



University of South Alabama EMS Web App Reference Guide

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Getting Started

Definition of Terms

- **EMS Web App** – University of South Alabama's upgraded space scheduling program for students, faculty and staff, this replaces the previous Virtual EMS system.
- **Booking** – An individual meeting or event. A booking is a single date, time and location. There can be multiple bookings within a reservation.
- **Reservation** – A group of bookings indicating the name of the event or meeting, the host and contact for the event or meeting. A reservation can contain multiple bookings (e.g. a recurring meeting).
- **Space** – Any conference room, meeting room, classroom, or workspace that can be reserved through EMS Web App.
- **Status** – Defines the status of a reservation or booking.
 - Web Request – the space requires approval before use
 - Confirmed – the space is booked and ready for use
 - Tentative – a requested space has been tentatively confirmed
 - Academic Bumped – a requested space has been denied use due to academic class being scheduled in that space
 - Cancelled – a reservation that has been cancelled or denied by either the web user or admin user

Where to Access EMS Web App

<https://eventrequest.southalabama.edu>

Requested Space

All spaces require approval for use. Requests for these spaces will go to the approver in a web request status. You will receive a confirmation from the approver if the reservation is approved or denied within 7 business days.

How to get help

If you need help using EMS Web App

Office of Special Events

virtualeventrequest@southalabama.edu

Logging in

Go to My Home. At the bottom of the page will be the sign in fields

User ID: Your University J Number

Password: Your JagNet Password

EMS Welcome, Guest

HOME

BROWSE

- EVENTS
- LOCATIONS
- PEOPLE

LINKS

- University of South Alabama
- Master Events Calendar
- USA Campus Map
- FAQs
- Main Campus Exclusive Caterer
- University of South Alabama Poli

SITE HOME MY HOME

Sign In

Welcome to the University of South Alabama's (USA) online space request system!

In order to access this system, please follow these instructions. **Please note that our system will not accept reservations that are submitted 3 days prior to the event date.**

For USA Faculty and Staff:
*As a faculty/staff employee, you can "Log In" with your J Number.
*Your password is the same as your JagMail or USAonline/Sakai password.

For USA Students:
*As a student, you can "Log In" with your J Number.
*Your password is the same as your JagMail or USAonline/Sakai password.

For USA Health System employees:
*If you do not already have a USA online/Sakai account and are using the Health Systems email system, get a JagNet password at <https://www.southalabama.edu/services/jagnet/jagnetforhealth.html>

For Non-USA users, please click on "my account" at the top of the menu panel and select "create an account" to register your user account. Once your user account has been created, please expect a call or email from one of our specialists, or you can contact us at virtualeventrequest@southalabama.edu. Please allow up to 4 business days for your account to be activated. If you already have an account with us, please log in below. Please review the following guidelines prior to making your reservation request.

If you have any issues logging in please contact the Office of Special Events at specialevents@southalabama.edu for assistance.

Thank you for your interest in hosting your event, training or special program at our University.

Go Jags!

User Id *

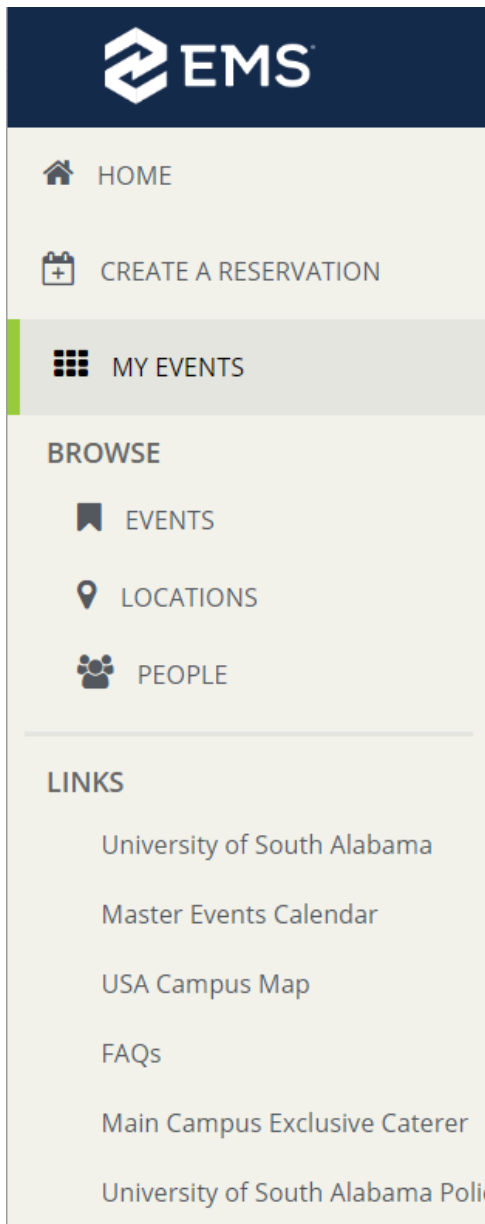
Password *

Sign In

[▲ I've forgotten my password.](#)

Welcome, Guest. [Create An Account](#)

Tool Bar



When you are first logged in, the screen should look similar to the image to the left, the menu is now on the left hand side of the screen:

1. Create a Reservation
 - a. My Reservation Templates – depending on your affiliation, you'll have access to several templates that will allow you to book space in buildings across campus. Many of these templates are organized by specific buildings ex. "Mitchell Center Request Form" or "Student Center Request Form."
 - i. Select the "about" button to learn more about the policies and procedures related to reservations in that reservation template.
 - ii. Select the "book now" button that fits where you are trying to book and proceed to the next screen.
2. My Events – After submitting your request you can always come back to edit your request, add services, edit the event description, or cancel at any time. My Events will always appear below Create A Reservation.
3. Browse – Allows you to view rooms on campus to see their specifications and availability
 - a. Browse Events: Gives you access to an Events Calendar or listing that displays all events including academic classes taking place on campus.
 - b. Browse Locations: Gives users a grid view that shows the availability of rooms across campus
 - c. People: An option to search by organization to see what bookings they have for the current day.
4. Links – Various helpful links pertaining to hosting an event on campus.
 - a. University of South Alabama –University Home Page
 - b. Master Events Calendar – University Upcoming Events Page
 - c. USA Campus Map – Interactive map of campus
 - d. FAQ's –EMS Web App FAQ's on the Special Events Website
 - e. Main Campus Exclusive Caterer – Aramark Catering Home Page
 - f. University of South Alabama Police Department – Request for Police Services Form
 - g. EMS Administrators – List of the EMS Administrators defined by area

Making a Reservation

1. To make a reservation, click on the “book now” button on the reservation form that best corresponds with the space you would like to book.

The screenshot shows the EMS Room Request web application. The top navigation bar is dark blue with the EMS logo on the left, the text "Room Request" in the center, and a user profile "Garriga, Tasha" on the right. A left sidebar contains navigation options: HOME, CREATE A RESERVATION (highlighted), MY EVENTS, BROWSE (with sub-options: EVENTS, LOCATIONS, PEOPLE), and LINKS (with sub-options: University of South Alabama, Master Events Calendar, USA Campus Map, FAQs, Main Campus Exclusive Caterer, University of South Alabama Poli). The main content area is titled "My Reservation Templates" and lists ten reservation request forms, each with a "book now" button and an "about" button:

Reservation Template	book now	about
USA Main Campus Request Form	book now	about
Student Center Request Form	book now	about
Mitchell Center Reservation Request Form	book now	about
Moulton Tower Request Form	book now	about
Faculty Club Request Form	book now	about
Laidlaw Performing Arts Center Request Form	book now	about
Housing and Dining Request Form	book now	about
Marx Library Study Rooms Request Form	book now	about
Campus Rec and SGA Sports Pavillion Request Form	book now	about
Athletic Facilities Reservation Request Form	book now	about




Making a Reservation

2. You will be taken to the Room Request page based on the Request Form you have selected

✕ Student Center Request Form ⓘ 🛒 My Cart (0) [Create Reservation](#)

1 Rooms ▶ **2** Services ▶ **3** Reservation Details

New Booking for Sat Apr 25, 2020 [Next Step](#)

Date & Time	Selected Rooms
Date Sat 04/25/2020  Recurrence	Your selected Rooms will appear here.
Start Time 10:00 AM 	Room Search Results
End Time 11:00 AM 	Rooms matching your search criteria will appear here.
Create booking in this time zone Central Time ▼	
Locations (all) Add/Remove	
Search	

[Let Me Search For A Room](#)

Making a Reservation

3. Choose a date
 - a. You can use the calendar
 - b. You can enter a date in the field
 - c. You can use the recurrence button for a recurring meeting (just be sure your recurring meeting meets the booking guidelines for either a meeting room or workspace)
 - i. You can have a daily, weekly, monthly, or random recurrence

Recurrence ? ×

Repeats

Every week(s)

On

Start Date

End Date (7 occurrences)

End after occurrence(s)

Start Time End Time

Create booking in this time zone

Making a Reservation

4. Enter your booking time by using the dropdown or by keying in the time
5. If you are using the USA Main Campus Template, you will want to click 'Add/Remove' under Locations to select the building you would like to request for your reservation
6. You can filter by Setup Type if you'd like to filter your results further; however, the system will return more results if you leave it unfiltered
7. Enter Number of People you expect to attend your event
8. Click Search

The screenshot shows a reservation form with the following sections:

- Date & Time**
 - Date: Mon 10/05/2020 (with a calendar icon) and a **Recurrence** button.
 - Start Time: 10:00 AM (with a clock icon)
 - End Time: 11:00 AM (with a clock icon)
 - Create booking in this time zone: Central Time (dropdown menu)
- Locations**
 - (all)
 - Add/Remove** (circled in red)
- Search** button
- Let Me Search For A Room** (blue header)
- Setup Types**
 - (no preference)
 - Add/Remove**
- Number of People**
 - 10 (input field)
- Search** button

Making a Reservation

9. A full list of available spaces will appear in a list format to the right of the date and time selection panel. The time you have chosen will be indicated by red lines.

1 Rooms ▶ **2 Services** ▶ **3 Reservation Details**

New Booking for Mon Oct 5, 2020 Next Step

Date & Time

Date: Mon 10/05/2020 Recurrence

Start Time: 10:00 AM End Time: 11:00 AM

Create booking in this time zone: Central Time

Locations: (all) Add/Remove Search

Let Me Search For A Room

Setup Types: (no preference) Add/Remove

Number of People: 10 Search

I Know What Room I Want

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

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																	
Student Center (CT)	Cap																
+ Conference Room ...	18																
+ SC Amphitheater	500																
+ SC Ballroom	600																
+ SC East Lobby	100																
+ SC Mall Info Table 1	10																
+ SC Mall Info Table 2	10																
+ SC Mall Info Table 3	10																
+ SC Mall Info Table 4	10																
+ SC North Lobby	100																
+ SC Room 203	50																

Making a Reservation

10. Select your space by clicking on the green plus sign to the left of the Room Name.

1 Rooms ▶ **2 Services** ▶ **3 Reservation Details**

New Booking for Mon Oct 5, 2020 Next Step

Date & Time

Date: Mon 10/05/2020 Recurrence

Start Time: 10:00 AM End Time: 11:00 AM

Create booking in this time zone: Central Time

Locations: (all) Add/Remove Search

Let Me Search For A Room

Setup Types: (no preference) Add/Remove

Number of People: 10 Search

I Know What Room I Want

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST **SCHEDULE**

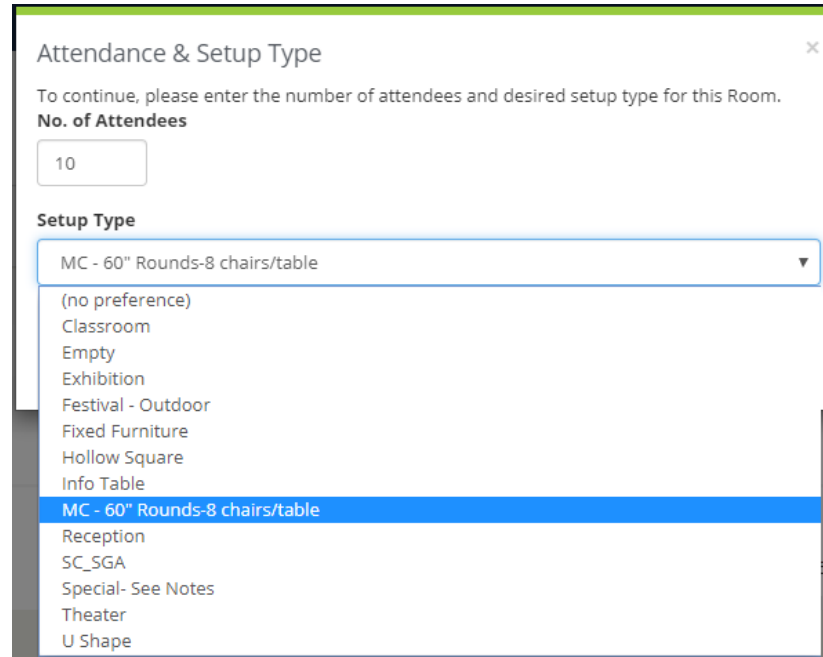
Favorite Rooms only. Find A Room Search

	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Rooms You Can Request																	
Student Center (CT)	Cap																
+ Conference Room ...	18																
+ SC Amphitheater	500																
+ SC Ballroom	600																
+ SC East Lobby	100																
+ SC Mall Info Table 1	10																
+ SC Mall Info Table 2	10																
+ SC Mall Info Table 3	10																
+ SC Mall Info Table 4	10																
+ SC North Lobby	100																
+ SC Room 203	50																

Making a Reservation

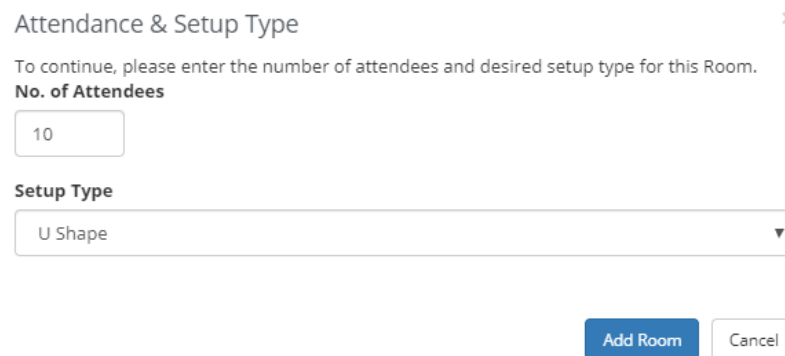
9. (continued)

- a. If the room is configurable, you will need to re-confirm your number of attendees and the setup type you would like. Most academic spaces **are not** configurable.



The screenshot shows a dialog box titled "Attendance & Setup Type" with a close button (X) in the top right corner. Below the title, there is a prompt: "To continue, please enter the number of attendees and desired setup type for this Room." Under the heading "No. of Attendees", there is a text input field containing the number "10". Under the heading "Setup Type", there is a dropdown menu. The dropdown is open, showing a list of options: "(no preference)", "Classroom", "Empty", "Exhibition", "Festival - Outdoor", "Fixed Furniture", "Hollow Square", "Info Table", "MC - 60\" Rounds-8 chairs/table" (which is highlighted in blue), "Reception", "SC_SGA", "Special- See Notes", "Theater", and "U Shape".

- b. Once you have made your selections, click Add Room.



The screenshot shows the same "Attendance & Setup Type" dialog box. The "No. of Attendees" field still contains "10". The "Setup Type" dropdown menu is now closed and shows "U Shape" as the selected option. At the bottom right of the dialog, there are two buttons: a blue "Add Room" button and a white "Cancel" button with a grey border.

Making a Reservation

- 10. Your space selection will appear under the Selected Rooms area
 - a. Click "Next Step" to continue creating your reservation request

Student Center Request Form My Cart (1) Create Reservation

1 Rooms 2 Services 3 Reservation Details

New Booking for Mon Oct 5, 2020

Date & Time Selected Rooms Attendance & Setup Type

Date: Mon 10/05/2020 Recurrence

Start Time: 10:00 AM End Time: 11:00 AM

Create booking in this time zone: Central Time

Locations: (all) Add/Remove Search

Let Me Search For A Room

Setup Types: (no preference) Add/Remove

Number of People: 10 Search

I Know What Room I Want

Room Search Results

LIST SCHEDULE

Favorite Rooms only. Find A Room Search

Rooms You Can Request	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Student Center (CT)																		
+ Conference Room ...	18																	
+ SC Amphitheater	500																	
SC Ballroom	600																	
+ SC East Lobby	100																	
+ SC Mall Info Table 1	10																	
+ SC Mall Info Table 2	10																	
+ SC Mall Info Table 3	10																	
+ SC Mall Info Table 4	10																	

Next Step

Making a Reservation

11. If applicable, you will enter your service needs for the event during this step. Available services will be listed.
 - a. Be sure to enter a start and end time for the equipment needs.
 - b. You will also enter any notes for the building administrator in the Setup Notes section.
 - c. Once you have selected services and added your setup notes, click “Next Step.”

× Student Center Request Form ⓘ

My Cart (1)

Create Reservation

1 Rooms

2 Services

3 Reservation Details

Services For Your Reservation

Next Step

SC - AV Equipment

Start Time [CT] 9:30 AM End Time [CT] 11:00 AM Service Type Equipment

- Audio ^
- Visual ^
- Staging ^
- Display Aids ^
- Cables, Cords, & Connectors ^

Setup Notes

U-Shape

Services Summary

SC - AV Equipment, 9:30 AM - 11:00 AM, Equipment

- 1 Projector
- 1 Laptop Computer
- 1 Directional Sign

Making a Reservation

12. Enter your Reservation Details

The screenshot shows the 'Room Request' form in the EMS web app, specifically the 'Reservation Details' step. The navigation bar at the top shows '1 Rooms', '2 Services', and '3 Reservation Details' (highlighted). The user is logged in as 'Garriga, Tasha'. The form includes a 'My Cart (1)' icon and a 'Create Reservation' button. The form sections are:

- Event Details:** Includes 'Event Name *' (text input) and 'Event Type *' (dropdown menu).
- Organization Details:** Includes 'Organization *' (dropdown menu) and a search icon.
- Contact:** Includes a dropdown menu.
- Additional Information:** Includes a text input for 'Formal USA Sponsor', a text input for 'Event Description', and two dropdown menus for 'Include on EMS Master Calendar?' and 'Does your event need catering?'. A checkbox for 'I have read and agree to the terms and conditions' is also present.

- a. Event Name – Name of the Meeting or Event
- b. Event Type – Select the option that best describes what kind of meeting or event you are planning
- c. Event Details- This will be pre-populated based on your profile that is automatically created through JagNet. You can add an alternate contact in the Contact Name area if desired, under 2nd contact. If you need a different Organization added to your profile, please contact Special Events, virtualeventrequest@southalabama.edu for review.

Making a Reservation

d. Completed Reservation details example:

Reservation Details

Event Details

Event Name * <input type="text" value="Virtual Guide Test"/>	Event Type * <input type="text" value="Meeting"/>
--	---

Organization Details

Organization * <input type="text" value="University Special Events 100600"/>	<input type="button" value="Q"/>
Contact <input type="text" value="Garriga, Tasha"/>	<input type="button" value="Q"/>
Contact Telephone * <input type="text" value="251-341-3974"/>	Contact Fax <input type="text"/>
Contact Email Address * <input type="text" value="tgarriga@southalabama.edu"/>	
2nd Contact <input type="text" value="(none)"/>	
2nd Contact Telephone <input type="text"/>	2nd Contact Fax <input type="text"/>
2nd Contact Email Address <input type="text"/>	

Making a Reservation

13. Answer the appropriate Other Information Questions.

a. Answer boxes outlined in red are required

b. Click on 'terms and conditions' to read the terms and conditions for the space you are requesting before clicking the checkbox.

14. Finally, click "Create Reservation"

Additional Information ?

(NEW) For Non-USA users, a formal USA sponsor is required. Please list the name and J Number of your USA Sponsor.

In order for your event to be considered for the homepage, please include a brief event description in the box below. If this does not apply to you, please write N/A. *

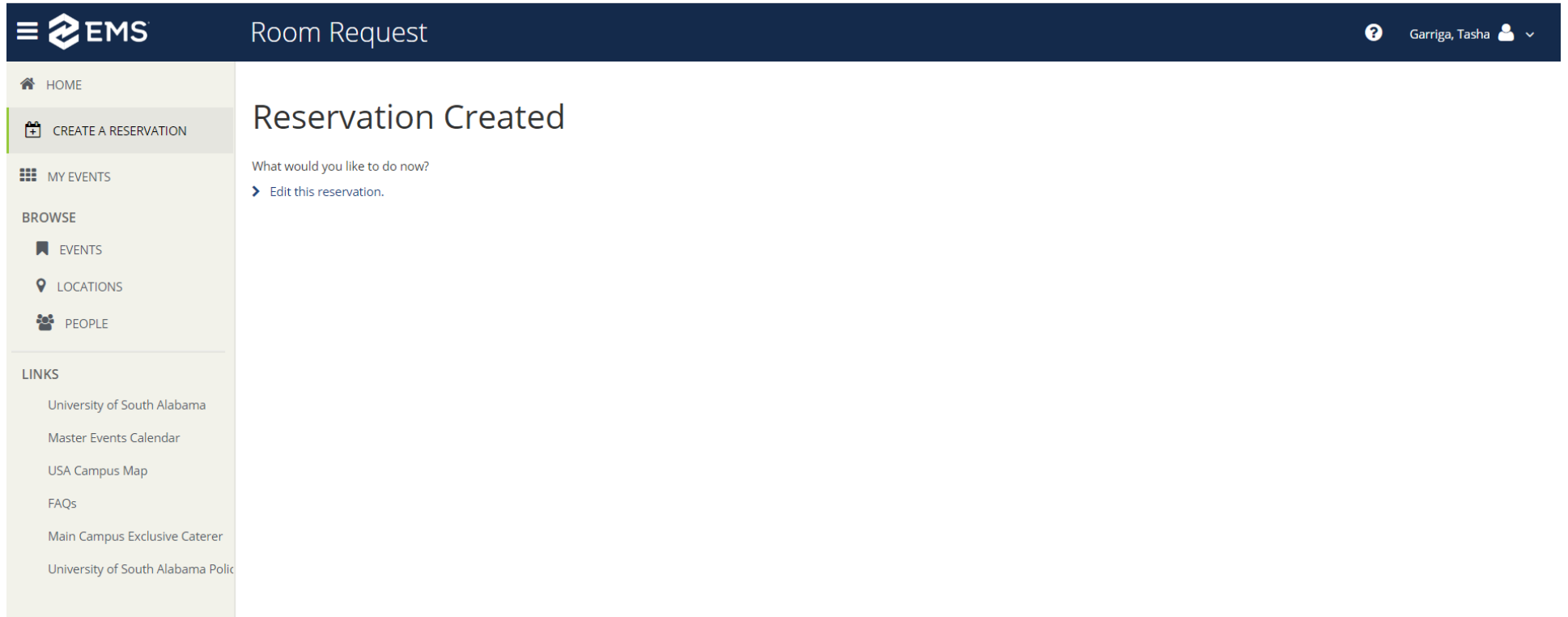
Would you like the option to include your event on EMS Master Calendar? Please note that indicating yes does not guarantee that your event will appear on the University's homepage. *

Does your event need catering? As a reminder Aramark is our exclusive main campus caterer. You should contact them as soon as your event is confirmed to discuss your needs. *

I have read and agree to [the terms and conditions](#)

Making a Reservation

15. The booking process is complete and the below screen will appear confirming your request has been created.
16. Since all spaces require approval by the area administrator, your status will be web request. You will need to wait for a confirmation email from the administrator before your space is approved.



The screenshot displays the EMS Room Request web application interface. The top navigation bar is dark blue with the EMS logo on the left, the text 'Room Request' in the center, and a user profile 'Garriga, Tasha' on the right. A left-hand sidebar contains navigation options: HOME, CREATE A RESERVATION (highlighted with a green bar), MY EVENTS, BROWSE (with sub-items: EVENTS, LOCATIONS, PEOPLE), and LINKS (with sub-items: University of South Alabama, Master Events Calendar, USA Campus Map, FAQs, Main Campus Exclusive Caterer, University of South Alabama Police). The main content area features the heading 'Reservation Created' and a sub-heading 'What would you like to do now?' with a link to 'Edit this reservation.'

View Your Events

1. My Events on the left hand toolbar will take you to a summary of your reservations.
 - a. From here you will be able to cancel or edit any reservation you have made
 - b. If you ever need to see your past reservations, click on the Past tab, next to current
 - c. If you ever need to see reservations that have been cancelled, click the checkbox next to Include cancelled reservations

The screenshot shows the EMS 'My Events' interface. The top navigation bar includes the EMS logo, the title 'My Events', and the user name 'Garriga, Tasha'. The left sidebar contains navigation options: HOME, CREATE A RESERVATION, MY EVENTS (highlighted), BROWSE (EVENTS, LOCATIONS, PEOPLE), and LINKS (University of South Alabama, Master Events Calendar, USA Campus Map, FAQs, Main Campus Exclusive Caterer, University of South Alabama Poli...). The main content area has tabs for RESERVATIONS and BOOKINGS. Below the tabs is a search bar with a 'Search Reservations' button and a checkbox labeled 'Include cancelled reservations'. The 'CURRENT' and 'PAST' tabs are visible, with 'PAST' circled in red. A table below shows a reservation for 'Virtual Guide Test' with columns for Name, First/Last Booking, Location, Organization, Services, ID, and Status.

Name	First/Last Booking ^	Location	Organization	Services	ID	Status
Virtual Guide Test	Mon Oct 5, 2020/ Mon Oct 5, 2020 (single booking)	Student Center - SC Ballroom	University S...	✓	61213	Web Requests

Cancelling a Reservation

1. To Cancel a Reservation, click on My Events from the left hand toolbar

The screenshot displays the EMS web application interface. At the top, the EMS logo is on the left, and the user's name 'Garriga, Tasha' is on the right. The left-hand toolbar contains several menu items: 'HOME', 'CREATE A RESERVATION', 'MY EVENTS' (circled in red), 'BROWSE', 'EVENTS', 'LOCATIONS', 'PEOPLE', and 'LINKS'. The 'LINKS' section includes 'University of South Alabama', 'Master Events Calendar', 'USA Campus Map', 'FAQs', 'Main Campus Exclusive Caterer', and 'University of South Alabama Polk'. The main content area shows 'My Reservation Templates' with a list of request forms, each with 'book now' and 'about' buttons. Below this is the 'My Bookings' section, which includes a date selector for 'APRIL 22, 2020' and a 'SEARCH' button. At the bottom right, there is a 'Central Time [CT]' indicator and navigation buttons for 'Previous', 'Today', and 'Next'. The 'Day' button is highlighted in blue.

Cancelling a Reservation

2. Select the Reservation you wish to cancel by clicking on the Name of the Event:

The screenshot shows the EMS 'My Events' interface. On the left is a navigation sidebar with options like HOME, CREATE A RESERVATION, MY EVENTS, BROWSE (EVENTS, LOCATIONS, PEOPLE), and LINKS. The main content area has tabs for RESERVATIONS and BOOKINGS, with RESERVATIONS selected. Below the tabs is a search bar and a checkbox for 'Include cancelled reservations'. A table lists reservations with columns: Name, First/Last Booking, Location, Organization, Services, ID, and Status. The 'Virtual Guide Test' row is highlighted with a red border.

Name	First/Last Booking ^	Location	Organization	Services	ID	Status
Test Party	Fri Sep 18, 2020/ Fri Sep 18, 2020 (single booking)	Marx Library Study Rooms - Marx Library RM 123	University S...		61215	Web Requests
Virtual Guide Test	Mon Oct 5, 2020/ Mon Oct 5, 2020 (single booking)	Student Center - SC Ballroom	University S...	✓	61213	Web Requests
Test Meeting	Fri Oct 16, 2020/ Fri Oct 16, 2020 (single booking)	Humanities Building - HUMB 116 Classroom	University S...		61214	Web Requests

Cancelling a Reservation

3. Click on the Red dash “(-)” Icon next to the booking

The screenshot shows the EMS 'My Events' interface. At the top, there is a navigation bar with the EMS logo, 'My Events' text, and a user profile for 'Garriga, Tasha'. Below this is a breadcrumb trail: 'My Events / Virtual Guide Test beginning Oct 5, 2020 (61213)'. The main content area is divided into two sections: 'RESERVATION DETAILS' and 'ADDITIONAL INFORMATION'. The 'RESERVATION DETAILS' section contains a table with the following information:

Event Name	Virtual Guide Test
Event Type	Meeting
Organization	University Special Events 100600
Contact Name	Garriga, Tasha

To the right of this section is a 'Reservation Tasks' sidebar with options: 'Add Services', 'Cancel Services', 'Booking Tools', 'Cancel Reservation' (highlighted with a red 'x'), 'View Reservation Summary', and 'Send Invitation'. Below the reservation details is a 'Bookings' section with tabs for 'CURRENT' and 'PAST'. A checkbox labeled 'Include cancelled bookings' is present. The 'Bookings' section contains a table with columns: 'Date', 'Start Time', 'End Time', 'Time Zone', 'Location', 'Attendance', 'Setup Type', and 'Status'. The first row of the table is highlighted, and a red square is drawn around a red dash icon in the 'Date' column. A 'New Booking' button is located in the top right corner of the bookings section.

Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Mon Oct 5, 2020	10:00 AM	11:00 AM	CT	Student Center - SC Ballroom	10	U Shape	Web Requests

At the bottom of the bookings section, there are links for 'View Services' and 'Manage Services'.

Cancelling a Reservation

- Once you click on the red (-) dash icon, a popup will appear. Enter a cancel reason from the dropdown options, and a quick note in the cancel notes field. Finally, click “Yes, Cancel Booking”

The screenshot shows the EMS web application interface. A modal dialog titled "Cancel Booking?" is centered on the screen. The dialog contains the following information:

- Cancel Booking?** (Title)
- Monday, October 5, 2020, from 10:00 AM to 11:00 AM** (Event Date and Time)
- Virtual Guide Test** (Event Name)
- Student Center - SC Ballroom** (Event Location)
- Cancel Reason** (Dropdown menu)
- Cancel Notes** (Text input field)
- Yes, Cancel Booking** (Button)
- No, Keep Booking** (Button)

The background shows the "My Events" page for "Virtual Guide Test beginning Oct 5, 2020 (61)". The page includes a navigation menu, a "RESERVATION DETAILS" tab, and a "Bookings" table. The "Bookings" table has the following columns: Date, Start Time, End Time, Time Zone, Location, Attendance, Setup Type, and Status. The first row in the table is:

Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Mon Oct 5, 2020	10:00 AM	11:00 AM	CT	Student Center - SC Ballroom	10	U Shape	Web Requests

Cancelling a Reservation

5. The Status of your Booking will now be Cancelled

The screenshot shows the EMS My Events interface. At the top, there is a navigation bar with the EMS logo, 'My Events', a help icon, and the user name 'Garriga, Tasha'. Below the navigation bar, the breadcrumb path is 'My Events / Virtual Guide Test beginning Oct 5, 2020 (61213)'. There are two tabs: 'RESERVATION DETAILS' (active) and 'ADDITIONAL INFORMATION'. The reservation details table shows:

Event Name	Virtual Guide Test
Event Type	Meeting
Organization	University Special Events 100600
Contact Name	Garriga, Tasha
Telephone	251-341-3974

To the right of the details is a 'Reservation Tasks' panel with 'Booking Tools' containing 'View Reservation Summary' and 'Send Invitation'. Below the details is a 'Bookings' section with 'CURRENT' and 'PAST' tabs. A checkbox 'Include cancelled bookings' is checked. The bookings table is as follows:

Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Mon Oct 5, 2020	10:00 AM	11:00 AM	CT	Student Center - SC Ballroom	10	U Shape	Canceled

The 'Canceled' status in the table is highlighted with a red box. A 'View Services' link is located below the table.

6. When you go back to My Events, you will no longer see the reservation in your list.

a. You can see your cancelled booking by clicking the box next to "Include cancelled reservations"

Editing a Reservation

1. To Edit a reservation, click on My Events from the left hand toolbar

The screenshot displays the EMS web application interface. At the top, the EMS logo is on the left, and the user's name 'Garriga, Tasha' is on the right. The left-hand toolbar contains several menu items: 'HOME', 'CREATE A RESERVATION', 'MY EVENTS' (highlighted with a red circle), 'BROWSE', 'EVENTS', 'LOCATIONS', 'PEOPLE', and 'LINKS'. The 'LINKS' section includes 'University of South Alabama', 'Master Events Calendar', 'USA Campus Map', 'FAQs', 'Main Campus Exclusive Caterer', and 'University of South Alabama Polk'. The main content area shows 'My Reservation Templates' with a list of request forms, each with 'book now' and 'about' buttons. Below this is the 'My Bookings' section, which includes a date selector for 'APRIL 22, 2020' and a 'SEARCH' button. At the bottom right, there is a 'Central Time [CT]' indicator and navigation buttons for 'Previous', 'Today', and 'Next'. The 'Day' button is currently selected in the date selector.

Editing a Reservation

2. Select the reservation you wish to edit by clicking on the Name of the Event



The screenshot shows the EMS 'My Events' page. The left sidebar contains navigation options: HOME, CREATE A RESERVATION, MY EVENTS (highlighted), BROWSE (EVENTS, LOCATIONS, PEOPLE), and LINKS (University of South Alabama, Master Events Calendar, USA Campus Map, FAQs, Main Campus Exclusive Caterer, University of South Alabama Poli). The main content area has tabs for RESERVATIONS and BOOKINGS. Below the tabs is a search bar with a 'Search Reservations' button and a checkbox for 'Include cancelled reservations'. There are also tabs for CURRENT and PAST. A table lists reservations with columns: Name, First/Last Booking, Location, Organization, Services, ID, and Status. The 'Test Meeting' row is highlighted with a red border.

Name	First/Last Booking ^	Location	Organization	Services	ID	Status
Test Party	Fri Sep 18, 2020/ Fri Sep 18, 2020 (single booking)	Marx Library Study Rooms - Marx Library RM 123	University S...		61215	Web Requests
Test Meeting	Fri Oct 16, 2020/ Fri Oct 16, 2020 (single booking)	Humanities Building - HUMB 116 Classroom	University S...		61214	Web Requests

Editing a Reservation

3. Click on the pencil icon next to the date of the reservation

The screenshot shows the EMS 'My Events' interface. At the top, there's a navigation bar with the EMS logo, 'My Events' title, a help icon, and the user name 'Garriga, Tasha'. Below the navigation bar, the breadcrumb path is 'My Events / Test Meeting beginning Oct 16, 2020 (61214)'. There are two tabs: 'RESERVATION DETAILS' (active) and 'ADDITIONAL INFORMATION'. Under 'RESERVATION DETAILS', there's an 'Edit Reservation Details' link with a pencil icon. Below this is a form with the following fields: Event Name (Test Meeting), Event Type (Meeting), Organization (University Special Events 100600), and Contact Name (Garriga, Tasha). To the right of the form is a 'Reservation Tasks' panel with options: Add Services, Booking Tools, Cancel Reservation (with a red X), and Send Invitation. Below the form is a 'Bookings' section with 'CURRENT' and 'PAST' tabs. There's a 'New Booking' button and a checkbox for 'Include cancelled bookings'. Below the tabs is a table of bookings with columns: Date, Start Time, End Time, Time Zone, Location, Attendance, Setup Type, and Status. The first row in the table is highlighted with a red box around the pencil icon in the Date column.

Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
  Fri Oct 16, 2020	2:30 PM	3:30 PM	CT	Humanities Building - HUMB 116 Classroom	15	Classroom	Web Requests

4. You can edit any of the following information
- a. Event Name
 - b. Event Type
 - c. Date of Event
 - d. Time of Event
 - e. Location of Event (if it is within the same original template)

Editing a Reservation

5. Once changes are made, click on Update Booking (a new time was used in this example)

The screenshot shows the EMS Room Request interface. The top navigation bar includes the EMS logo, the title 'Room Request', a help icon, and the user name 'Garriga, Tasha'. Below the navigation bar, there is a breadcrumb trail: '< Test Meeting (4661780)'. The main content area is titled 'Edit Booking Fri Oct 16, 2020'. On the right side of this header, the 'Update Booking' button is highlighted with a red rectangular box. The interface is divided into two main sections: 'Event Details' on the left and 'Room Search Results' on the right. The 'Event Details' section includes fields for 'Event Name *' (Test Meeting), 'Event Type *' (Meeting), 'Date & Time' (Date: Fri 10/16/2020, Start Time: 9:00 AM, End Time: 10:00 AM), and 'Locations' (Central Time). The 'Room Search Results' section shows a 'SCHEDULE' view for 'Humanities Building (CT)'. It features a table with columns for days of the week (7 AM to 7) and rows for different rooms. A green box labeled 'Test Meet' is visible in the room 'HUMB 114 Classro...' on day 3. The 'Update Booking' button is located in the top right corner of the main content area.

6. You will be brought back to the Reservation Summary if your update to the booking is successful.

Editing a Reservation

7. You can also update the Additional Information at any time. From the Reservation Summary, click on “Additional Information”

EMS My Events Garriga, Tasha

My Events / Test Meeting beginning Oct 16, 2020 (61214)

RESERVATION DETAILS **ADDITIONAL INFORMATION**

[Edit Reservation Details](#)

Event Name: Test Meeting
Event Type: Meeting
Organization: University Special Events 100600
Contact Name: Garriga, Tasha
Telephone: 351 341 2074

Reservation Tasks

- Add Services
- Booking Tools
- ✕ Cancel Reservation**
- Send Invitation

Bookings

CURRENT PAST Include cancelled bookings

[Cancel Bookings](#) [Booking Tools](#) [New Booking](#)

	Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
	Fri Oct 16, 2020	9:00 AM	10:00 AM	CT	Humanities Building - HUMB 116 Classroom	15	Classroom	Web Requests

Editing a Reservation

- Then Click on “Edit Additional Information.” From here you can edit the event description and change your selection if you would like the event to appear on the University's Calendar of events.

EMS My Events Garriga, Tasha

My Events / Test Meeting beginning Oct 16, 2020 (61214)

RESERVATION DETAILS ADDITIONAL INFORMATION

[Edit Additional Information](#)

In order for your event to be considered for the homepage, please include a brief event description in the box below. If this does not apply to you, please write N/A. n/a

Would you like the option to include your event on EMS Master Calendar? Please note that indicating yes does not guarantee that your event will appear on the University's homepage. No

Does your event need catering? As a reminder Aramark is our exclusive main campus caterer. You should contact them as soon as your event is confirmed to discuss your needs. No

Reservation Tasks

- Add Services
- Booking Tools
- Cancel Reservation
- Send Invitation

Bookings

CURRENT PAST Include cancelled bookings

Cancel Bookings Booking Tools [New Booking](#)

Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
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