

The background of the cover is a photograph of a large, historic stone building with a prominent arched entrance. A semi-transparent red rectangle is overlaid on the center of the image, containing the title text in white.

# EMS Web App Guide

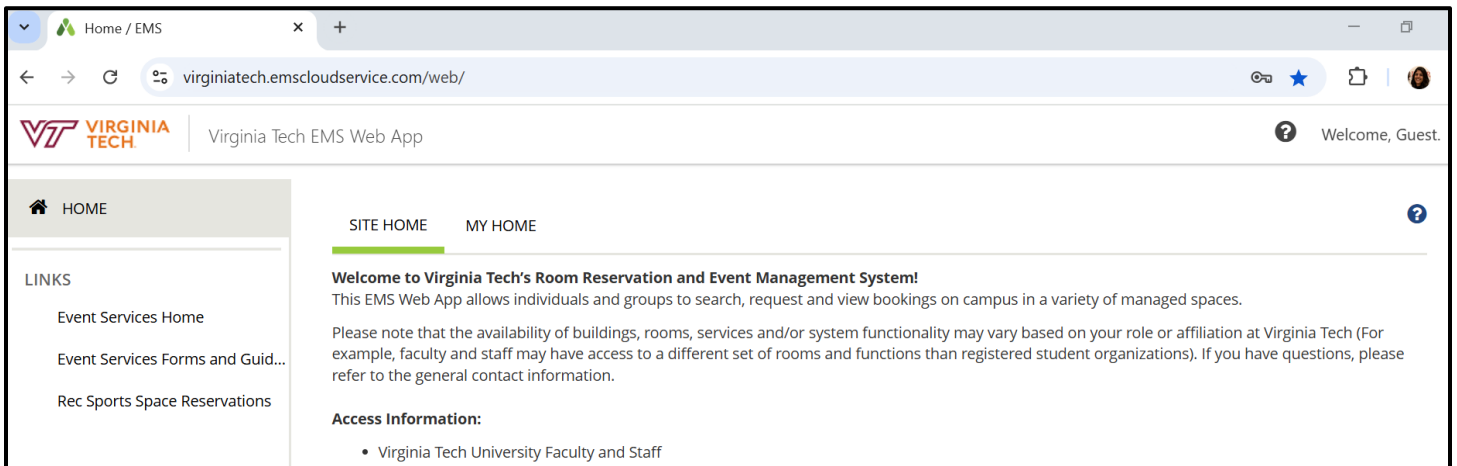
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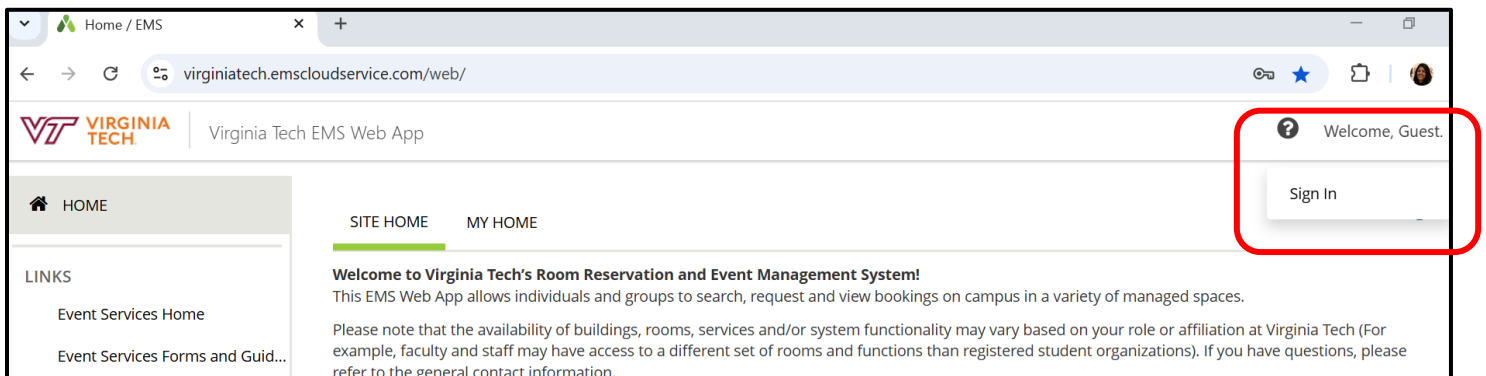
## Submitting a Room Request ([training video link](#))

- Go to the EMS Web App website (<https://virginiatech.emscloudservice.com/web/>). This is what the webpage should look like:



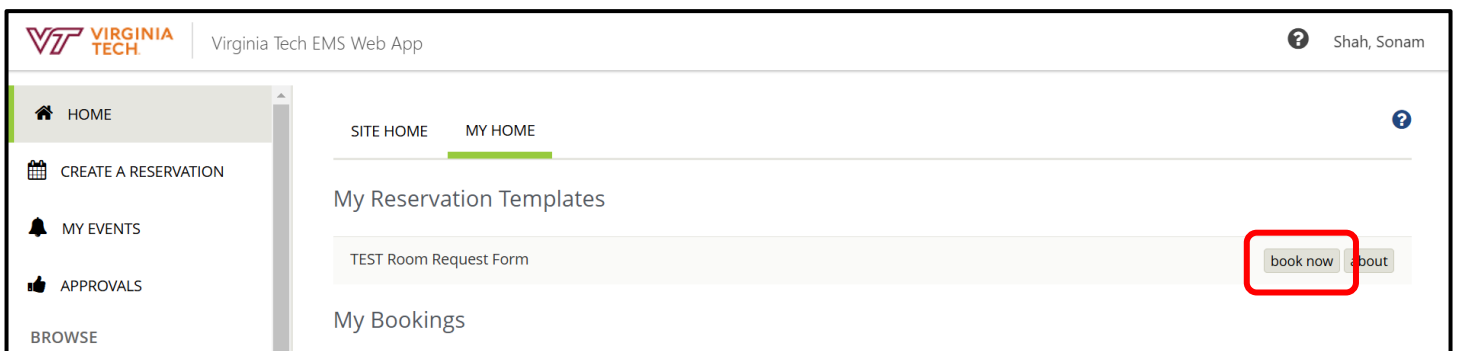
## Log In

- If you are a full-time faculty or staff member at Virginia Tech, you will be able to reserve select spaces by logging into the EMS Web App. You must use your VT Username and Password to login.



## Reservation Template

- After successfully signing-in you'll see the below page and you'll need to select the applicable reservation template or request form by pressing the "Book Now" option.



## Step 1: Rooms

### Room Availability

- Input the desired date, time and location to check room availability.
  - Make sure the time you input is within building hours. Or else you will not be able to reserve the room. If your event goes past building hours, you can add that as a note near the end of the request process.
- If you have a reoccurring meeting or event, you have the option of selecting multiple dates. There is an option for daily, weekly, monthly, or random “Recurrence”.
- Select “Search” and then all the reservable rooms will populate.
  - Note: if you change the date and/or time again, be sure to select “Search” again to repopulate the rooms.

VT VIRGINIA TECH Create A Reservation Shah, Sonam

TEST Room Request Form My Cart (0) Create Reservation

1 Rooms 2 Reservation Details

New Booking for Wed Oct 30, 2024 Next Step

Date & Time Selected Rooms

Date \* Your selected Rooms will appear here.

Wed 10/30/2024 Recurrence

Start Time \* End Time \* Room Search Results

11:00 AM 12:00 PM Rooms matching your search criteria will appear here.

Create booking in this time zone

Eastern Time

Locations Add/Remove

(all)

Search

- Optional: you can also filter rooms by floor, setup type, or features.

Let Me Search For A Room

Floors Add/Remove

(all)

Setup Types Add/Remove

(no preference)

Features Add/Remove

Number of People

0

Search

Select this "Search" button if you applied filters.

I Know What Room I Want

## Room Selection

- Now you will see the rooms populated in a list or schedule format.
- The vertical red lines show you the timeframe you selected.
- If the room is unavailable, it will show that there is another event during a specific time.
- Once you check the availability and decide on a room, click on the green “+” (plus) sign next to the room to continue.

The screenshot shows the 'Room Selection' interface. On the left, there are filters for Date & Time (Date: Wed 10/30/2024, Start Time: 11:30 AM, End Time: 12:30 PM, Time Zone: Eastern Time), Locations (all), and Setup Types. The main area shows 'Selected Rooms' and 'Room Search Results'. A table titled 'Rooms You Can Reserve' lists Room 101 (Cap 10), Room 201 (Cap 100), and Room 301 (Cap 5). A red box highlights the green plus sign next to Room 101. A red arrow points to a 'Private' reservation in the Room 201 row. A text label 'Already another reservation in here.' points to the arrow.

Room	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6
Room 101	10												
Room 201	100							Private					
Room 301	5												

- Next, you will need to enter the estimated attendance and select your desired setup type.

The screenshot shows the 'Attendance & Setup Type' modal form. It contains a text input for 'Number of Attendees' with the value '2', a dropdown for 'Setup Type' with 'Conference Table' selected, and 'Add Room' and 'Cancel' buttons.

- If you wish to book multiple rooms for your reservation, look through the rooms list again and click the plus sign next to the rooms you'd like to add.
- The selected rooms will pop up at the top to show what you have currently in your cart.
- Once you are done selecting rooms, click “next step”.

The screenshot shows the 'TEST Room Request Form' with a progress bar indicating '1 Rooms' and '2 Reservation Details'. The 'Next Step' button is highlighted with a red box. The form shows a new booking for Wed Oct 30, 2024, with selected rooms Room 101 and Room 301.

## Step 2: Reservation Details

- On this step you need to complete all necessary reservation details. All required fields are marked with an asterisk (\*). Once you select your “Group” from the drop-down you can also locate your name under the “Authorized Contact 1” drop down.
- Keep in mind: All programs and space usage must adhere to [Policy 5000](#).
- Once completed, click “Create Reservation” at either the top or bottom of this page.

VT VIRGINIA TECH Create A Reservation

Shah, Son

TEST Room Request Form

My Cart (0)

Create Reservation

1 Rooms 2 Reservation Details

Reservation Details

Event Details

Event Name \* Event Type \*

Staff Meeting -Meeting

Group Details

Group \* Authorized Contact 1

Additional Information

Please briefly describe the purpose of your room request. \*

- A Help box will pop-up to signify that your request was submitted. You may also receive an email.

VT VIRGINIA TECH Create A Reservation

HOME

CREATE A RESERVATION

MY EVENTS

APPROVALS

Reservation Created

A confirmation email has been sent to soshah@vt.edu

What would you like to do now?

- > Add to my calendar.
- > Edit this reservation.

Help

Your room reservation request has been confirmed. You will receive an email shortly that contains a summary of your room reservation.

OK

- Select “Add to My Calendar” to download an .ics file to connect to your outlook calendar so that you may invite others and include a virtual link if applicable.

VT VIRGINIA TECH Create A Reservation

HOME

CREATE A RESERVATION

MY EVENTS

APPROVALS

Reservation Created

A confirmation email has been sent to soshah@vt.edu

What would you like to do now?

- > Add to my calendar.
- > Edit this reservation.

## Edit or Cancel your Reservation

- Navigate to “My Events” on the left panel to view the list of all requests you have submitted.
- Select the one that you want to modify.

HOME  
CREATE A RESERVATION  
**MY EVENTS**  
APPROVALS  
BROWSE  
EVENTS

RESERVATIONS BOOKINGS

Search Reservations ☐ Include cancelled

CURRENT PAST

Name	First/Last Booking ^	Location	Group	Services	ID	Status
<a href="#">Staff Meeting</a>	Thu Oct 31, 2024/ Thu Oct 31, 2024	<a href="#">Test Building - Room 101</a>	Enterprise Systems		123972	Confirmed

- You can add more rooms by clicking “New Booking” at the bottom.
- You can remove rooms by clicking the “-” (minus) sign.
- You can also cancel the reservation or modify services (equipment).
- The “Web Request” status (only applicable for select Reservation Templates) means it is still under review by your space managers.
- Once it has been approved, the status will show as “Confirmed”.
- Select “Add to My Calendar” to download an .ics file to connect to your outlook calendar so that you may invite others and include a virtual link if applicable.

My Events / Staff Meeting beginning Oct 31, 2024 (123972)

RESERVATION DETAILS ADDITIONAL INFORMATION

Edit Reservation Details

Event Name	Staff Meeting
Event Type	-Meeting
Group	Enterprise Systems
Authorized Contact 1 Name	Shah, Sonam

Bookings

CURRENT PAST ☐ Include cancelled bookings

Cancel Bookings Booking Tools [New Booking](#)

Edit	Remove	Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
		Thu Oct 31, 2024	12:30 PM	1:30 PM	ET	Test Building - Room 101	5	Conference Table	Confirmed