

# Event Management System

## EMS Web App Tutorials

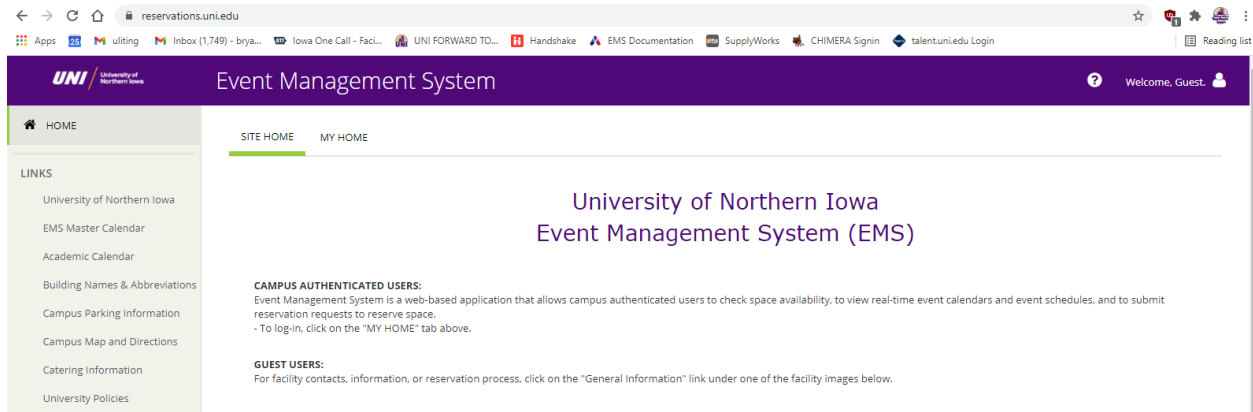
### Building Hour Change - Core Hour Request

#### 01/02/24

#### How to login to EMS Web App:

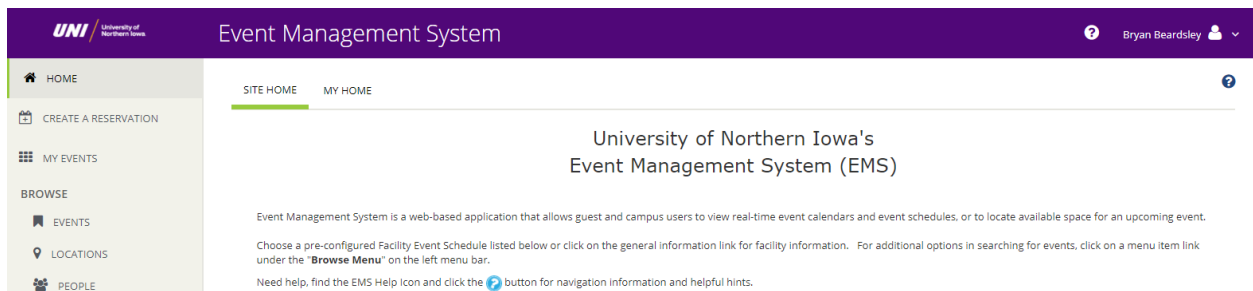
Go to EMS Web App at: [reservations.uni.edu](https://reservations.uni.edu)

1. Click on the Welcome, Guest => Sign In
  - a. Enter your CatID username
  - b. Enter your CatID passphrase
  - c. Click Login
  - d. If this is your first time logging into EMS Web App, complete the user account fields.
  - e. Once you are logged in, your name should appear in the top right corner of the page.

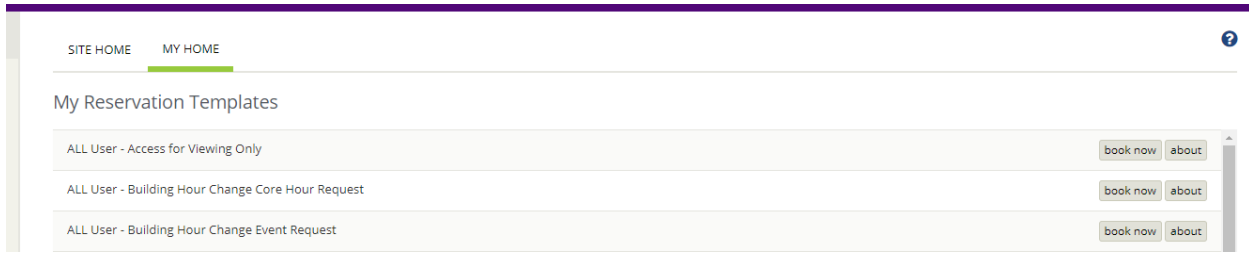


#### How to access your Reservation Templates:

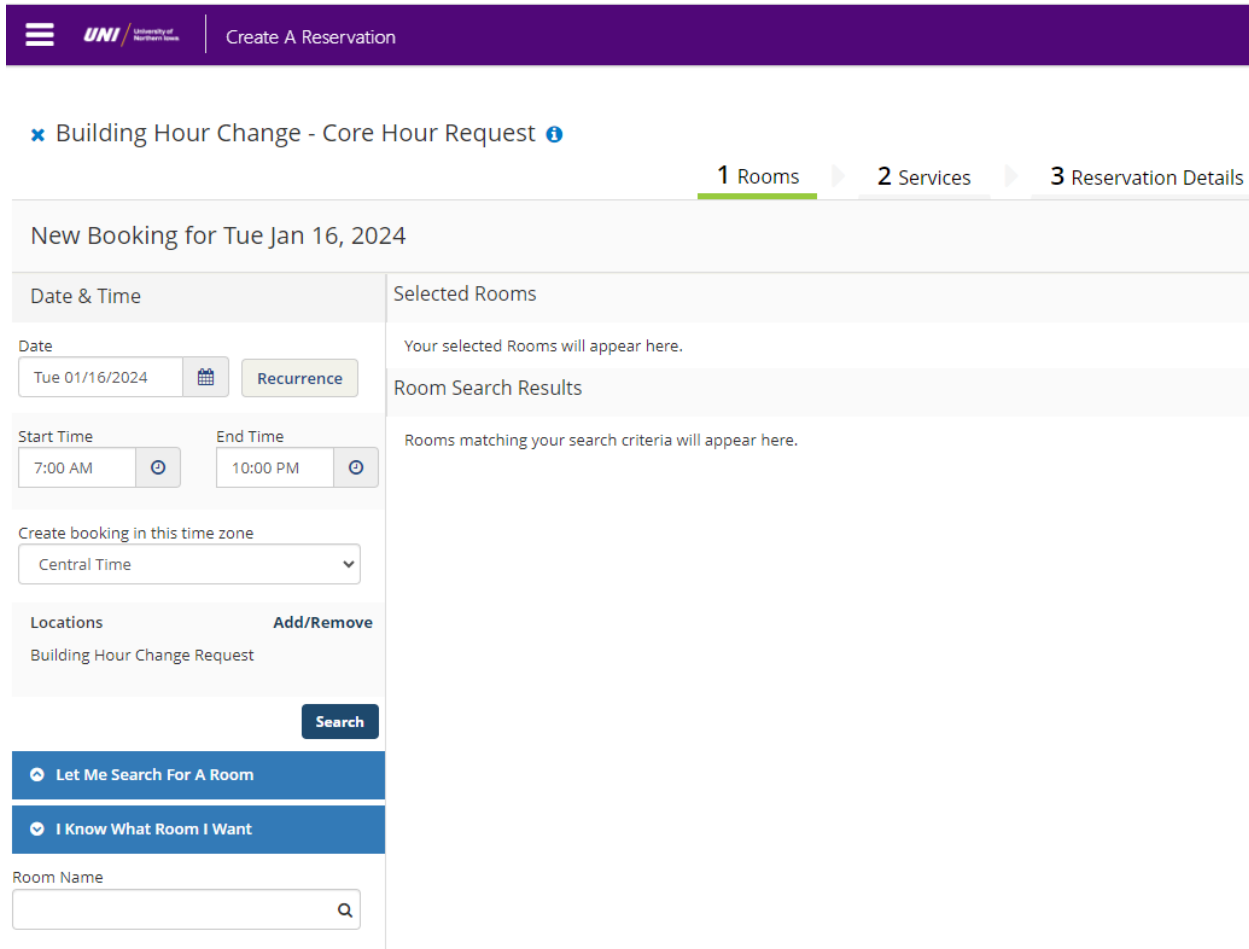
- (2) Click on the "My Home" tab on the upper menu bar for the Reservation Templates.



- (3) Choose the Reservation Template that you would like to use.
  - a. Click on the “Book Now” tab on the right.
  - b. Click on the “About” tab for more information about this template.
  - c. Click on the “All User – Building Hour Change Core Hour Request” template.



- (4) In the date & Time section, choose the first date your core hours will be effective.
  - a. Choose the Date that your core hours will start.
  - b. You will not use the “Recurrence” button on this form.
  - c. Choose the Start Time and End Time on this date.
  - d. Click on the “Search” button to search for the buildings.



(5) Rooms You Can Reserve:

- a. You can change how you view rooms by choosing with “LIST” or “SCHEDULE” at the top of the room listing.
- b. Choose the building and click on the (+) next to the building name. This will add your choice to the Selected Rooms section.

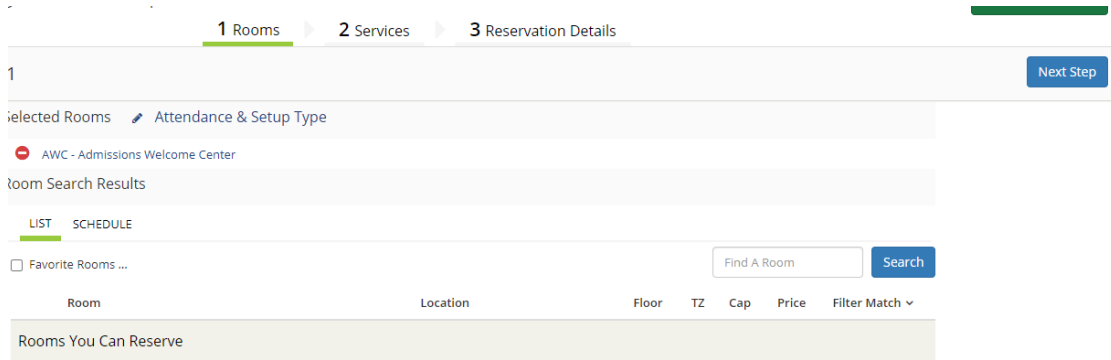
The screenshot shows the UNIVIS reservation system interface. At the top, there is a purple header with the UNIVIS logo and the text "Create A Reservation". Below the header, there is a navigation bar with three tabs: "1 Rooms", "2 Services", and "3 Reservation Details". The main content area is titled "New Booking for Tue Jan 16, 2024". On the left side, there is a "Date & Time" section with fields for "Date" (Tue 01/16/2024), "Start Time" (7:00 AM), and "End Time" (10:00 PM). There is also a "Recurrence" button and a "Create booking in this time zone" dropdown set to "Central Time". Below this is a "Locations" section with "Add/Remove" and "Search" buttons, and a "Room Name" search field. The main area is titled "Selected Rooms" and contains a "Room Search Results" section. It has a "LIST" tab selected and a "SCHEDULE" tab. There is a checkbox for "Favorite Rooms only." and a "Find A Room" button. Below this is a table titled "Rooms You Can Reserve" with columns: Room, Location, Floor, TZ, Cap, and Price. The table lists several rooms, all with a location of "Building Hour Change Request", a floor of "(none)", a time zone of "CT", and a capacity of "1000".

(6) Attendance & Setup Type

- a. You do not have to make any changes on this area.
- b. Click “Add Room” to add this room to your selected rooms.

The screenshot shows a dialog box titled "Attendance & Setup Type". The text inside the dialog box reads: "To continue, please enter the number of attendees and desired setup type for this Room." Below this text are two fields: "No. of Attendees \*" with a text input field containing the number "1", and "Setup Type \*" with a dropdown menu showing "Standard Setup - As Is". At the bottom right of the dialog box are two buttons: "Add Room" and "Cancel".

- (7) To complete the rooms section:
- Click on the “Next Step” button on the top right corner of your screen.
  - This will advance you to the Services page



- (8) Services for your reservation request:
- Complete (answer all questions) in the sections that apply to your situation.
    - Core Hour Exterior Doors Questions
    - Core Hour Interior Doors Questions
    - Core Hour ID Card Access Questions
  - Make sure you answer all questions within the section.

1 Rooms ▶ 2 Services

### Services For Your Reservation

**WA - Core Hour Exterior Doors**

Please answer the Exterior Door questions ▼

1) Please list the Date Range/Period?	2) Please list the Exterior Door Hours?
3) Additional Comments?	

**WA - Core Hour Interior Doors**

Please answer the Interior Door questions ▼


1) Please list the Date Range/Period?	2) Please list the Interior Door Hours?
3) Additional Comments?	

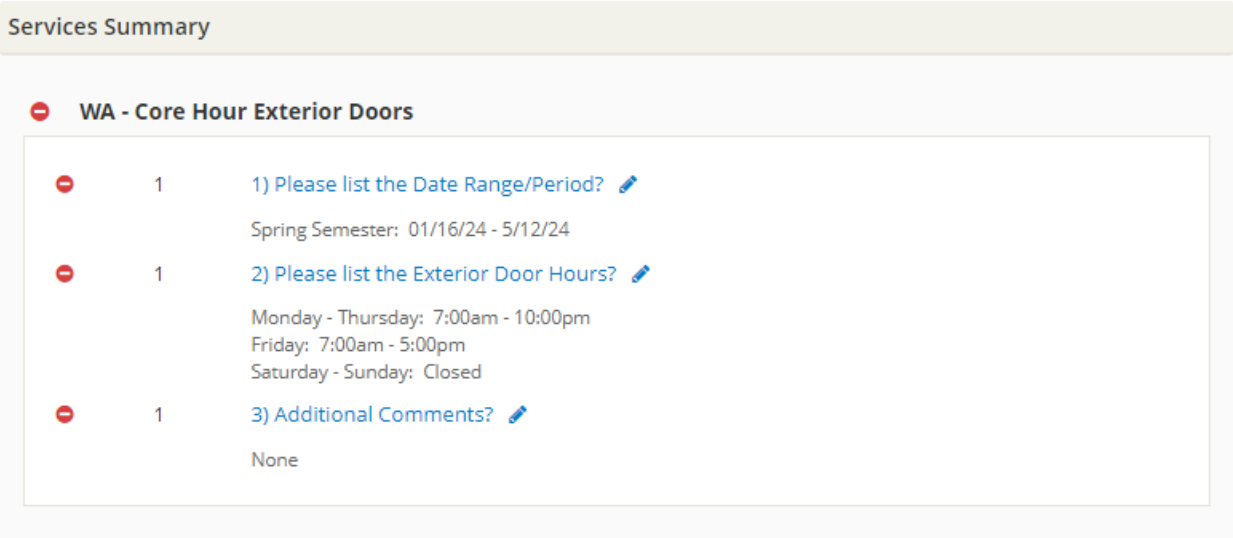
**WA - Core Hour ID Card Access**

Please answer the IDCard Access questions? ▼




1) Please list the Date Range/Period?	2) Do you need Electronic Access scheduled?
3) Additional Comments?	

(9) Services Summary

- a. As you add notes to your fields, the questions answers will be added to your reservation Services Summary on the right side of your screen.
- b. For this example, I used the Core Hour Exterior Doors section.
- c. If you want to change any of your answers:
  - i. click on the “pencil image” to edit the answer
  - ii. click the  button to delete the answer.

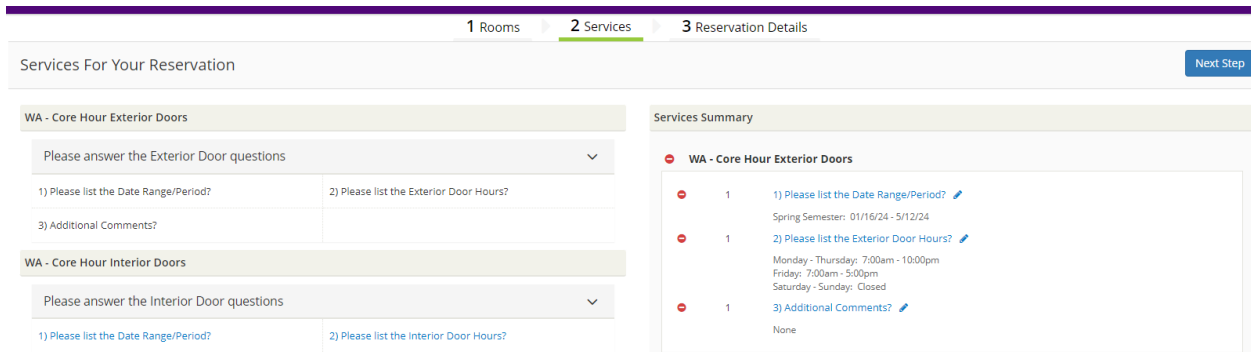


The screenshot shows a section titled "Services Summary" with a sub-header "WA - Core Hour Exterior Doors". Below this, there are three items, each with a red minus button on the left and a pencil icon on the right:

- 1) Please list the Date Range/Period?   
Spring Semester: 01/16/24 - 5/12/24
- 2) Please list the Exterior Door Hours?   
Monday - Thursday: 7:00am - 10:00pm  
Friday: 7:00am - 5:00pm  
Saturday - Sunday: Closed
- 3) Additional Comments?   
None

(10) To complete the services section:

- a. Click on the “Next Step” button on the top right corner of your screen.
- b. This will advance you to the Reservation Details page



The screenshot shows a reservation interface with three tabs: "1 Rooms", "2 Services", and "3 Reservation Details". The "2 Services" tab is active. Below the tabs, there is a "Services For Your Reservation" section with a "Next Step" button on the right. The "Services For Your Reservation" section is divided into two parts: "WA - Core Hour Exterior Doors" and "WA - Core Hour Interior Doors". Each part has a dropdown menu to "Please answer the [Exterior/Interior] Door questions" and two input fields for "1) Please list the Date Range/Period?" and "2) Please list the [Exterior/Interior] Door Hours?". The "Services Summary" section on the right shows the same three items as in the previous screenshot, with a red minus button on the left of each item.

(11) Reservations Details: Event Details section

- a. Event Name will auto-populate, so changes are not needed.
- b. Event Type will auto-populate, so changes are not needed.

**Event Details**

<b>Event Name *</b> <input type="text" value="Building Core Hour Changes"/>	<b>Event Type *</b> <input type="text" value="Bldg Core Hours Only (Private)"/>
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(12) Reservation Details: Customer Details section


- a. In the Customer field, click on the dropdown arrow, and choose your department. This field may auto-populate if you only have one customer name on your account.
  - i. If you do not see your correct department name, you can search for your department name using the magnifying glass to the right of the field.
  - ii. When searching for a customer name you can use % with a partial name (ie: %involvement).
- b. In the 1<sup>st</sup> Contact field, click on the dropdown arrow and choose your name. If your name is not in the list, choose (temporary contact) and add your name in the 1<sup>st</sup> contact Name field.
- c. Complete the 1<sup>st</sup> Contact Phone field.
- d. Complete the 1<sup>st</sup> Contact Email Address field
- e. You do not have to complete the 2<sup>nd</sup> contact files.

**Customer Details**

<b>Customer *</b> <input type="text" value="Event Services, Office of"/>	<input type="button" value="Q"/>
<b>1st Contact</b> <input type="text" value="(temporary contact)"/>	<input type="button" value="Q"/>
<b>1st Contact Name *</b> <input type="text" value="(temporary contact)"/>	
<b>1st Contact Phone *</b> <input type="text"/>	<b>1st Contact Fax</b> <input type="text"/>
<b>1st Contact Email Address *</b> <input type="text"/>	
<b>2nd Contact</b> <input type="text" value="(none)"/>	
<b>2nd Contact Phone</b> <input type="text"/>	<b>2nd Contact Fax</b> <input type="text"/>
<b>2nd Contact Email Address</b> <input type="text"/>	

(13) Make and changes on the (1) Rooms, (2) Services, or (3) Reservation Details pages as needed. If you are finished, click on the Create Reservation in the top right corner of the webpage.

Test 

 My Cart (1)

[Create Reservation](#)

[1 Rooms](#)

[2 Services](#)

[3 Reservation Details](#)

If you have any questions, please contact:

- For general building hour questions, please contact Sarah Scott at (319) 273-2648.
- For Building Hour Change – Core Hour Request access, contact Tricia Pugh at (319) 273-6109.
- For EMS Web App questions or login issues, please contact Bryan Beardsley at (319) 273-3750.
  - EMS Web App Tutorials click: [union.uni.edu/event-services/ems](http://union.uni.edu/event-services/ems)