BOOKING SPACE AT SOM

This article describes how you can book space at SOM by using the event management system.

CREATE A RESERVATION

1. You can begin making a reservation by clicking the CREATE A RESERVATION option (on the left menu) or the Book Now button next to one of your reservation templates (on the right).

2. Next, the Create a Reservation screen appears, where EMS Web App will lead you through the reservation process. Enter information (including all required fields) using the Next Step button to advance through the process.

SPECIFY WHEN AND WHERE

1. To specify When, select dates, times, recurrence (optional), and time zone for the reservation in the upper left panel.
2. To specify Where, in lower left panel, select one of the following:
   - Let Me Search for a Room
   - I Know What Room I Want
3. Once you have located a room to reserve, click the Add (+) icon to add the booking to your cart. You can delete or change the room before finalizing your Reservation.

SPECIFY WHO AND WHAT
1. In the Attendees area (near the center of the screen), specify headcount and attendees.

2. Once you complete all required fields on this tab, click Next Step in the upper-right corner.

**CHOOSE SERVICES (OPTIONAL)**

1. Under the Services tab in the Create Reservation screen, specify any services you wish to associate with the reservation (if available, you can click Skip Services). The example below showing a workspace booking may differ from your administrator settings, such as catering options and billing.
FINALIZE RESERVATION DETAILS

The Reservation Details screen finalizes information about your reservation. Invitations to bookings and attachments will be sent to all attendees. The example shown below may differ from your implementation.

Complete all required information. Then click Save Reservation Details and Create Reservation.
Reservation Details

Event Details

Event Name *
Ryan's workspace for Jan 12, 2016
Event Type *
Hoteling

Comment

Calendaring Details

Subject
Ryan's workspace for Jan 12, 2016
Show Time As
Free
Reminder
None

Message

Requestor Details

Group/Employee *
First Name Lastname
First Contact *
First Name Lastname
Second Contact
First Contact Phone
111-222-3333
First Contact Mobile
First Contact Email Address *
email@domain.com

Attendee Attachment

Participant Instructions.docx - 100%

Reservation Attachments

User Testing In Progress Sign.pdf - 100%

Billing Information

Billing Reference

PO Number

Add this reservation to my calendar.
I have read and agree to the terms and conditions.

Save Reservation Details
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- EMS for Outlook FAQ
- EMS Desktop Client Freezes
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