Welcome to the new EMS web app (formerly known as Virtual EMS) accessible via https://myrooms.law.harvard.edu

EMS has been upgraded to ensure the most recent security features are in place as well as to ensure timely support from the vendor. This upgrade results in a significant change to the visual appearance in EMS for you, the end user.

Contents (click each heading to jump to that section)

- **Sign in**
- **Home Screen**
- **My Bookings**
- **Browse Locations**
- **Create a Reservation**
- **Recurrences**
- **Setup Services**
- **Reservation Details**
- **Reservation Created**
- **Edit this reservation**
- **Add Services**
Sign in

When you navigate to the EMS web app, the login screen will appear as depicted below. Utilize your HLS Me (LDAP) credentials to sign in.
Home Screen

Your home screen will look similar to the screenshot below. The most important sections to be aware of first include:

1. **My Reservation Templates** – listed here are the templates you are approved to use for booking space.
2. **My Bookings** – listed here are any bookings already in EMS with you associated as the user.
3. **Browse Locations** – this link, in the left-hand navigation panel, will take you to a grid view of all event locations.
4. **Links** – we have included links here to help you quickly navigate to the Events, ITS, and RA websites as well as the event calendar.
My Bookings

In the My Bookings section, click the name of a booking to obtain more information or to edit.

If you have a lot of bookings to navigate, use the search feature to look for bookings by name or location.

There is a dropdown calendar available to assist with navigating to bookings on a certain date.
Browse Locations

Clicking Browse Locations in the left-hand navigation pane will provide you a grid view of room availability. A dropdown calendar is available to assist in navigating to a particular date.

Click on a shaded region of the grid for a pop up window with more information on who has booked the space.

Click on an empty region of the grid to start a new booking in that space.
Create a Reservation

To create a new reservation, identify the reservation template that you would like to use and click book now.

If you are unfamiliar with the templates, clicking on about will provide additional information as well as the booking rules associated with the template.
Create a Reservation (continued)

Enter the desired date and time to begin the reservation process. Recurring meetings will be covered on the next page.

Setup types and number of people attending will help further limit the available rooms. These filters are now optional in the new web app.

To request a space, click the blue plus located next to the room. Clicking on the room name will provide information about the room. You may add several rooms to your request before moving to the next step.

Click Next Step when you are ready to proceed.
Recurrences
Clicking recurrence for a new booking will open a pop up window allowing you to enter details of the recurrence.

After clicking Apply Recurrence, available rooms will be noted including a fraction with the denominator being the number of dates you have requested. The numerator will indicate how many of the requested dates that room is available for. Clicking on the fraction will provide details of which dates are unavailable.

As you select dates, the denominator will change to show how many dates you still need to book and room availability will update automatically for just the remaining dates that are needed. Continue to add rooms until all rooms are accounted for or you decide to skip remaining dates.

These numbers show how many recurrences the room is available for. Clicking the number will provide detail of which dates are not available.
Setup Services
After choosing your room, you will have the opportunity to add setup services. This is optional at this time, you will have the opportunity to add setup services again later. **There is no option at this stage to enter catering or media services. Those will be requested after you have completed the room booking.**

Click on the equipment you would like to order. In the pop up window, select the quantity and enter any pertinent notes, then click ok.

Requested services will appear in the right-hand column. Click the blue circle at left to remove a requested service. Click the blue pencil at right to edit a requested service.

Click Next Step when you are done entering setup services.
Reservation Details

Fields for the reservation details should look familiar from Virtual EMS. Any field surrounded with a red border is required before the reservation can be created.

Once all fields are completed, click Create Reservation.
Reservation Created

Congratulations! You have completed a room reservation.

Click on “edit this reservation” to check the spaces you have reserved or to request AV and catering services.
Edit this reservation

Highlights of the edit reservation page include:

- Edit reservation details (e.g. event name) or additional information (e.g. billing code) in the upper left corner
- Add services to your reservation, including catering and AV, in the upper right corner
- Add new room bookings to this reservation in the lower right corner
- At the bottom of the screen are listed the current bookings
  - Click the blue pencil to edit an existing booking
  - Click the blue circle to cancel a single existing booking
  - Click the manage services link to manage any previously requested services on that booking
Add Services
(Manage Services looks and functions similarly)

**Note that only one service request may be entered at a time. For example, enter requests for breakfast and submit. Then make a new request for lunch and submit. Then make a new request for AV and submit.**

Enter the estimated head count for catering and click on the check box agreeing to terms. Then click on the item you wish to order, a pop up will open.

Requested services will appear in the right-hand column. Click the blue circle to remove a requested service or the blue pencil to edit.

Click next step to submit your service request.
We hope that this brief tutorial will help you navigate the new EMS web app. If you have questions or encounter difficulty, please contact us:

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