

USING VIRTUAL EMS TO MAKE A ROOM REQUEST

1) LOG-IN:

- Point your web browser to (<https://reserve.rochester.edu/>) and log in using your email address and the starting password, which is your UR ID#.

The screenshot shows the login page of the University of Rochester's Virtual EMS system. The browser's address bar displays <https://reserve.rochester.edu>. The page features a dark blue header with the University of Rochester logo and a 'Welcome, Guest.' message. A left sidebar contains navigation links for HOME, BROWSE, LOCATIONS, and LINKS. The main content area is titled 'Sign In' and includes instructions: 'Please sign in using the email address associated with your account. If you are having problems logging into the EMS Web App, please click the help symbol (?) located up and to the right.' Below the instructions are two input fields: 'User Email *' and 'Password *', followed by a blue 'Sign In' button. An arrow points from the text 'starting password, which is your UR ID#' to the 'Password *' field.

2) MY-ACCOUNT

- Once you've logged in, hover over "Your Name" and click "My Account".

The screenshot shows the 'My Account' page after logging in. The browser's address bar displays <https://reserve.rochester.edu/Default.aspx>. The header now shows the user's name 'Peterson, Zachary' with a dropdown arrow. A dark blue button labeled 'My Account' is visible, with an arrow pointing to it from the text 'click "My Account"'. Below the header, the page is divided into sections: 'My Reservation Templates' (listing 'ESM Student Rehearsal Reservation' with 'book now' and 'about' links), 'My Bookings' (showing a calendar for 'AUGUST 20, 2018' with a search bar and a message 'There are no bookings for August 20, 2018'), and 'My Infographics' (displaying booking counts for 'Today' (0), 'This Week' (0), and 'This Month' (1)).

3) EDIT-MY ACCOUNT

The screenshot shows the 'My Account' page with the following fields and options:

- Time Zone ***: Eastern Time (dropdown)
- Email Address**: (text input, red border, error message: "Please type your email.")
- Name ***: (text input, red border, error message: "Please type your name.")
- Phone 1**: (text input)
- Phone 2**: (text input)
- Current Password**: (text input)
- New Password**: (text input, Password Strength indicator)
- Re-enter New Password**: (text input)
- Save Changes**: (blue button, highlighted by an arrow)

- Change your password then click “Save”. Once this action is completed, subsequent logins will require your new password.

4) MAKING A REHEARSAL OR RECORDING RESERVATION:

- Under “My Reservation Templates”, both “ESM Student Recording Session” and “ESM Student Rehearsal Reservation” should be listed. Click on “Book Now” to begin booking. Please note, different rooms are available for booking depending on this selection.

The screenshot shows the 'My Home' page with the following sections:

- MY HOME**:
 - My Reservation Templates**: ESM Student Rehearsal Reservation (with 'book now' and 'about' buttons, highlighted by an arrow)
 - My Bookings**:
 - AUGUST 20, 2018 (selected date)
 - SEARCH
 - Eastern Time [ET]
 - Day | Month | Date (dropdown)
 - Previous | Today | Next
 - There are no bookings for August 20, 2018
 - My Infographics**:
 - Today: 0 bookings
 - This Week: 0 bookings
 - This Month: 1 bookings (1 Reserved)

- Insert your “Date, Start & End Time and Facilities.” Click “Find Space.”

Room Request / EMS

Secure | <https://reserve.rochester.edu/RoomRequest.aspx?data=ity3Dem%2byoxGFZTQvNr978n1o%2f9cQOIO>

Apps | HRMS | FedEx | NSC | CDCS | Dummy IDs | Word Press | Staples | SLATE | Facilities | Paradigm | Virtual EMS

Room Request

Peterson, Zachary

ESM Student Rehearsal Reservation

1 Rooms | 2 Reservation Details

New Booking for Mon Aug 20, 2018

Date & Time

Date: Mon 08/20/2018

Start Time: 2:00 PM

End Time: 3:00 PM

Create booking in this time zone: Eastern Time

Locations: (all)

Add/Remove

Search

Let Me Search For A Room

Room Types: (all)

Add/Remove

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.

My Cart (0) Create Reservation

Next Step

5) SELECTING A ROOM (OPTION 1)

- The grid screen shown below will be displayed. White space indicates availability in a room. Private/Blue space represents unavailable space for booking. You will not be allowed to book over “Private” space. Should you see smaller bars attached to a reservation, that is set-up or tear-down time and the room is not available during that time. From this screen, you may alter the Start and End time to choose an available space. System defaults to a one hour booking. Two-one hour bookings may be made.

Room Request / EMS

Secure | <https://reserve.rochester.edu/RoomRequest.aspx?data=ity3Dem%2byoxGFZTQvNr978n1o%2f9cQOIO>

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Let Me Search For A Room

Room Types: (all)

Add/Remove

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 Room...

Find A Room

Search

Rooms You Can Reserve

Room	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5
Eastman School (ET)												
ESM 209	50								Private			
ESM 305	50		Private				Private			Private		
ESM 320	45											
ESM 404	50											
ESM 514	35											
Eastman School Annex ...												
A323	2											
A324	2											
A326	2											
A327	2											

My Cart (0) Create Reservation

Next Step

- To select a location, click on the green plus sign to the left of the room. The room will appear in the “Selected Locations” area.

Room Request / EMS

Room Request

ESM Student Rehearsal Reservation

1 Rooms 2 Reservation Details

New Booking for Mon Aug 20, 2018

Date & Time

Date: Mon 08/20/2018

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

Create booking in this time zone: Eastern Time

Locations: (all)

Room Types: (all)

Number of People: 1

Search

Let Me Search For A Room

I Know What Room I Want

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST SCHEDULE

Favorite Roo...

Find A Room Search

Rooms You Can Reserve

Room	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5
Eastman School (ET)	Cap											
ESM 209	50								Private			
ESM 305	50		Private				Private			Private		
ESM 320	45											
ESM 404	50											
ESM 514	35											
Eastman School Annex ...	Cap											
A323	2											
A324	2											
A326	2											
A327	2											

- V-EMS will then ask you for the number of attendees.

Room Request / EMS

Room Request

ESM Student Rehearsal Reservation

1 Rooms 2 Reservation Details

New Booking for Mon Aug 20, 2018

Date & Time

Date: Mon 08/20/2018

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

Create booking in this time zone: Eastern Time

Locations: (all)

Room Types: (all)

Number of People: 1

Search

Let Me Search For A Room

I Know What Room I Want

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees

1

Add Room Cancel

- To remove the room, click on the red “-” sign and it will remove the room.

The screenshot shows the 'Room Request' interface for 'ESM Student Rehearsal Reservation'. The 'Date & Time' section is set for 'Mon 08/20/2018' from '2:00 PM' to '3:00 PM'. The 'Room Search Results' section shows a calendar view for 'Rooms You Can Reserve'. A red arrow points to a minus sign in the top left corner of the calendar grid, indicating how to remove a room.

SELECTING A ROOM (OPTION 2)

- Click on the LIST tab, and then you will see a list view of all the rooms open. Click on the green plus sign and the room will be added to your reservation.

The screenshot shows the 'Room Request' interface for 'ESM Student Rehearsal Reservation'. The 'Date & Time' section is set for 'Mon 08/20/2018' from '2:00 PM' to '3:00 PM'. The 'Room Search Results' section shows a list view of 'Rooms You Can Reserve'. A red arrow points to a green plus sign next to room A323, indicating how to add a room to the reservation.

Room	Location	Floor	TZ	Cap	Filter Match
A323	Eastman School Annex	(none)	ET	2	<input type="checkbox"/>
A324	Eastman School Annex	(none)	ET	2	<input type="checkbox"/>
A326	Eastman School Annex	(none)	ET	2	<input type="checkbox"/>
A327	Eastman School Annex	(none)	ET	2	<input type="checkbox"/>
A328	Eastman School Annex	(none)	ET	2	<input type="checkbox"/>
A332	Eastman School Annex	(none)	ET	2	<input type="checkbox"/>
A333	Eastman School Annex	(none)	ET	2	<input type="checkbox"/>
A334	Eastman School Annex	(none)	ET	2	<input type="checkbox"/>
A419	Eastman School Annex	(none)	ET	2	<input type="checkbox"/>
A420	Eastman School Annex	(none)	ET	2	<input type="checkbox"/>

- VEMS will then ask you for the number of attendees.

The screenshot shows the 'Room Request / EMS' web application. A modal dialog titled 'Attendance & Setup Type' is displayed, asking the user to enter the number of attendees. The 'No. of Attendees' field contains the value '1'. The background shows the 'Room Request' page with a search bar, filters, and a list of rooms available for reservation.

6) FILL IN EVENT DETAILS:

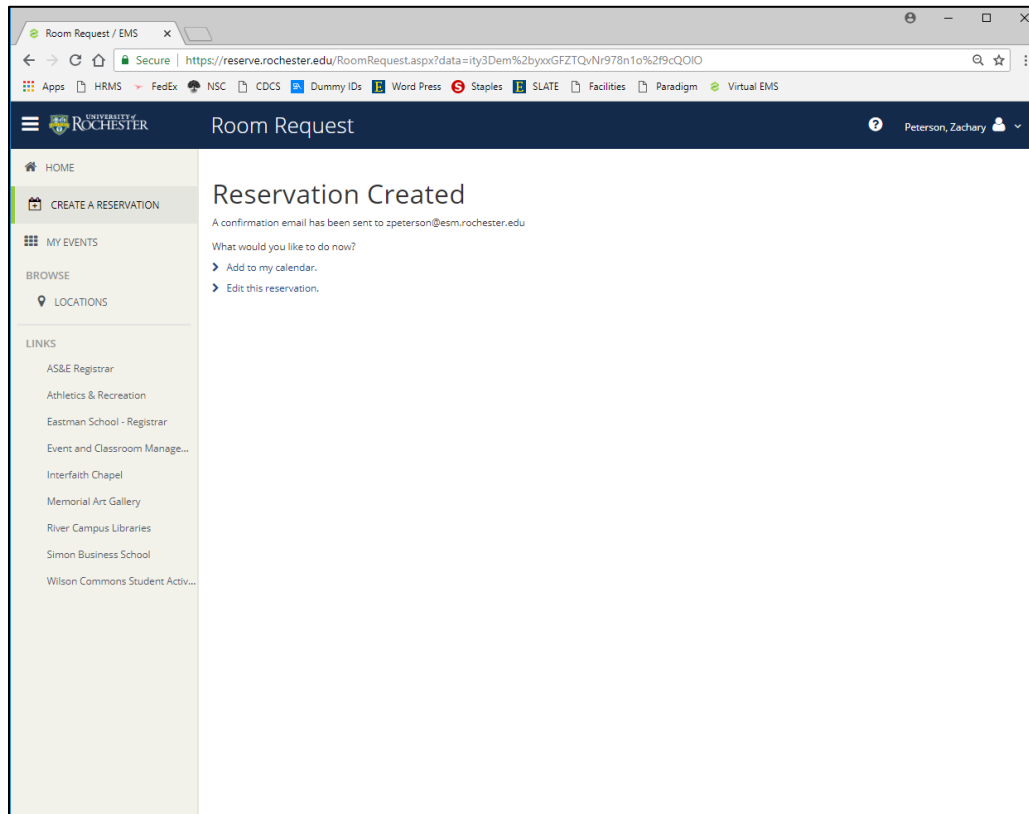
- Fill in “Event Name” with your name. (“Event Type” will autofill based on whether you are reserving a rehearsal or recording space). Select your name from the list in the “1st Contact” box, insert your telephone number in the box provided. You must agree to terms and conditions by checking box, then click “Create Reservation”

The screenshot shows the 'Room Request' page with the 'Reservation Details' tab selected. The form contains the following fields and sections:

- Event Details:**
 - Event Name *: Enter Your Name Here
 - Event Type *: Rehearsal*
- Client Details:**
 - Client *: -ESM Registrar's Office
 - 1st Contact: *Zachary Peterson
 - 1st Contact Phone *: (585) 274-1223
 - 1st Contact Fax: (empty field)
 - 1st Contact Email Address *: zpeterson@esm.rochester.edu
- Agreement:**
 - ☐ I have read and agree to the terms and conditions
- Buttons:**
 - 1 Rooms
 - 2 Reservation Details
 - Create Reservation

Arrows point from the instructions to the corresponding fields in the form.

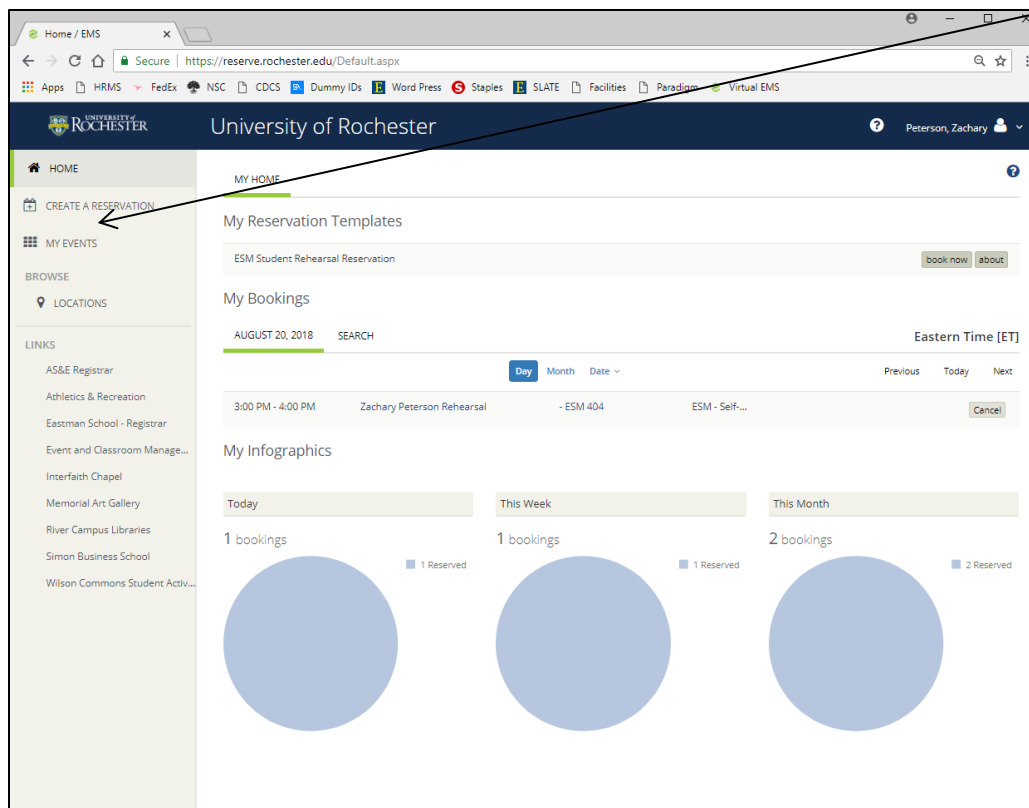
- Once you've submitted the request you'll see **RESERVATION CREATED**, shown below.



- An automated confirmation will be sent to your **email address**.

7) **REVIEWING AND CANCELLING RESERVATIONS:**

- If you'd like to check your existing reservations, pending requests or old reservations you may do so by logging into the system and clicking on "My Events" and clicking on "View My Requests."



- From this screen, you can look at your current reservations, or you can see past (“historical”) reservations. You can also search for a specific reservation if you have the reservation ID number or the event name.

The screenshot shows the 'My Events' page on the University of Rochester reservation system. The page has a sidebar with navigation links and a main content area. The 'RESERVATIONS' tab is selected, and the 'CURRENT' sub-tab is active. A table displays the current reservation:

Name	First/Last Booking	Location	Client	Services	ID	Status
Zachary Peterson Rehearsal	Mon Aug 20, 2018/ Mon Aug 20, 2018 (single booking)	Eastman School - ESM 404	-ESM R...		542606	ESM - Self-Service Con...

- To cancel a booking, you may do so from “My Home”, by clicking “cancel”.

The screenshot shows the 'My Home' page on the University of Rochester reservation system. The page has a sidebar with navigation links and a main content area. The 'MY HOME' tab is selected. The 'My Bookings' section shows a list of bookings for August 20, 2018. A booking for 'Zachary Peterson Rehearsal' is highlighted, and a 'Cancel' button is visible next to it. An arrow points to the 'Cancel' button.

Time	Event	Location	Client	Services	Action
3:00 PM - 4:00 PM	Zachary Peterson Rehearsal	- ESM 404	ESM - Self...		
4:30 PM - 5:30 PM	Zachary Peterson	- ESM 404	ESM - Self...		Cancel

*****PLEASE NOTE*****

STUDENTS MAY SCHEDULE A ROOM FOR UP TO THREE HOURS PER DAY, NO MORE THAN ONE WEEK IN ADVANCE. FAILURE TO COMPLY WILL RESULT IN YOU BEING REMOVED FROM USING VIRTUAL EMS!!