EMS Web App (reservations.trincoll.edu)

Entering a Reservation:

The default screen when you open the Web App is "My Home". The "Site Home" page provides general information about reserving space and the left-side menu.

On "My Home", you will see a list of your templates and bookings. To make a reservation choose the proper template and click on the "book now" button. You may also do this from the "Create A Reservation" page. You can navigate there from the list on the left hand side of the page.
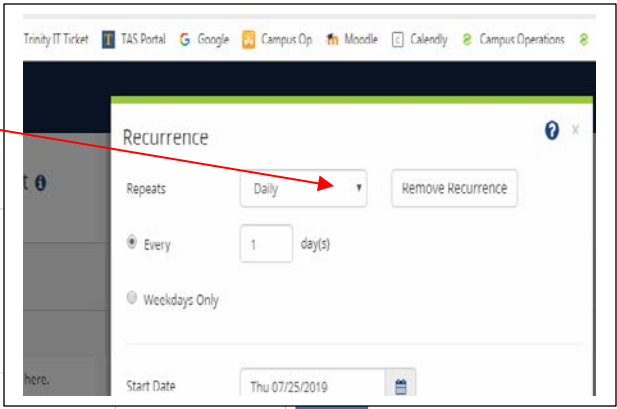

Once you click "book now" you will move to the reservation screen (see next page):

Date/Time information.

Use the Recurrence button for reservations with multiple dates. If you want to choose days with no pattern, choose "Random" for "Repeats".

Changes how the rooms display below

Filter buildings

Optional filters

Choose a specific room by name

Suitable rooms based on your template

Recurrence

| Repeats | Daily ▼ | Remove Recurrence |

● Every 1 day(s)

○ Weekdays Only

Start Date Thu 07/25/2019

New Booking for Thu Jan 12, 2017

Date & Time

Date
Thu 01/12/2017   Recurrence

Start Time   End Time
10:30 AM   11:30 AM

Create booking in this time zone
Eastern Time ▼

Locations   Add/Remove
(all)

Search

● Let Me Search For A Room

Setup Types   Add/Remove
(no preference)

Room Types   Add/Remove
(all)

Features   Add/Remove
(none)

Number of People
1

Search

● I Know What Room I Want

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST   SCHEDULE

☐ Favorite Rooms only.

Room	Location	Floor	TZ	Cap	Price	Match
Rooms You Can Request						
Alden Trust Computing Lab B02	Raether Center	Level B	ET	24		
United Technologies Computing Lab B03	Raether Center	Level B	ET	32		
Engineering Student Project Lab 071	Nutt MECC	Basement	ET	1		
Muslim Prayer Room 100	Summit Suites	First Floor	ET	10		
CTL Conference Room 101	Hallden Hall - North Wing	First Floor	ET	10		
Lecture Room 102	McCook Academic Building	First Floor	ET	36		
Seminar Room 103	English Building	First Floor	ET	15		
Seminar Room 103	Program on Public Values	(none)	ET	25		
Seminar Room 103	Raether Center	Level 1	ET	16		
Dangremond Family Commons 104	Hallden Hall - North Wing	First Floor	ET	60		
English Reading Room 104	English Building	First Floor	ET	20		
Physics Conference Room 104	McCook Academic Building	(none)	ET			

When you have chosen the room you want, click on the blue plus sign next to the room, and it will appear at the top of the page. You will be asked to confirm set up type and number of attendees.

Selected room

You can edit attendance and set up type here. Set up type must be one defined for the room.

Requests not yet submitted

✖ Space/Support Services Requests - Employees ⓘ

🛒 My Cart (1)   **Create Reservation**

1 Rooms   2 Services   3 Reservation Details

New Booking for Fri Jan 13, 2017   **Next Step**

Date & Time	Selected Rooms ✏ Attendance & Setup Type
Date	⊖ Reese Room
Fri 01/13/2017 📅 Recurrence	**Room Search Results**
Start Time **End Time**	LIST SCHEDULE
7:00 AM 🕐 8:00 AM 🕐	☐ Favorite Rooms only. Find A Room **Search**
Create booking in this time zone	Room Location Floor TZ Cap Price Match ⌄
Eastern Time ▾	Rooms You Can Request

To move to the next step, you may either click one of the tabs at the top or the "Next Step" button. If you need Media Technology to support your event, you can select this on the next step, "Services".

1 Rooms   2 Services   3

Services For Your Reservation

Use the arrow to expand the choices in each area.

Media and Info Tech Services		Service
Package	⌃	
Services	⌃	
Equipment	⌄	

Late Fee	LCD Projecter (Installed)
LCD Projector (Portable)	PC Laptop Computer
Projection Screen	Standing Microphone
Teleconference Phone	Wireless Microphone - Hand held
Wireless Microphone - Lapel	Podium Microphone
Table Microphone	

Misc. Notes	⌃

Once you have entered any MTS services, click next and move to "Reservation Details". All boxes in red are required.

✕ Space/Support Services Requests - Employees ℹ

1 Rooms ▸ 2 Services ▸ 3 Reserv

Reservation Details

Event Details

Provide an event name and type.

Event Name *

Event Type *

Group Details

Group *

Use the down arrow to select the appropriate group. Some people will have multiple groups listed.

1st Contact

Select your name here. You should not have to type your name and contact information here. If your name does not appear, please let your events coordinator know.

Attachments

Select your files   Drag and drop your files here

The second half of this page has questions pertaining to your event information. This information helps the Events Office, Campus Safety, MTS and Dining Services plan your event successfully. Please complete this section fully and accurately as it will help everyone involved. All fields with an asterisk are required.

Additional Information

To assist with the planning of your use of College space, please check all items that are applicable by clicking "Add/Remove" below: *

Add/Remove

Please provide any additional information which will assist in planning of your use of College space (if none, type n/a): *

Please check all types of attendees for requested event or program by clicking "Add/Remove" below: *

Add/Remove

FACILITIES: Please describe your needs (e.g space set up, tent, power), if none, type as is: *

MEDIA TECH AND INFORMATION SERVICES: Will you be requesting MTS and/or ITS for this event? *

Choose one ▼

CATERING: Will food and beverage be provided at this event? If an external caterer, please type the name of the caterer below *

Choose one ▼

To see your options, click "Add/Remove".

Use the down arrows to see your options.

External caterer

[ ]

ALCOHOL: Service must be provided by Dining Services along with any food needs. Will you be requesting alcohol to be served at this event? *

[Choose one ▼]

DEPT ACCOUNT #: The # in the Billing Reference box at the bottom of this web page (do not edit) refers to your dept. # in PeopleSoft and validates the reservation. If a different account is to be used for event charges, please provide the account # below

[ ]

Billing Information

Billing Reference *

[1100-95000-9410000]

When you choose your group above, it should automatically add your account number under "Billing Reference".

If that number is not the one you want to use, add the correct one under "Dept Account #".

Once you have completed this page, click "Create Reservation" in the lower right to submit your request. The page below will appear after you submit.

≡ ✲ ems   Room Request

🏠 HOME

📅 CREATE A RESERVATION

▥ MY EVENTS

BROWSE

🔖 EVENTS

📍 LOCATIONS

👥 PEOPLE

Reservation Created

Reserved!

What would you like to do now?

> Add to my calendar.
> Edit this reservation.

If necessary, you may edit the reservation or add it to your calendar.

Editing a Reservation:

Please keep in mind that when you edit an existing reservation it will revert back to a web request even if it was previously confirmed.

To edit a reservation, you need to navigate to "My Events". Although "My Bookings" looks promising, this section only provides information.

"My Events" shows you all of your reservations, both current and past. From this page, you can search for specific reservations and then enter that reservation to edit it. Click on the name of the reservation to enter that reservation.

‹ My Events / Matt Peak beginning Jan 18, 2017 (69759)

RESERVATION DETAILS

✎ Edit Reservation Details

Event Name	Matt Peak
Event Type	Meeting - Dept/Committee
Group	Human Resources
1st Contact Name	Sandra F Magee

Reservation Tasks

Booking Tools
✗ Cancel Reservation

View Reservation Summary
View Service Availability
⬇ Add to My Calendar

Bookings

CURRENT   PAST

☐ Include cancelled bookings

Cancel Bookings   Booking Tools

New Booking

	Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
	Wed Jan 18, 2017	9:30 AM	11:00 AM	ET	Smith House - English Room	2	Conference ▾	Confirmed
⊖	Thu Jan 19, 2017	10:00 AM	11:30 AM	ET	Smith House - English Room	2	Conference ▾	Confirmed
✎ ⊖	Fri Mar 3, 2017	10:00 AM	11:30 AM	ET	Smith House - English Room	2	Conference ▾	Confirmed

There are several things that you can edit from this page.

1. Cancel a reservation

2. Change the date or time of the booking.

3. Cancel a booking (n.b. you must cancel bookings within 24 hours)

4. Edit reservation details (name, type, group, contacts, billing)

5. There are two other major changes you can make, editing the booking and adding a new booking.

Editing a Booking:

If you click on the pencil to edit a booking, you will see the screen below (n.b. you may only edit up to 48 hours before the booking):

Edit Booking Fri Mar 3, 2017

Event Details

Event Name *

Matt Peak

Event Type *

Meeting - Dept/Committee

Date & Time

Date

Fri 03/03/2017

Start Time   End Time

10:00 AM   11:30 AM

Create booking in this time zone

Eastern Time

Locations   Add/Remove

Smith House

Search

⊙ Let Me Search For A Room

⊙ I Know What Room I Want

Room Name

Room Search Results   ✎ Attendance & Setup Type

LIST   SCHEDULE

☐ Favorite Rooms only.

Find A Room   Search

7 AM 8   9   10   11   12 PM 1   2   3   4   5   6   7   8   9   10   11

Rooms You Can Request

Smith House (ET)   Cap   7 AM 8   9   10   11   12 PM 1   2   3   4   5   6   7   8   9   10   11

English Room   10

⊕ Painter Room   10

⊕ Reese Room   70

Availability Legend

Update Booking   Cancel

If you are using the same room, but changing other aspects, click "Update Booking" when done.

If you are changing the room (as well as other aspects), then click the blue plus sign next to the room you want to use. This will load a page with only the new room showing in the grid. Once everything is set, click "Update Booking" to finish the update.

This is the same as entering a new reservation. You can change name, type, date, time and location.

Adding a Booking:

When you click on the "New Booking" button, you will see the page below:

New Booking for Thu Jan 19, 2017

Date & Time

Date
Thu 01/19/2017   📅   Recurrence

Start Time   End Time
2:00 PM   ⊙   3:00 PM   ⊙

Create booking in this time zone
Eastern Time   ▼

Locations   Add/Remove
Smith House

Search

⊘ Let Me Search For A Room

Setup Types   Add/Remove
(no preference)

Room Types   Add/Remove
(all)

Features   Add/Remove
(none)

Number of People
1

Search

⊙ I Know What Room I Want

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

The process is the same as entering a new reservation. Choose your date, time and room. Once you have done this, hit the green "Update Booking" button in the upper right. It will then ask for attendance and set up type. The main difference is that you need not enter all of the reservation details over again.