



**University of Houston**  
**C. T. Bauer College of Business**  
**Room Reservations**

**Bauer Faculty and Staff**  
**EMS**  
**USER Manual**

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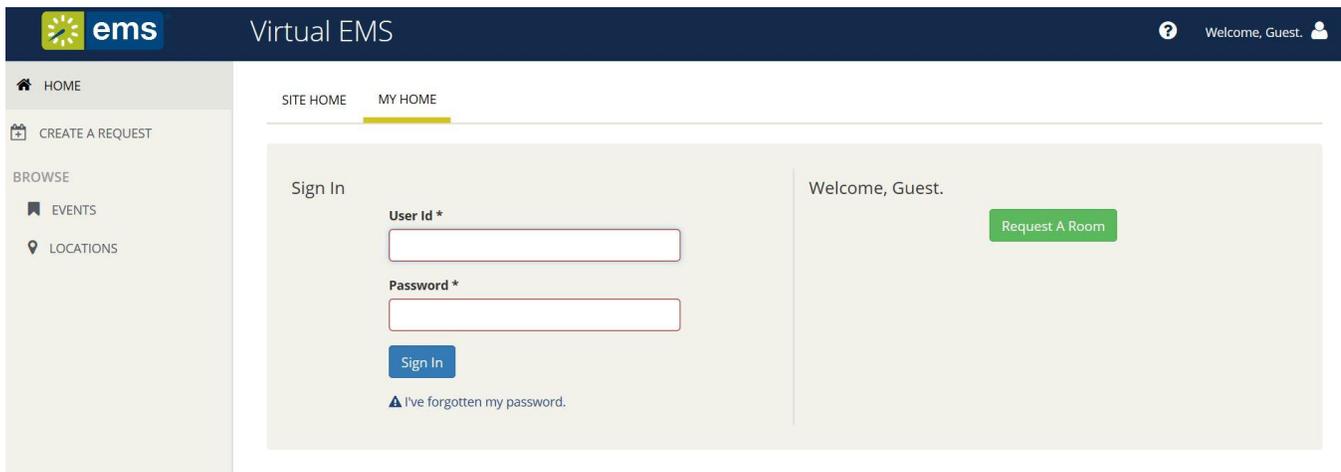
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## Overview

This manual is designed to assist in the basic use of the EMS Room Reservation Web App for Bauer Faculty and Staff.

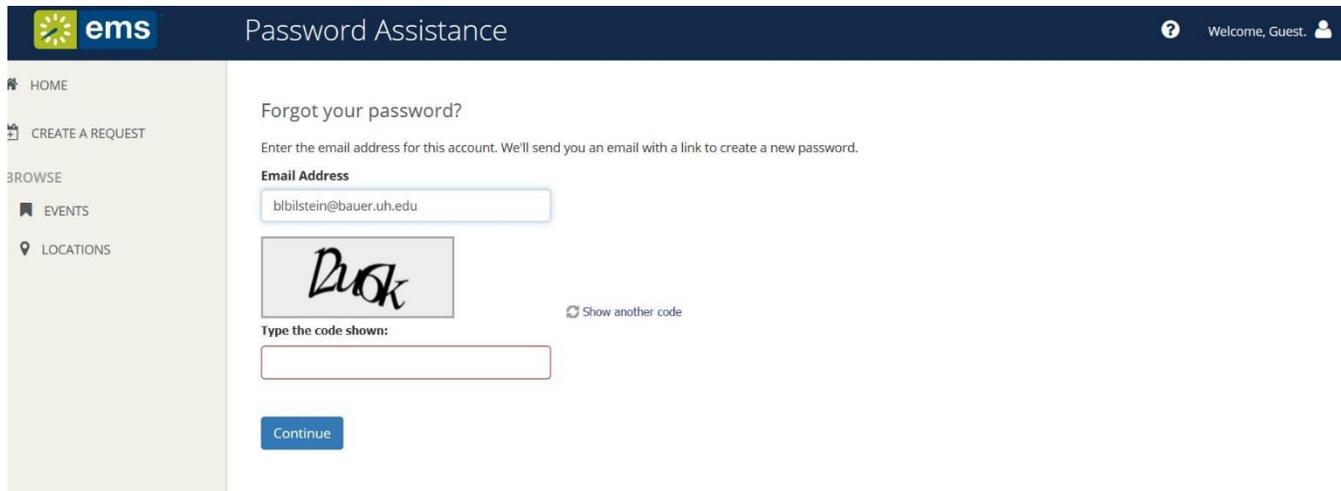
## Activating your Everyday User Account

To activate your Everyday User Account, follow the link to <http://reservations.bauer.uh.edu/emswebapp/>.



The screenshot shows the 'Virtual EMS' web application interface. The top navigation bar includes the 'ems' logo, the title 'Virtual EMS', and a user profile icon labeled 'Welcome, Guest'. A left sidebar contains navigation options: HOME, CREATE A REQUEST, BROWSE, EVENTS, and LOCATIONS. The main content area is divided into 'SITE HOME' and 'MY HOME' tabs. Under 'MY HOME', there is a 'Sign In' section with two input fields for 'User Id \*' and 'Password \*', a 'Sign In' button, and a link for 'I've forgotten my password.'. To the right, a 'Welcome, Guest.' message is displayed with a green 'Request A Room' button.

Click on “I’ve forgotten my password.”

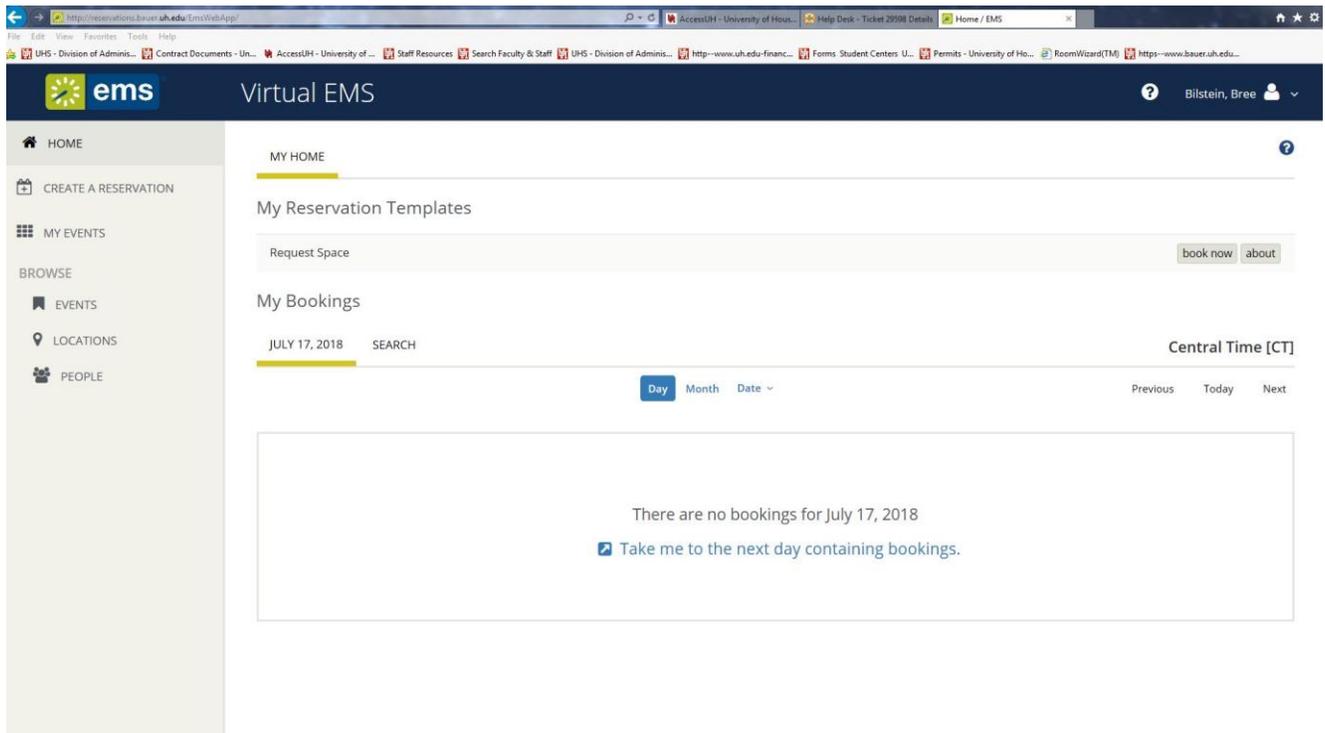


The screenshot shows the 'Password Assistance' page. The top navigation bar includes the 'ems' logo, the title 'Password Assistance', and a user profile icon labeled 'Welcome, Guest'. A left sidebar contains navigation options: HOME, CREATE A REQUEST, BROWSE, EVENTS, and LOCATIONS. The main content area features the heading 'Forgot your password?' and the instruction 'Enter the email address for this account. We'll send you an email with a link to create a new password.'. Below this, there is an 'Email Address' input field containing 'blbilstein@bauer.uh.edu'. A CAPTCHA image showing the word 'Duck' is displayed, with a 'Show another code' link to its right. Below the CAPTCHA is a 'Type the code shown:' input field. A 'Continue' button is located at the bottom of the form.

Enter your Bauer email address and Type the code shown. Click “Continue”.

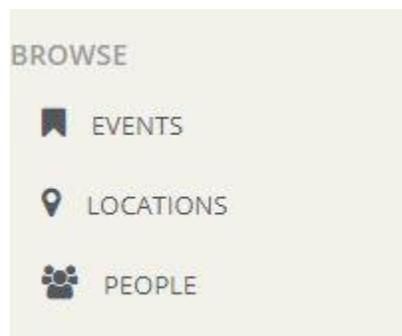
You will receive an email to your Bauer email address with a link to enter your temporary password. You will be able to log in using your Bauer email address as the User Id.

Your Home Page will show your upcoming reservations and the “Request Space” template:



### Browsing Room Availability

To view Room Availability, you can browse by Events, Locations, or People.



Viewing by Location will show you all Room Availability:

The screenshot shows the 'ems Browse Locations' interface. The top navigation bar includes the 'ems' logo, 'Browse Locations', and a user profile 'Welcome, Guest'. A sidebar on the left contains navigation links: HOME, CREATE A REQUEST, BROWSE, EVENTS, and LOCATIONS (highlighted). The main content area features a 'Filters' section with 'Date' set to 'Thu 06/28/2018' and 'Time Zone' set to 'Central Time'. Below the filters is a 'Locations' section with a date selector for 'Thu June 28, 2018' and a 'Find A Room' search box. The main display is a calendar grid showing room availability for the day. The grid lists rooms on the left, including 'Insperity Classroom & ...', 'CBB 316 Conference Ro...', 'CBB 506 Conference Ro...', 'CBB 508 Conference Ro...', 'CBB Classroom 310', 'CBB Classroom 510', 'CBB Classroom 522', 'CBB Lobby', 'Student Training Center', 'Leroy and Lucile Melch...', 'Melcher Hall 110 Classr...', 'Melcher Hall 112 Classr...', 'Melcher Hall 113 Classr...', and 'Melcher Hall 114 Classr...'. The grid shows availability for each room across the hours of the day (2 to 11). Some rooms are marked as 'Closed' or 'Private'.

Room	2	3	4	5	6	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11	
Insperity Classroom & ...	Cap																						
CBB 316 Conference Ro...	30																						Closed
CBB 506 Conference Ro...	30																						Closed
CBB 508 Conference Ro...	30																						Closed
CBB Classroom 310	49																						Closed
CBB Classroom 510	44																						Closed
CBB Classroom 522	46										Enrollment Services Communication Marketing												Closed
CBB Lobby	50																						Closed
Student Training Center	160																						Closed
Leroy and Lucile Melch...	Cap																						
Melcher Hall 110 Classr...	66									Private	Private						Private	Private	Private	Private	Private	Private	ed
Melcher Hall 112 Classr...	44									Private	Private						Private	Private	Private	Private	Private	Private	ed
Melcher Hall 113 Classr...	40																Private	Private	Private	Private	Private	Private	ed
Melcher Hall 114 Classr...	66										Private	Private					Private	Private	Private	Private	Private	Private	ed

Clicking on a Room will show you Room Information:

about CBB 316 Conference Room ×

ROOM DETAILS    SETUP TYPES    FEATURES    IMAGES    AVAILABILITY

---

Room Code	316
Description	CBB 316 Conference Room
Room Type	Conference Room
Floor	3rd Floor
Size	1111
Notes	Teleconference room. No Working A/V equipment. No whiteboard. Free of charge. Food Allowed.
Requires	

[View All Building & Room Details](#)    [Close](#)

Clicking on an Event will show certain booking details:

Booking Details ×

EVENT DETAILS    RELATED EVENTS ?

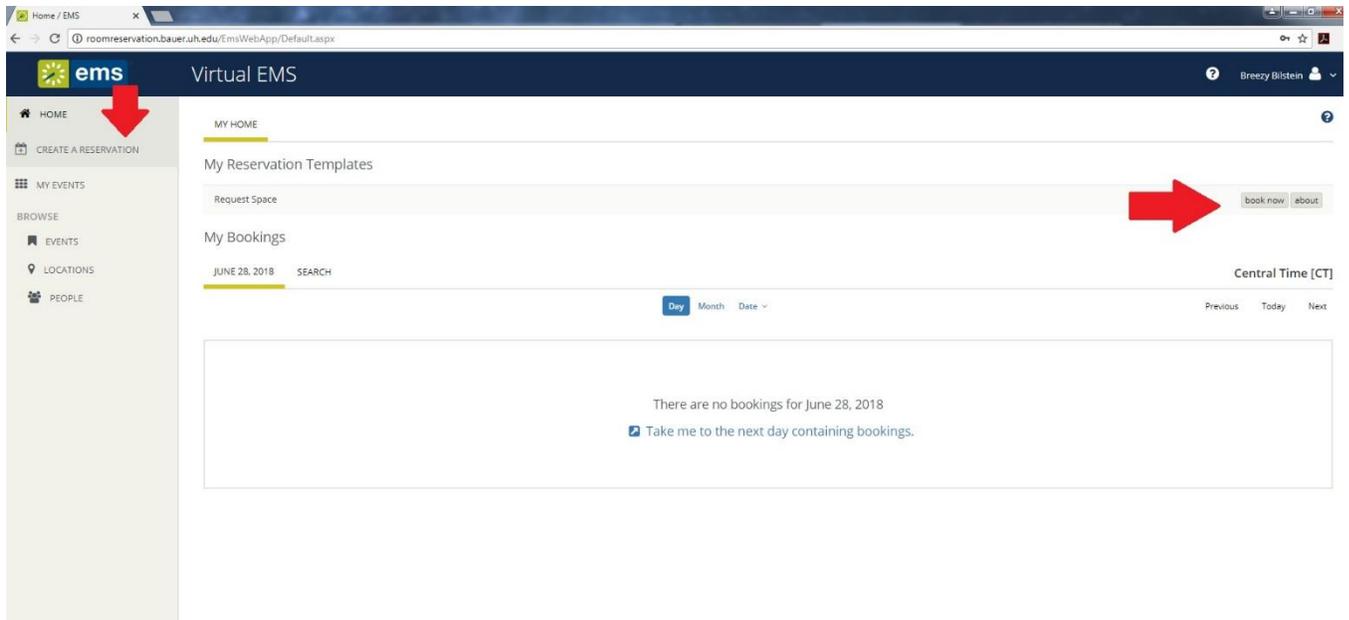
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Date	Thursday Jun 28, 2018
Reserved Time	10:00 AM - 3:00 PM
Location	CBB - 522
Event Type	Other

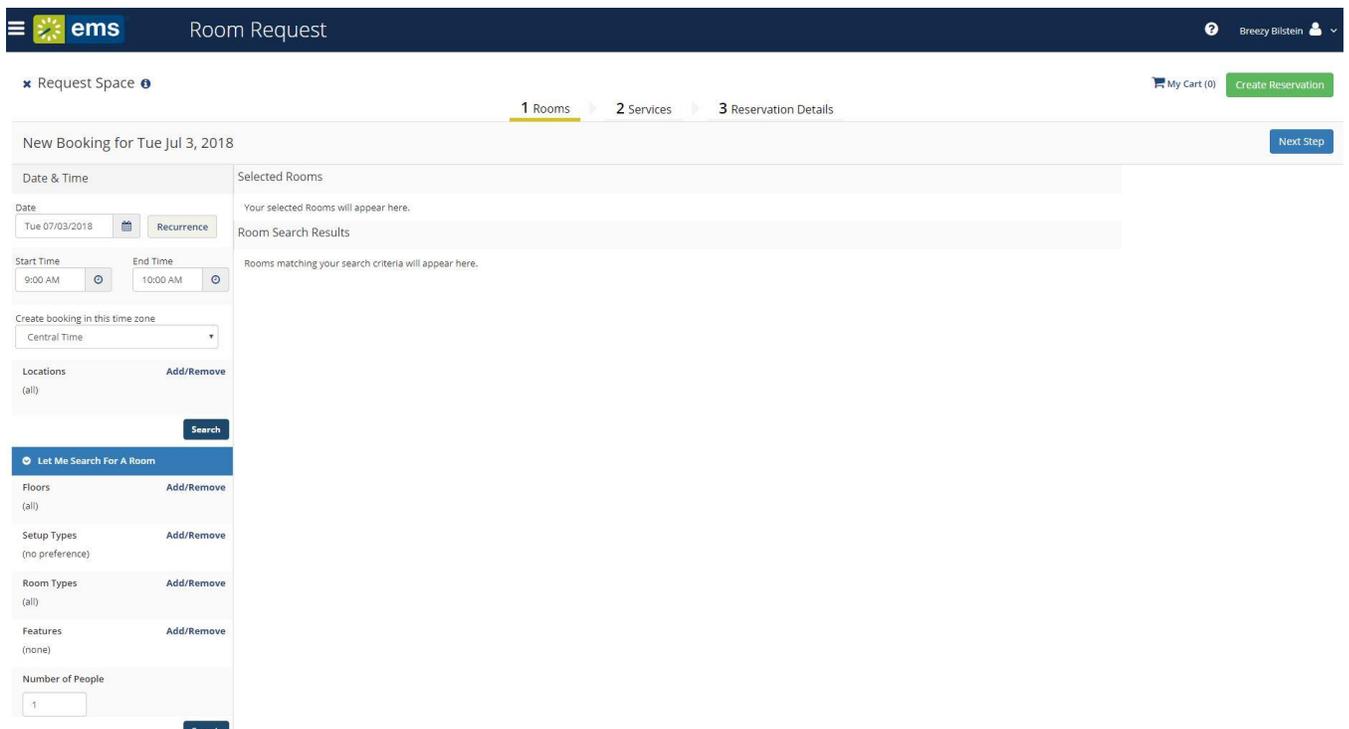
[Add to My Calendar](#)    [Share](#)    [Close](#)

## Requesting A Room

To Request a Room, you can click on either “Create Reservation” on the side bar, or on the “book now” under Request Space.



This will take you to the Request Space Template:



From here, you can enter in the Date & Time for your request.

## New Booking for Wed Jul 4, 2018

**Date & Time**

Date  
Wed 07/04/2018  **Recurrence**

Start Time  
10:00 AM 

End Time  
11:00 AM 

Create booking in this time zone  
Central Time ▼

**Locations** **Add/Remove**  
(all)

**Search**

**Let Me Search For A Room**

**Floors** **Add/Remove**  
(all)

**Setup Types** **Add/Remove**  
(no preference)

**Room Types** **Add/Remove**  
(all)

**Features** **Add/Remove**  
(none)

**Number of People**  
1

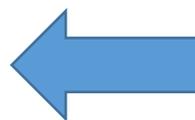
**Search**

**I Know What Room I Want**

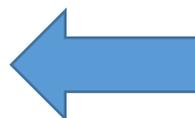
All requests require a minimum of 3 days to process.

For multiple dates/time, select the “Recurrence” button and enter in any additional dates/times to your request.

You will be able to search for a room by adding preferences for Floors, Setup Types, Room Types, Features, and Number of People who will need to be accommodated.



You can also search for a room directly by clicking on “Search” or “I Know What Room I Want” at the bottom.



## Requesting Furniture for Your Reservation

To add Furniture and Event Set-Up to your request, move to the “Services” tab or click on “Next Step”:

The screenshot shows the 'Request Form' interface. At the top, there is a navigation bar with the 'ems' logo and 'Request Form' text. Below this, there are tabs for 'Room Search', 'Services' (which is highlighted), and 'Request Details'. A 'Create Request' button is visible in the top right. The main content area is titled 'Services For Your Reservation' and includes a 'Next Step' button. The 'Furniture' section is expanded, showing a list of items: Chairs, Folding Chairs, Tables, Rectangle Tables (6 ft), Rectangle Tables (5 ft), Cocktail Tables, Setup Options - (setup fee applies), Banquet, Boardroom/Conference, Open Square, and Theater. The 'Services Summary' section is currently empty.

From here you can add Chairs, Tables, or Pre-Set Setup Options (STC only).

The screenshot shows a modal window titled 'Folding Chairs (serves 1)'. It includes a close button in the top right corner. Below the title, it states 'Set-up fees may apply.' There is a quantity selector with a minus button, a text box containing '10', and a plus button, followed by the text '(available inventory: 50)'. Below this is a section for 'Special Instructions' with a text area containing the text 'Please set up chairs in a circle.' At the bottom right, there are 'OK' and 'Cancel' buttons.

Enter the quantity needed and provide a description for how you would like the items set up.

You can view the furniture you have currently selected on an order by on the right under “Services Summary”:

Services For Your Reservation

Next Step

**Furniture**

Chairs

Folding Chairs

Tables

Rectangle Tables (6 ft)      Rectangle Tables (5 ft)

**Services Summary**

**Furniture**

- 10 Folding Chairs
  - Please set up chairs in a circle.

## Making Changes to Your Reservation

To edit or make changes to a submitted request or reservation, click on “My Events” and “Edit Reservation Details.”

**ems** My Events Breezy Bilstein

My Events / Bree's Example Request beginning Jul 17, 2018 (2422)

RESERVATION DETAILS    ADDITIONAL INFORMATION    ATTACHMENTS

[Edit Reservation Details](#)

Event Name	Bree's Example Request
Event Type	Other
Group	Dean's Office Bauer College
1st Contact Name	Bilstein, Bree

**Bookings**

CURRENT    PAST     Include cancelled bookings

Cancel Bookings    Booking Tools    [New Booking](#)

Date	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Tue Jul 17, 2018	9:00 AM	10:00 AM	CT	Insperty Classroom & Business Building - CBB 316 Conference Room	1	As Is	Requested

**Reservation Tasks**

- Add Services
- Cancel Services
- Booking Tools
- Cancel Reservation**
- View Reservation Summary
- Send Invitation
- Add to My Calendar