Web App Reference Guide for EMS

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.

1. 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/bisy of all the rooms in your organization

2. 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.

3. Below that is a list of your bookings for the day along with a search option to find your reservations.

4. Finally, in the upper right-hand corner, you see your name and a drop-down for your account options.
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

   ![Select Date and Time](image-url)