

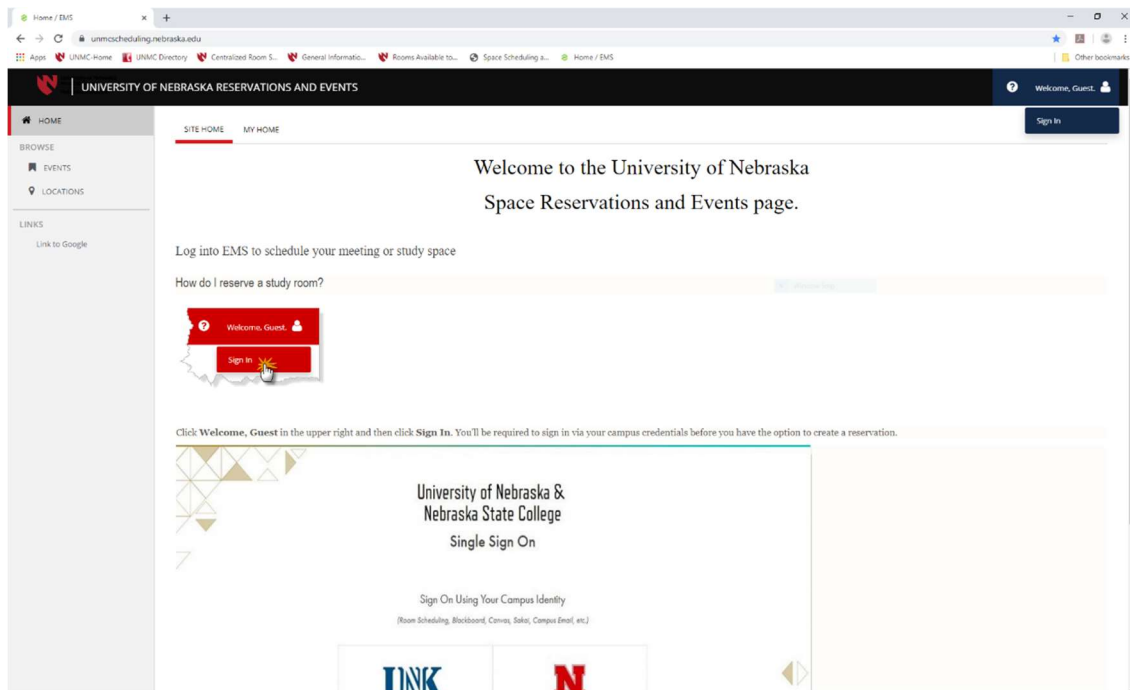


Web App Instructions

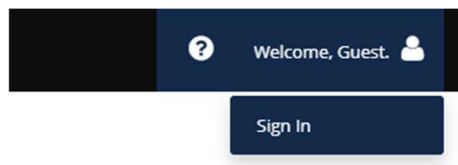
Log- in with your NUID Credentials

****There is a four-hour maximum time limit on reservations. A student is permitted to extend the reservation for a consecutive four-hour block if the space is available on the day of the reservation.

1. Access the EMS web app by typing <https://unmcscheduling.nebraska.edu> into your web browser.



2. In the top right corner click 'welcome, guest' and select sign-in.





3. Select UNMC and log-in using your UNMC NUID credentials

Creating a Study Space Reservation

4. Select the 'UNMC Reserve Library Student Study Space (Omaha)' template and click **book now** to reserve a study room.



5. How to select a Study Room

1. Click the calendar button to choose a date to reserve a room.
2. Select a start time and end time to your reservation
3. Click search.

OR Type in the name of the room to search for a specific room.

4. All available rooms will show in 'Room Search Results'

The screenshot shows the 'Room Request' web application interface. At the top, there's a navigation bar with 'ROOM REQUEST' and a user profile 'Swett, Andrea M'. Below this, a breadcrumb trail shows 'UNMC Reserve Library Student Study Space (Omaha)'. The main content area is titled 'New Booking for Tue Aug 4, 2020'. It features a 'Date & Time' section with a calendar icon (A), a 'Start Time' dropdown (B), and an 'End Time' dropdown. A 'Locations' section (C) lists 'UNMC - Wittson Hall Library of Medicine'. A 'Search' button is present. To the right, the 'Selected Rooms' section shows a 'Find A Room' input field and a 'Search' button (D). Below this, the 'Room Search Results' section displays a table of available rooms. The first row is 'WHM 6012 Study Room: Individual' with a green plus icon (E) next to it. The table columns are Room, Location, Floor, TZ, Cap, Price, and Filter Match. A 'My Cart (1)' button is visible in the top right corner.

5. Once the room you desire is found, select green (+) next to desired room to be added to your 'shopping cart'.
 - a. An "Attendance & Setup Type" dialog box will appear. Enter the number of attendee(s) for your event and select 'Add Room'.

The dialog box is titled 'Attendance & Setup Type'. It contains the text: 'To continue, please enter the number of attendees and desired setup type for this Room.' Below this, there is a label 'No. of Attendees' and a text input field containing the number '0'. At the bottom right, there are two buttons: 'Add Room' and 'Cancel'.



6. Enter Reservation Details including (Event Name, Event Type, and Groups Details)
7. Select your name from the Group dropdown. NOTE: Your contact information will populate.

8. Click create reservation, to complete your reservation.

Create Reservation

The screenshot shows a web browser window with the URL `unmc scheduling.nebraska.edu/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvNr97%2b8DvvUNxKNf`. The page title is "ROOM REQUEST". The user is logged in as "Swett, Andrea M". The form is titled "Reservation Details" and is divided into two main sections: "Event Details" and "Group Details".

Event Details

- Event Name ***: Text input field containing "TEST".
- Event Type ***: Dropdown menu with "Study Session" selected.

Group Details

- Group ***: Dropdown menu with "Swett, Andrea M" selected.
- 1st Contact**: Dropdown menu with "Swett, Andrea M" selected.
- 1st Contact Phone ***: Text input field containing "4028369906".
- 1st Contact Fax**: Text input field (empty).
- 1st Contact Email Address ***: Text input field containing "andrea.swett@unmc.edu".
- 2nd Contact**: Dropdown menu with "(none)" selected.

Continue to the next page to learn how to edit or cancel your created study room reservation.



How to edit or cancel reservation after it has been created

1. Once reservation has been created, you can click 'Edit this reservation' or click 'My Events' to make any changes to your reservation.

Room Request / EMS

unmcscheduling.nebraska.edu/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvNr97%2b8DwvUNxKNf

Apps UNMC-Home UNMC Directory Central Scheduling... Home / EMS Space Scheduling a... NU Values - People... Dashboard | Cascad... Other bookmarks

ROOM REQUEST Swett, Andrea M

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

LINKS

Link to Google

Reservation Created

What would you like to do now?

[Edit this reservation.](#)



- A. Edit Reservation details allows you to change the meeting name, meeting type and add additional an contact to your reservation,
- B. Booking tools allow you to change the date or time of your reservation

Date

No change to date

No change to date

Reschedule Booking Earlier

Reschedule Booking Later

Reschedule Booking To Specific Date

Time

No change to time

No change to time

End Booking Earlier

End Booking Later

Start Booking Earlier

Start Booking Later

Reschedule Booking Earlier

Reschedule Booking Later

Reschedule Booking To Specific Time

- C. To create a new reservation select 'New Booking' and Refer to PAGE 3 for instructions,
- or
- D. Cancel a reservation

The screenshot shows the 'My Events / EMS' interface. The main content area displays 'My Events / TEST beginning Aug 4, 2020 (743052)'. Under 'RESERVATION DETAILS', the 'Edit Reservation Details' link is highlighted with a green box labeled 'A'. To the right, the 'Reservation Tasks' panel shows 'Booking Tools' with a 'Cancel Reservation' link highlighted by a green box labeled 'B'. Below this, the 'New Booking' button is highlighted with a green box labeled 'C'. At the bottom, the 'Bookings' table has a 'Cancel Bookings' link highlighted with a green box labeled 'D'. The table lists a booking for 'Tue Aug 4, 2020' from 4:00 PM to 5:00 PM at 'UNMC - Wittson Hall Library of Medicine - WHM 6012 Study Room: Individual' with a status of 'Confirmed'.