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

Bauer Faculty and Staff
EMS
USER Manual
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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/.

Click on “I’ve forgotten my password.”

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:

Clicking on a Room will show you Room Information:
Clicking on an Event will show certain booking details:

**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.
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”:

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

Folding Chairs (serves 1)

Set-up fees may apply.

[Minus] 10 [Plus] (available inventory: 50)

Special Instructions

Please set up chairs in a circle.

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”: 
Making Changes to Your Reservation

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