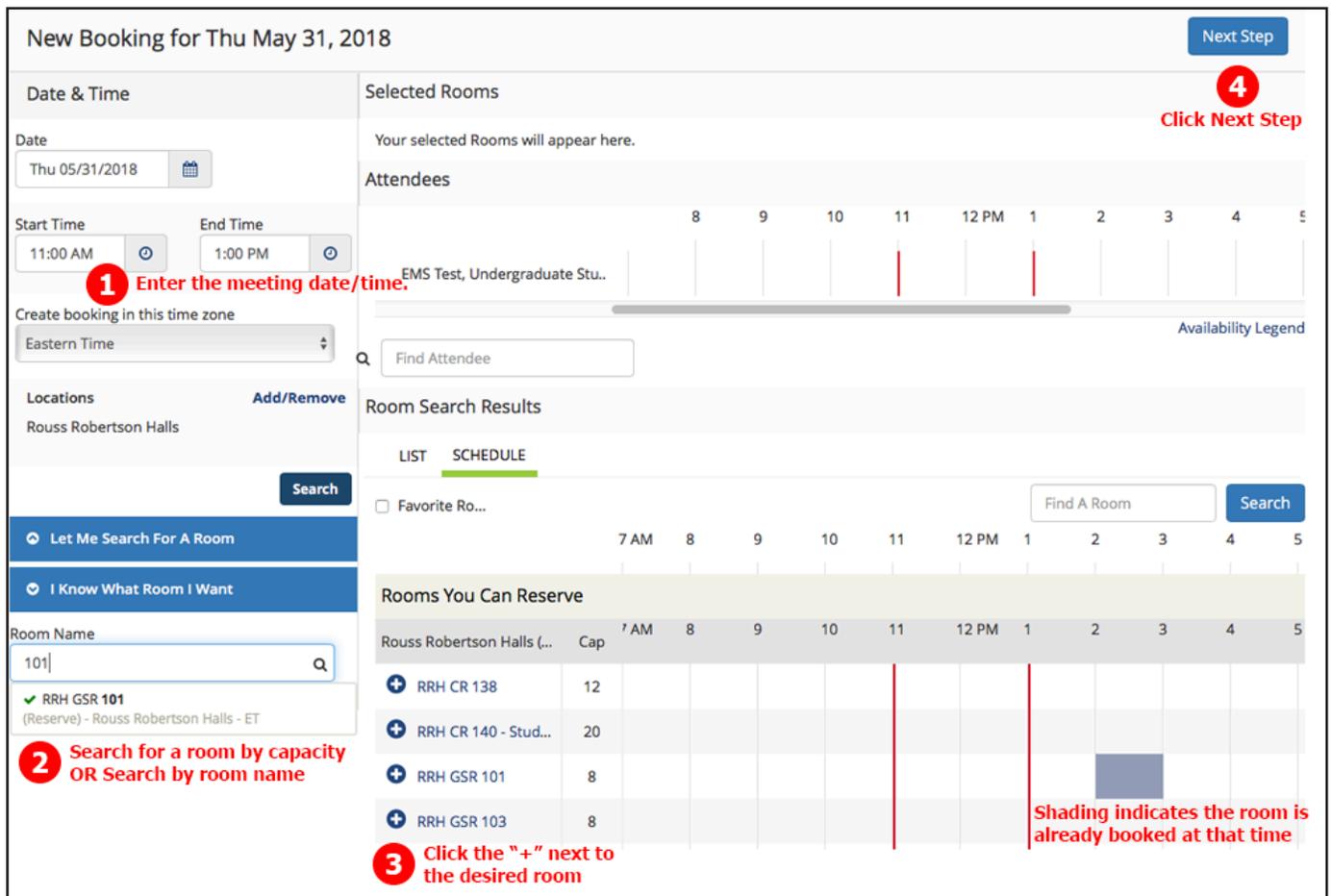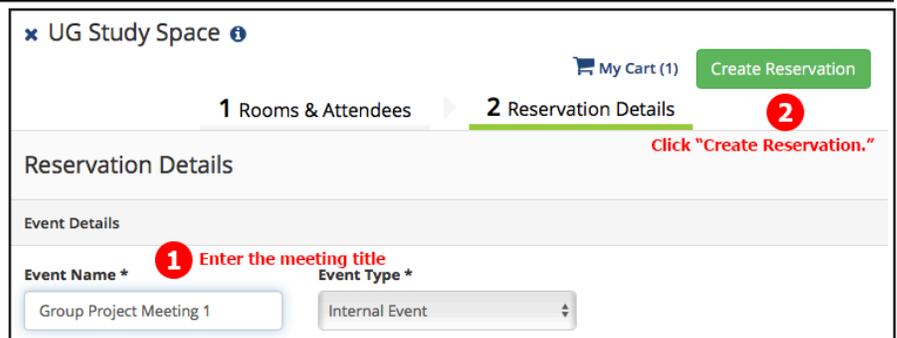

5. Then, in step 2, set the name of the reservation and click **Create Reservation**.

<<< OVER

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Deleting/editing existing reservations from the web:

1. Existing reservations can be accessed from the "My Events" link at the left side of EMS web.
2. Click on the name of any event to bring up its details.
3. At the bottom of the page, all room reservations for that event will be listed under "Bookings."
4. To **DELETE** a reservation, just click the delete button next to the reservation entry, and confirm when prompted.
5. 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)."

Bookings

CURRENT   PAST

edit   delete   Date ^   Start Tim

Wed May 23, 2018   12:30 PM
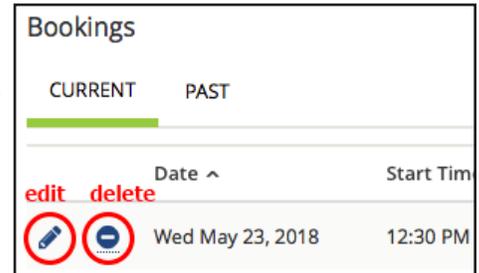
Update Booking(s)

Using the mobile app to make a reservation:

Download "EMS Mobile" from the App Store / Google Play Store. The first time you run it, enter the address as shown:
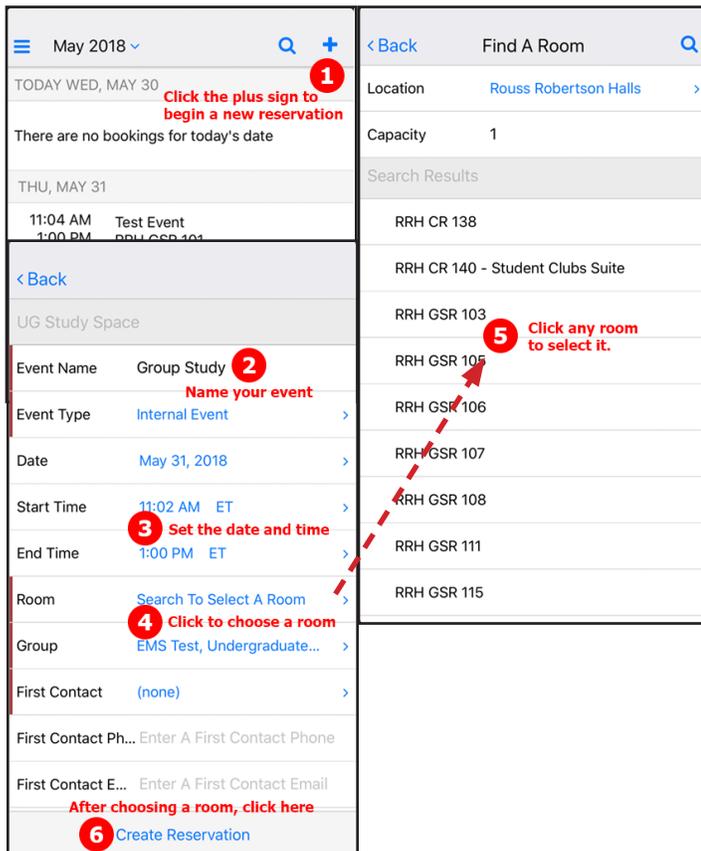
https://mcintire.emscloudservice.com/platform

Log in with your McIntire username/password and follow these steps to make a reservation:

EMS Server URL
https://mcintire.emscloudservice.com/platform
Connect

May 2018 ⌄
TODAY WED, MAY 30
Click the plus sign to begin a new reservation ①
There are no bookings for today's date
THU, MAY 31
11:04 AM   Test Event
1:00 PM   RRH GSR 101

< Back
UG Study Space
Event Name   Group Study ②
Name your event
Event Type   Internal Event
Date   May 31, 2018
Start Time   11:02 AM   ET ③ **Set the date and time**
End Time   1:00 PM   ET
Room   Search To Select A Room ④ **Click to choose a room**
Group   EMS Test, Undergraduate...
First Contact   (none)
First Contact Ph... Enter A First Contact Phone
First Contact E... Enter A First Contact Email
After choosing a room, click here
⑥ Create Reservation

< Back   Find A Room   🔍
Location   Rouss Robertson Halls
Capacity   1
Search Results
RRH CR 138
RRH CR 140 - Student Clubs Suite
RRH GSR 103
RRH GSR 105 ⑤ **Click any room to select it.**
RRH GSR 106
RRH GSR 107
RRH GSR 108
RRH GSR 111
RRH GSR 115

Using a QR code to book a room directly:

Every Group Study Room and student conference room has its own QR code posted. You can use the "Scan QR Code" option in the EMS app menu to directly book that room from its QR code.

🏠 Home
▦ Scan QR Code
❤ Favorite Rooms

To edit or delete a reservation from the app:

May 2018 ⌄
TODAY WED, MAY 30
There are no bookings for today's date
THU, MAY 31
11:04 AM   Test Event
1:00 PM   RRH GSR 101
1 h 56 m   ① **Click on the event you wish to edit**

< Back   ② Edit
Event Name   Test Event
Date   Thu, May 31, 2018
Time   11:04 - 1:00 PM (ET)

To make a change, click the Edit button (2) and make the required changes.

To delete the booking altogether, click the Cancel button (3) and confirm when asked.

③ Cancel