

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.

The screenshot shows the 'My Home' page of the EMS Web App. The page is titled 'Trinity College EMS Web App Reservations' and features a user profile for 'Elliot Levesque'. A left-hand navigation menu includes options like 'HOME', 'CREATE A RESERVATION', 'MY EVENTS', 'BROWSE', 'EVENTS', 'LOCATIONS', 'PEOPLE', 'CONFIGURATION', 'USER SECURITY', and 'LINKS'. The main content area is divided into 'My Reservation Templates' and 'My Bookings'. The 'My Reservation Templates' section lists various templates such as 'Admissions and Career Development Center Request', 'Athletic Fields', 'Athletics - Space/Support Services Requests', 'Austin Arts Room View', 'Cinestudio', 'College Events View', 'College Vehicle Requests', and 'Constitution Plaza Requests'. Each template has a 'book now' button and an 'about' link. The 'My Bookings' section shows a calendar for 'NOVEMBER 18, 2021' with a search function and a list of bookings, including one for '7:00 AM - 8:00 AM' at 'Raether Library and Information Technology Center - Joslin Family 18'. Annotations with red arrows point to the 'CREATE A RESERVATION' link in the menu, the 'book now' button for a template, and the 'about' link for a template. A box labeled 'Template description' points to the 'about' link, and a box labeled 'Book Now' button points to the 'book now' button.

Annotations:

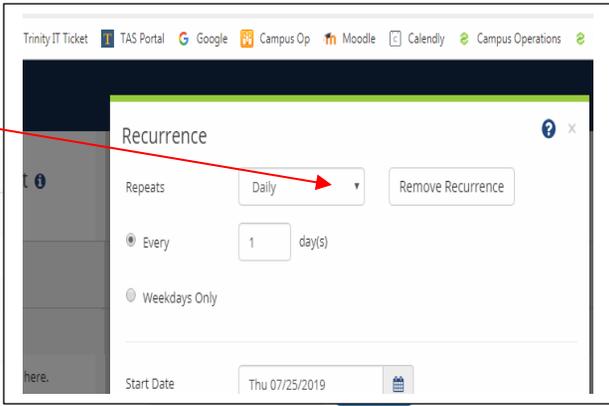
- Create a Reservation link
- Templates
- Template description
- “Book Now” button

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

New Booking for Sat Nov 20, 2021

Date & Time

Date: Sat 11/20/2021

Start Time: 12:00 PM End Time: 1:00 PM

Create booking in this time zone: Eastern Time

Locations: (all)

Let Me Search For A Room

Setup Types: (no preference)

Room Types: (all)

Features: (none)

Number of People:

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 | Filter Match |
|---|---|--------------|----|-----|--------------------------|
| Rooms You Can Request | | | | | |
| <input type="checkbox"/> Academic Club | Hamlin Hall | First Floor | ET | 40 | <input type="checkbox"/> |
| <input type="checkbox"/> Alden Trust Computing Lab B02 | Raether Library and Information Technology Center | Level B | ET | 24 | <input type="checkbox"/> |
| <input type="checkbox"/> Alumni Lounge | Mather Hall | Second Floor | ET | 24 | <input type="checkbox"/> |
| <input type="checkbox"/> Alumni/Washington Lobby | Mather Hall | Second Floor | ET | 4 | <input type="checkbox"/> |
| <input type="checkbox"/> Auditorium 105 | Clement Chemistry Building | First Floor | ET | 55 | <input type="checkbox"/> |
| <input type="checkbox"/> Auditorium 320 | Austin Arts Center | Third Floor | ET | 104 | <input type="checkbox"/> |
| <input type="checkbox"/> Austin Arts Center Entrance | Exterior Space | (none) | ET | 200 | <input type="checkbox"/> |
| <input type="checkbox"/> Bigelow Classroom N129 | Seabury Hall | First Floor | ET | 39 | <input type="checkbox"/> |
| <input type="checkbox"/> Bishops Lounge | Mather Hall | First Floor | ET | 10 | <input type="checkbox"/> |
| <input type="checkbox"/> Blume Language and Culture Learning Center 119 | Raether Library and Information Technology Center | Level 1 | ET | 20 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Bogle Student Multi-Use Room S204 | Seabury Hall | Second Floor | ET | 28 | <input type="checkbox"/> |

When you have chosen the room you want, click on the green plus sign next to the room, and it will appear at the top of the page. You may choose multiple rooms if need be. If a room is already booked, it will not show on the list of rooms. You will be asked to confirm set up type and number of attendees when you add a room to the request.

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

Date & Time

Date: Fri 01/13/2017 Recurrence

Start Time: 7:00 AM End Time: 8:00 AM

Create booking in this time zone: Eastern Time

Selected Rooms Attendance & Setup Type

Room Search Results

LIST SCHEDULE

Favorite Rooms only.

| Room | Location | Floor | TZ | Cap | Price | Match |
|-----------------------|----------|-------|----|-----|-------|-------|
| Rooms You Can Request | | | | | | |

Find A Room Search

Next Step

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

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 | ^ |

Use the arrow to expand the choices in each area.

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

Provide an event name and type.

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

Student Group Details format:
1st contact: college employee responsible for the event
2nd contact: student leader responsible for the event

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 or SAIL liaison know.

Space/Support Services Requests - Employees ⓘ

1 Rooms ▶ 2 Services ▶ 3 Reservation Details

Reservation Details

Event Details

Event Name *

Event Type *

Group Details

Group *



1st Contact

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. Depending on the template you are using, the questions may be different than what is below, but they work the same way.

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): *

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

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? *

Use the down arrows to see your options.

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

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? *

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 *

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.

- HOME
- CREATE A RESERVATION
- MY EVENTS
- BROWSE
 - EVENTS
 - LOCATIONS
 - PEOPLE
- CONFIGURATION
 - USER SECURITY
- LINKS
 - Gathering Guidance Nov/Dec 2...

Reservation Created

- 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.

The screenshot shows a web application interface for managing reservations. On the left is a vertical navigation menu with the following items: HOME (with a house icon), CREATE A RESERVATION (with a calendar icon), MY EVENTS (with a grid icon), BROWSE (with a magnifying glass icon), EVENTS (with a calendar icon), LOCATIONS (with a location pin icon), and PEOPLE (with a group of people icon). The main content area has two tabs: SITE HOME and MY HOME (which is selected and highlighted in yellow). Below the tabs, there are two sections: 'My Reservation Templates' and 'My Bookings'. The 'My Reservation Templates' section lists several request types: Advancement Vehicle Requests, Athletics - Space/Support Services Requests, Bantam Bikes Requests, Career Development Center Request, College Vehicle Requests, CTL Conference Room, English Reading Room Request, and Library/IT Request. The 'My Bookings' section shows a date filter set to 'JANUARY 17, 2017' and a 'SEARCH' button. Below this, there is a table of bookings. The first row shows a booking for '10:30 AM - 10:30 AM' by 'David Weinstein' at 'Smith House - Guest Room 22 (2 twin b...)' with a status of 'Confirmed'. At the bottom right of the interface, there are view options: 'Day' (selected), 'Month', and 'Date' with a dropdown arrow.

| Time | Name | Location | Status |
|---------------------|-----------------|--|-----------|
| 10:30 AM - 10:30 AM | David Weinstein | Smith House - Guest Room 22 (2 twin b... | Confirmed |

“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.

The screenshot shows a web interface for managing reservations. At the top, there's a breadcrumb trail: "My Events / Matt Peak beginning Jan 18, 2017 (69759)". Below this is a "RESERVATION DETAILS" section with a pencil icon for "Edit Reservation Details". The details include: Event Name (Matt Peak), Event Type (Meeting - Dept/Committee), Group (Human Resources), and 1st Contact Name (Sandra F Magee). To the right is a "Reservation Tasks" sidebar with options: "Booking Tools", "Cancel Reservation", "View Reservation Summary", "View Service Availability", and "Add to My Calendar". Below the details is a "Bookings" section with tabs for "CURRENT" and "PAST". A "New Booking" button is on the right. A table lists bookings with columns: Date, Start Time, End Time, Time Zone, Location, Attendance, Setup Type, and Status. Red arrows point from the text below to the "Edit Reservation Details" link, the "Cancel Reservation" link, the "Booking Tools" link, the "Add to My Calendar" link, and the "New Booking" button.

| 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. You must cancel bookings within the time set on the template, which is general 24 or 48 hours, but does vary
4. Edit reservation details (name, type, group, contacts, billing, additional information)
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 if you are within the timeframe to make a request, generally 24 or 48 hours depending on the template):

Edit Booking Sat Nov 27, 2021

Event Details

Event Name *
TEST

Event Type *
Meeting - Dept/Committee

Date & Time

Date
Sat 11/27/2021

Start Time
12:30 PM

End Time
1:30 PM

Create booking in this time zone
Eastern Time

Locations
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

| Room | Cap | 7 AM | 8 | 9 | 10 | 11 | 12 PM | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|-------------------|-----|------|---|---|----|----|-------|---|---|---|---|---|---|---|---|---|----|----|
| Smith House Lobby | 10 | | | | | | | | | | | | | | | | | |
| Cuppia Room | 4 | | | | | | | | | | | | | | | | | |
| English Room | 6 | | | | | | | | | | | | | | | | | |
| Mason Room | 4 | | | | | | | | | | | | | | | | | |
| Painter Room | 6 | | | | | | | | | | | | | | | | | |
| Reese Room | 60 | | | | | | | | | | | | | | | | | |
| Ware Room | 4 | | | | | | | | | | | | | | | | | |

Update Booking Cancel

Availability Legend

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

If you are changing the room (as well as other aspects), first hit the “Search” button to load rooms. Then click the green 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.

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

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 | Selected Rooms |
| Date Thu 01/19/2017  Recurrence | Your selected Rooms will appear here. |
| Start Time 2:00 PM  | Room Search Results |
| End Time 3:00 PM  | Rooms matching your search criteria will appear here. |
| 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 | |

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 Reservation” button in the upper right. The main difference is that you need not reenter all of the reservation details (group, title, additional information etc.).