



Web App Reference Guide for EMS

About this guide	1
Navigating the EMS Web App	2
Making Reservations	3
Single Reservation	3
Recurring Reservation	7
Cancelling a Reservation	8
Editing a Reservation	9
Adding Services to an Existing Reservation	10
Browsing	11
Events	11
Locations	12

About this guide

This guide is designed to be a quick reference for common tasks within the EMS Web App. For more details about how to make or edit reservations, see an EMS Administrator.

Navigating the EMS Web App

Your EMS Web App home page looks like below.

- On the left, you have a menu bar with the following options:
 - Create a Reservation:** takes you to your reservation templates
 - My Events:** takes you to your event list of upcoming and past events in EMS
 - Browse:** takes you to the search features in the Web App
 - Events:** See all events in your organization
 - Locations:** See the free/busy of all the rooms in your organization
- On the main section of the page, you see **My Reservation Templates**, which allows you to make a quick booking right from your home page.
- Below that is a list of your bookings for the day along with a search option to find your reservations.
- Finally, in the upper right-hand corner, you see your name and a drop-down for your account options.

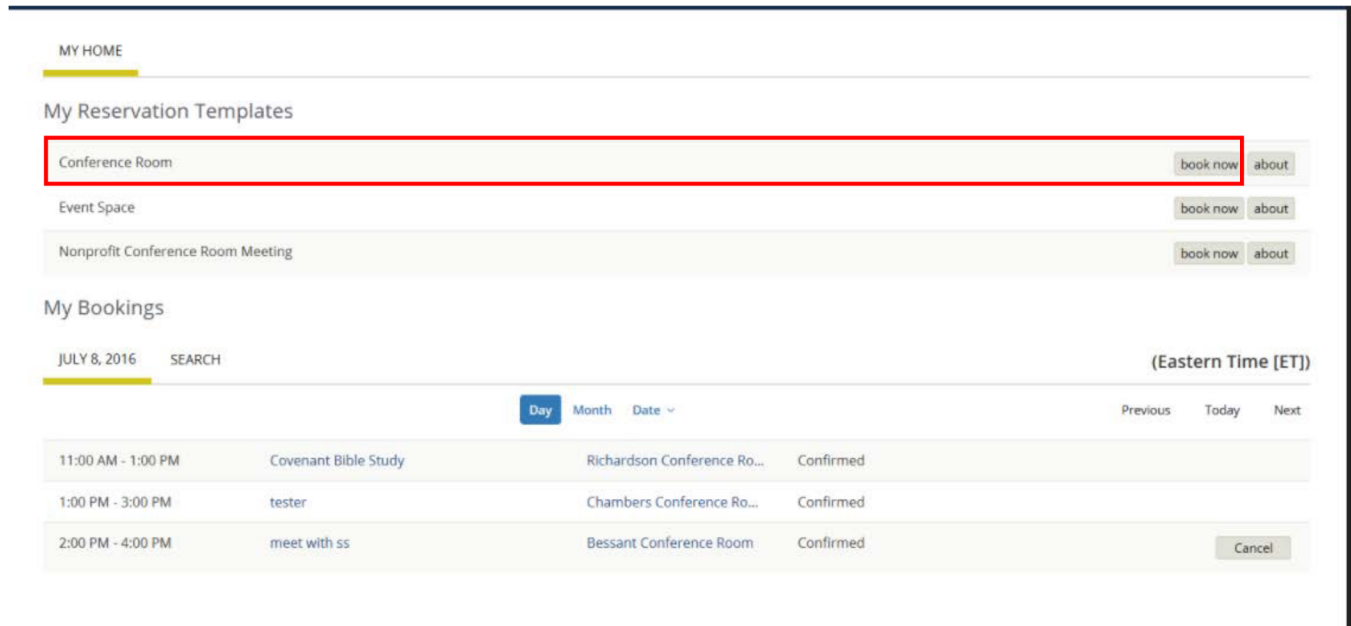
The screenshot shows the EMS Web App interface. Callout 1 points to the left-hand navigation menu with options: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, EVENTS, LOCATIONS, and PEOPLE. Callout 2 points to the 'My Reservation Templates' section, which lists 'Conference Room', 'Event Space', and 'Nonprofit Conference Room Meeting', each with 'book now' and 'about' buttons. Callout 3 points to the 'My Bookings' section for 'JULY 8, 2016', showing a table of reservations. Callout 4 points to the top right corner showing the user's name 'Sara Rae' and a profile icon.

Time	Event Name	Location	Status	Action
11:00 AM - 1:00 PM	Covenant Bible Study	Richardson Conference Ro...	Confirmed	
1:00 PM - 3:00 PM	tester	Chambers Conference Ro...	Confirmed	
2:00 PM - 4:00 PM	meet with ss	Bessant Conference Room	Confirmed	Cancel

Making Reservations

Single Reservation

1. To make a reservation, begin at either **My Home** or **Create Reservation**
2. Click **book now** next to the template you wish to use
 - ***NOTE** – The templates are designed for different kinds of bookings. Use the one that best matches your reservation needs. The **about** button will tell you the rules of the template.



3. Select your date and time

