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

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.
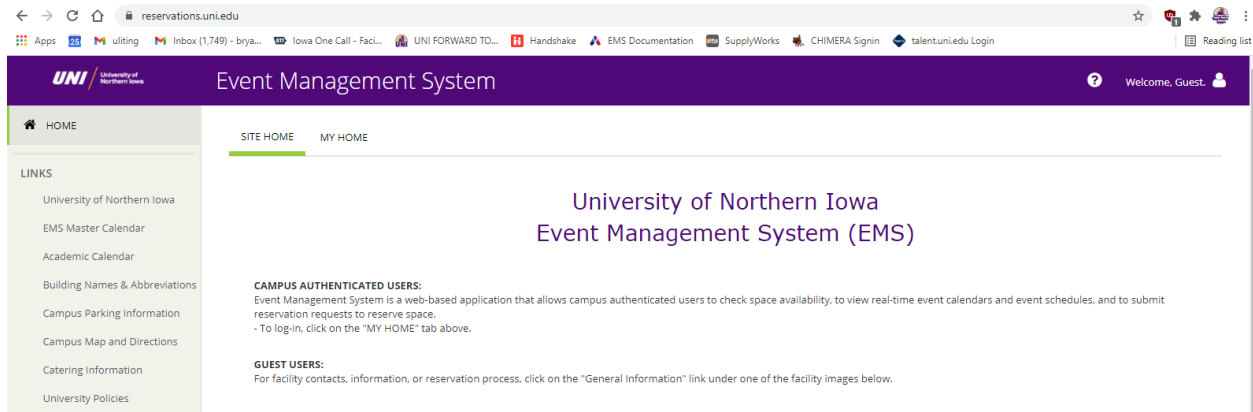

How to access your Reservation Templates:

(2) Click on the "My Home" tab on the upper menu bar for the Reservation Templates.
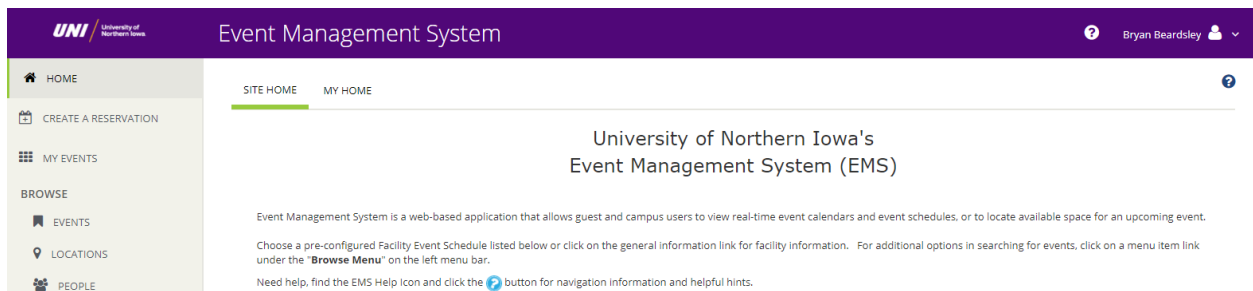
(3) Choose the Reservation Template that you would like to use.
  a. Click on the "Book Now" tab on the right.
  b. Click on the "About" tab for more information about this template.
  c. Click on the "All User – Building Hour Change Core Hour Request" template.
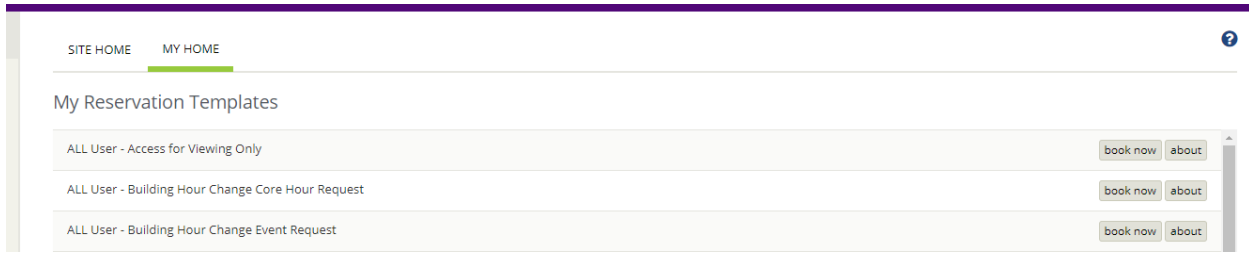
(4) In the date & Time section, choose the first date your core hours will be effective.
  a. Choose the Date that your core hours will start.
  b. You will not use the "Recurrence" button on this form.
  c. Choose the Start Time and End Time on this date.
  d. Click on the "Search" button to search for the buildings.
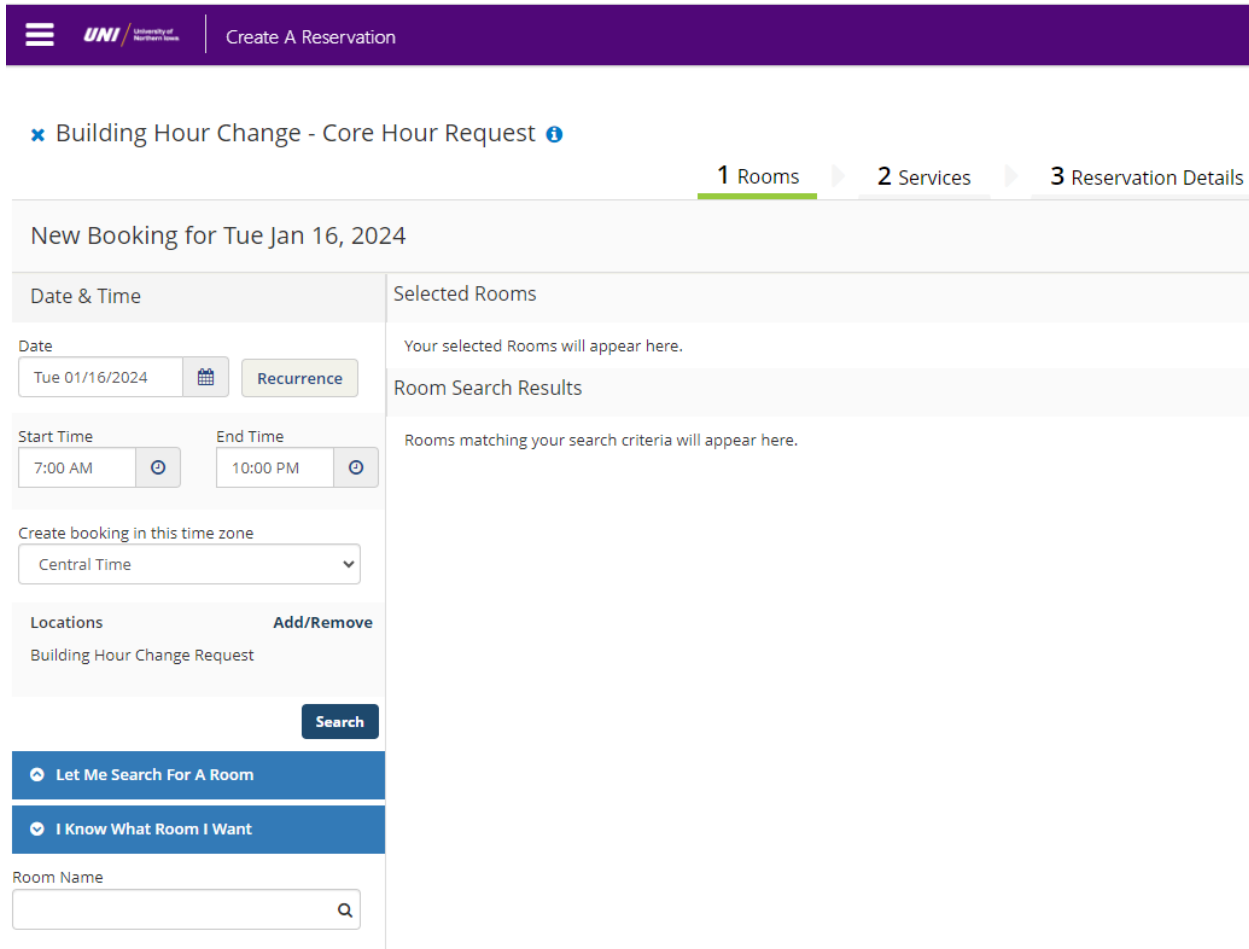
(5) Rooms You Can Reserve:
  a. You can change how you view rooms by choosing with "LIST" or "SCHEDULE" at the top of the room listing.
  b. Choose the building and click on the (+) next to the building name. This will add your choice to the Selected Rooms section.
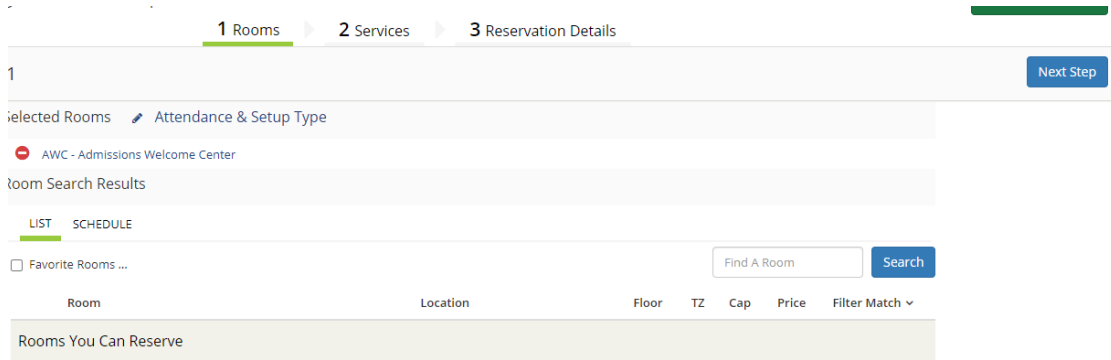

(6) Attendance & Setup Type
  a. You do not have to make any changes on this area.
  b. Click "Add Room" to add this room to your selected rooms.

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

(8) Services for your reservation request:
  a. Complete (answer all questions) in the sections that apply to your situation.
    i. Core Hour Exterior Doors Questions
    ii. Core Hour Interior Doors Questions
    iii. Core Hour ID Card Access Questions
  b. Make sure you answer all questions within the section.
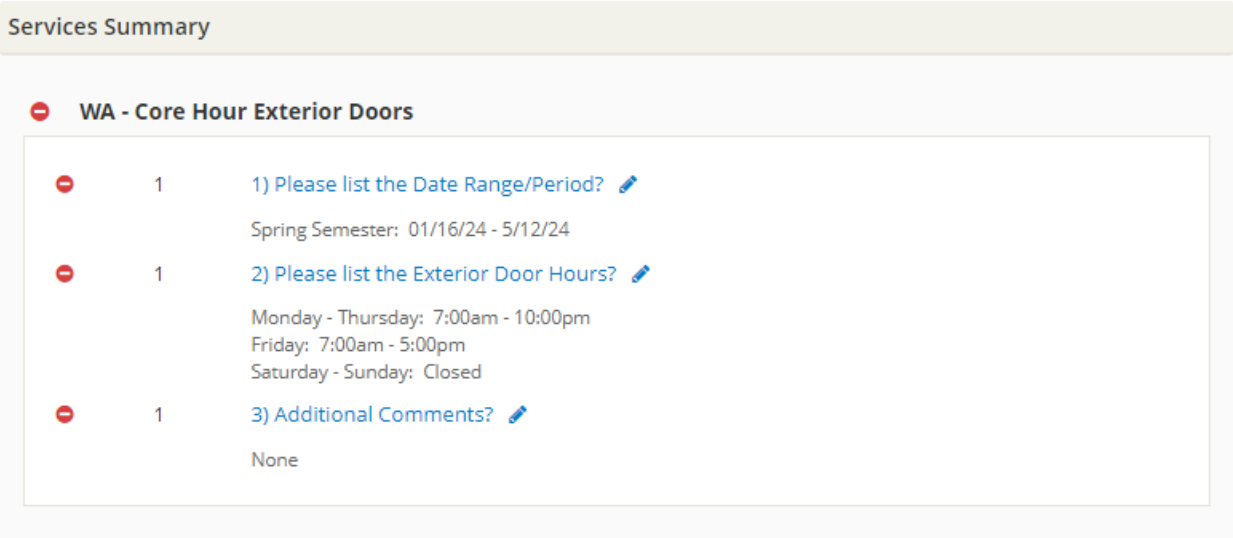
(9) Services Summary
   a. As you add notes to your fields, the questions answers will be added to your reservation Services Summary on the right side of your screen.
   b. For this example, I used the Core Hour Exterior Doors section.
   c. If you want to change any of your answers:
      i. click on the "pencil image" to edit the answer
      ii. click the ⊖ button to delete the answer.

(10) To complete the services section:
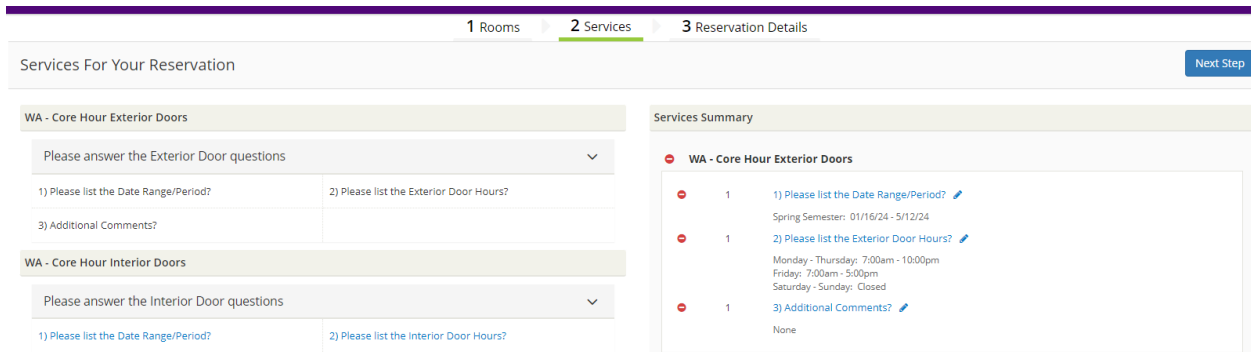   a. Click on the "Next Step" button on the top right corner of your screen.
   b. This will advance you to the Reservation Details page

(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

Event Name *

Building Core Hour Changes

Event Type *

Bldg Core Hours Only (Private)

(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 1st Contact field, click on the dropdown arrow and choose your name. If you name is not in the list, choose (temporary contact) and add your name in the 1st contact Name field.
- c. Complete the 1st Contact Phone field.
- d. Complete the 1st Contact Email Address field
- e. You do not have to complete the 2nd contact files.

Customer Details

Customer *

Event Services, Office of

1st Contact

(temporary contact)

1st Contact Name *

(temporary contact)

1st Contact Phone *

1st Contact Fax

1st Contact Email Address *

2nd Contact

(none)

2nd Contact Phone

2nd Contact Fax

2nd Contact Email Address

(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.

Jest ⓘ   🛒 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.
  o EMS Web App Tutorials click: union.uni.edu/event-services/ems