

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.

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## Accessibility

If you use screen reading software, please complete an [Accessible Room Request Form](#). This form will be sent to the Office of Event Scheduling and Support for review, and you will receive a confirmation email when your request has been reviewed.

Please contact [Student Support Services](#) at [studentsupport@law.harvard.edu](mailto:studentsupport@law.harvard.edu) if you have any questions about accessibility at HLS.

Sign in

When you navigate to the EMS web app, the log in screen will appear as depicted below. Utilize your Harvard Key email and password to sign in.

HARVARD  
LAW SCHOOL

Edit

?

Nayler, Christopher

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

LOCATIONS

PEOPLE

LINKS

Event Scheduling and Support

Information Technology Services

Restaurant Associates

Public Events Calendar

SITE HOME

MY HOME

Sign In

Use your HLS Active Directory Account (same as HLS email) to log in.

Contact HLS ITS (617-495-0722) if you have difficulty logging in.

User Id \*

Password \*

Sign In

Edit 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.

The screenshot displays the Harvard Law School Home Screen. The top navigation bar includes the Harvard Law School logo, a help icon, the user name 'Nayler, Christopher', and a dropdown arrow. The left-hand navigation panel contains links for HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, LOCATIONS, PEOPLE, and LINKS. The main content area shows 'SITE HOME' and 'MY HOME' tabs. Under 'MY HOME', there are sections for 'My Reservation Templates' and 'My Bookings'. The 'My Reservation Templates' section lists 'Express Reservation (Staff/Faculty)' and 'Full Service Reservation (Staff/Faculty)', each with 'book now' and 'about' buttons. The 'My Bookings' section shows a calendar view for June 15, 2017, with a table of bookings. The table has columns for time, event name, location, and status. The status for all bookings is 'Room Hold'. The table is filtered by 'Day' and shows bookings for June 15, 2017. The time zone is set to 'Eastern Time [ET]'.

**HARVARD LAW SCHOOL** ? Nayler, Christopher

**HOME** ? Edit Sign In

**CREATE A RESERVATION**

**MY EVENTS**

**BROWSE**

**LOCATIONS**

**PEOPLE**

**LINKS**

Event Scheduling and Support

Information Technology Services

Restaurant Associates

Public Events Calendar

**SITE HOME** **MY HOME**

**My Reservation Templates**

Express Reservation (Staff/Faculty) book now about

Full Service Reservation (Staff/Faculty) book now about

**My Bookings**

JUNE 15, 2017 SEARCH

Day Month Date Previous Today Next

7:00 AM - 10:00 PM	Summer Group Meals	WCC - 205 Harkness South Dinin...	Room Hold
7:00 AM - 10:00 PM	Summer Group Meals	WCC - 206 Lounge	Room Hold
7:00 AM - 10:00 PM	Room hold	WCC - 4018 Room	Room Hold
7:00 AM - 10:00 PM	Hold for Office Space	Griswold Hall - 350 Meeting Room	Room Hold
7:00 AM - 10:00 PM	Hold for Office Space	Griswold Hall - 550 Meeting Room	Room Hold
7:00 AM - 10:00 PM	Mexican Delegation	Hauser Hall - 104 Lombard Class...	Room Hold
7:00 AM - 10:00 PM	Hold HNI/GLP/Bebchuk	Pound Hall - 101 Ballantine Class...	Room Hold
7:00 AM - 8:30 AM	Hold HNI/GLP/Bebchuk	Austin Hall - 100 Classroom - Nor...	Room Hold
7:00 AM - 8:30 AM	Hold HNI/GLP/Bebchuk	Austin Hall - 111 Classroom - West	Room Hold

## 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.

HARVARD  
LAW SCHOOL

Edit

?

Nayler, Christopher

?

Edit Sign In

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

LOCATIONS

PEOPLE

LINKS

Event Scheduling and Support

Information Technology Services

Restaurant Associates

Public Events Calendar

SITE HOME

MY HOME

My Reservation Templates

Express Reservation (Staff/Faculty)

Full Service Reservation (Staff/Faculty)

My Bookings

JUNE 15, 2017

SEARCH

Click on "search" to help narrow results if you have a lot of bookings

Day

Month

Date

To view bookings on a particular date, click here for a drop-down calendar

Previous

Today

Next

Eastern Time [ET]

7:00 AM - 10:00 PM	Summer Group Meals	WCC - 205 Harkness South Dinin...	Room Hold
7:00 AM - 10:00 PM	Summer Group Meals	WCC - 206 Lounge	Room Hold
7:00 AM - 10:00 PM	Room hold	WCC - 4018 Room	Room Hold
7:00 AM - 10:00 PM	Hold for Office Space	Griswold Hall - 350 Meeting Room	Room Hold
7:00 AM - 10:00 PM	Hold for Office Space	Griswold Hall - 550 Meeting Room	Room Hold
7:00 AM - 10:00 PM	Mexican Delegation	Hauser Hall - 104 Lumbard Class...	Room Hold
7:00 AM - 10:00 PM	Hold HNI/GLP/Bebchuk	Pound Hall - 101 Ballantine Class...	Room Hold
7:00 AM - 8:30 AM	Hold HNI/GLP/Bebchuk	Austin Hall - 100 Classroom - Nor...	Room Hold
7:00 AM - 8:30 AM	Hold HNI/GLP/Bebchuk	Austin Hall - 111 Classroom - West	Room Hold

## 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.

[illegible]

## 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.

The screenshot displays the Harvard Law School reservation system interface. The top navigation bar includes the Harvard Law School logo, an 'Edit' button, a help icon, and the user name 'Nayler, Christopher'. The left sidebar contains links for HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, and LOCATIONS. The main content area shows 'My Reservation Templates' with two options: 'Express Reservation (Staff/Faculty)' and 'Full Service Reservation (Staff/Faculty)'. Each template has 'book now' and 'about' buttons. Red annotations highlight these buttons with the text 'Click book now to start a new reservation' and 'Click about for information and booking rules related to the template'. Below the templates, two side-by-side pop-up windows titled 'About The "Full Service Reservation (Staff/Faculty)" Template' are shown. The left window is on the 'INFORMATION' tab, and the right window is on the 'BOOKING RULES' tab. The 'BOOKING RULES' tab contains a table with the following data:

Maximum number of bookings allowed per reservation	1100
Cancellation cutoff hours	72
Cancel booking in progress	No
End booking in progress	No
Only allow new bookings within this number of days	0
New booking cutoff hours	72

Both pop-up windows include a 'Book Now With This Template' button and a 'Close' button.

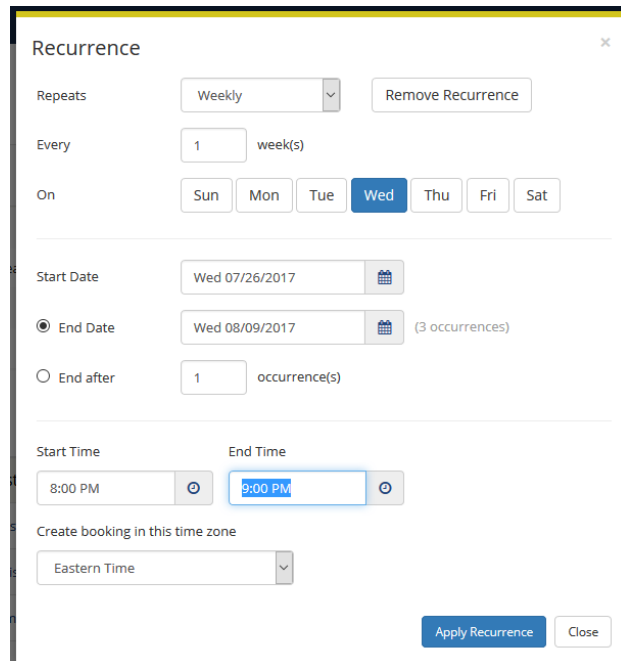


## Recurrences

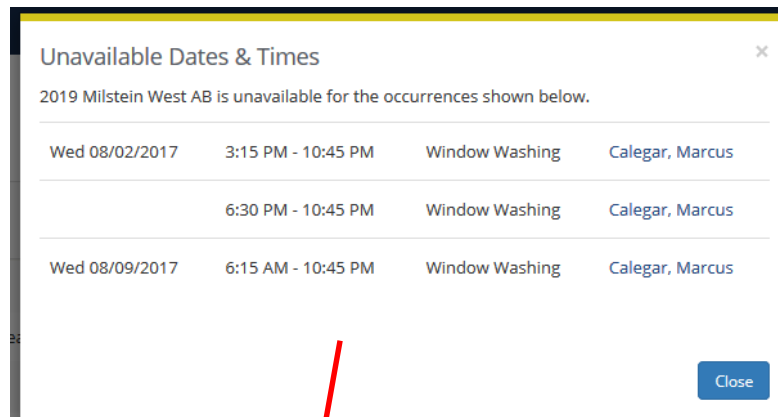
Clicking recurrence for a new booking will open a pop up window allowing you to enter details of the recurrence.

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.



Recurrence dialog box showing settings for a weekly recurrence starting on Wednesday, 07/26/2017, ending on Wednesday, 08/09/2017 (3 occurrences). The recurrence is set to repeat every 1 week(s) on Wednesdays. The start time is 8:00 PM and the end time is 9:00 PM. The time zone is Eastern Time. Buttons for 'Apply Recurrence' and 'Close' are at the bottom.



Unavailable Dates & Times dialog box showing details for 2019 Milstein West AB. It lists three occurrences where the room is unavailable: Wednesday, 08/02/2017 (3:15 PM - 10:45 PM), Wednesday, 08/02/2017 (6:30 PM - 10:45 PM), and Wednesday, 08/09/2017 (6:15 AM - 10:45 PM). All occurrences are for 'Window Washing' by 'Calegar, Marcus'. A 'Close' button is at the bottom right.

Rooms You Can Request							
+	120 Meeting Room	3/3	Areeda Hall	1st Floor	ET	12	
	2019 Milstein West AB	1/3	WCC	2nd Floor	ET	400	

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.

**HARVARD LAW SCHOOL Room Request**

Full Service Reservation (Staff/Faculty) | My Cart (1) | Create Reservation

1 Rooms | **2 Services** | 3 Reservation Details

Services For Your Reservation

**Setup Services**

Table	
Food Table	Panel Table
Banquet Round Table	Miscellaneous Tables

**Chair**

Extra Chairs Around Perimeter	Panelist Chairs
Miscellaneous Chairs	

**Signage/Display**

Easel	Indoor Sign Holder
-------	--------------------

**Dividers**

Screenflex Divider	Single Divider
--------------------	----------------

**Cleaning**

Compost Bin	Extra compost bags
Extra recycling bags	Extra trash bags

**Labor**

Custodial Staff	
-----------------	--

**Services Summary**

Requested items will appear under this column

Remove	Quantity	Service	Edit
	2	Panel Table Seating for 6	

Click here to remove a requested service

Click here to edit a requested service

**Panel Table**

18 " x 72", comfortably seats 3 chairs. Depending on room, panel chairs are set up directly behind teacher's desk or tables may be brought in for additional panelists.

- 2 +

**Special Instructions**


Seating for 6



OK Cancel



## Reservation Details


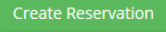
Fields for the reservation details should look familiar from Virtual EMS. Any field surrounded with a red boarder is required before the reservation can be created.

Once all fields are completed, click Create Reservation.

 Room Request

 Nayler, Christopher 

 Full Service Reservation (Staff/Faculty) 

 My Cart (1) 

1 Rooms

2 Services

3 Reservation Details

Reservation Details

Event Details

Event Name \*

Test Reservation


Event Type \*

Meeting

User Details

User \*

Nayler, Christopher



Event/Meeting Planner

Nayler, Christopher

Event/Meeting Planner Phone \*

123-456-7890

Event/Meeting Planner Cell

Event/Meeting Planner Email Address \*

cnayler@law.harvard.edu

Additional Information

HLS Faculty Sponsor

\*Not Applicable

HLS Department/Program Sponsor \*

Office of Events Scheduling and Support

What is the event's actual start and end time? \*

## 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.

The screenshot displays the Harvard Law School Room Request interface. The top navigation bar is dark blue with the Harvard Law School logo on the left, the title 'Room Request' in the center, and a user profile 'Nayler, Christopher' on the right. The left sidebar is light gray and contains several menu items: 'HOME', 'CREATE A RESERVATION' (highlighted with a yellow bar), 'MY EVENTS', 'BROWSE' (with sub-items 'LOCATIONS' and 'PEOPLE'), and 'LINKS' (with sub-items 'Event Scheduling and Support', 'Information Technology Services', 'Restaurant Associates', and 'Public Events Calendar'). The main content area has a white background and features the heading 'Reservation Created'. Below this heading, it says 'Reserved!' and 'What would you like to do now?'. There are two links: 'Add to my calendar.' and 'Edit this reservation.'. The 'Edit this reservation.' link is circled in red, and a red arrow points from it to a red text annotation that reads: 'Click edit this reservation to confirm bookings as well as to add services such as AV and catering'.

**HARVARD LAW SCHOOL** Room Request ? Nayler, Christopher

**Reservation Created**

Reserved!

What would you like to do now?

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

Click edit this reservation to confirm bookings as well as to add services such as AV and catering

**HOME**

**CREATE A RESERVATION**

**MY EVENTS**

**BROWSE**

- LOCATIONS
- PEOPLE



**LINKS**

- Event Scheduling and Support
- Information Technology Services
- Restaurant Associates
- Public Events Calendar

## 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
  - o Click the blue pencil to edit an existing booking
  - o Click the blue circle to cancel a single existing booking
  - o Click the manage services link to manage any previously requested services on that booking

 My Events ? Nayler, Christopher 

[◀ My Events / Test Reservation beginning Jul 19, 2017 \(124831\)](#) ?

RESERVATION DETAILS

[Edit Reservation Details](#)

Event Name

Event Type

User

Event/Meeting Planner Name

--

ADDITIONAL INFORMATION

Click here to edit reservation details such as event name

Test Reservation

Meeting

Nayler, Christopher

Nayler, Christopher

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Click here to edit additional details such as billing codes, calendar listings, etc.

Click here to add AV and catering services (or room setup if not previously requested)

Reservation Tasks

[Add Services](#)

[Cancel Services](#)

[Booking Tools](#)

[✕ Cancel Reservation](#)

[View Reservation Summary](#)

[View Service Availability](#)

[Send Invitation](#)

[Add to My Calendar](#)

Bookings

CURRENT

PAST

Click here to edit booking details

Cancel Bookings

Booking Tools

Click here to cancel a single booking

Click here to add another booking to this reservation

☐ Include cancelled bookings

[New Booking](#)

Date	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
  Wed Jul 19, 2017	8:00 AM	9:00 AM	ET	WCC - 2012 Classroom	20 	Classroom - Fixed 	Web Request Submitted

[View Services](#)

[Manage Services](#)

Click manage services to adjust any previously requested services on this 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.

The screenshot shows the 'Test Reservation (124831)' page in the Harvard Law School My Events system. The page is divided into two main sections: 'Select Services' on the left and 'Services Summary' on the right. The 'Select Services' section has a 'Catering' tab selected, showing a list of service options. The 'Services Summary' section shows the current selection: 'Catering, 8:00 AM - 9:00 AM, New Service Request, Estimated Count: 20'. A pop-up window titled 'Build Your Own Sandwich Buffet (Minimum 8 Guests) - \$13.75' is open, showing details about the service and a 'Special Instructions' field.

**Annotations:**

- Estimate the number of attendees for catering orders:** Points to the 'Estimated Count' field in the 'Catering' section, which is set to 20.
- Click next step to submit your service request:** Points to the 'Next Step' button in the top right corner.
- Be sure to click here to agree to terms:** Points to the checkbox labeled 'I have read and agree to the terms and conditions'.
- Click on the item you wish to order. A pop up window will open:** Points to the 'Build Your Own Sandwich Buffet (Minimum 8 Guests)' item in the service list.
- Click here to remove a requested service:** Points to the minus sign icon next to the service in the 'Services Summary'.
- Click here to edit a requested service:** Points to the pencil icon next to the service in the 'Services Summary'.

**Services List (Left):**

Start Time	End Time	Service Type	Estimated Count
8:00 AM	9:00 AM	New Service Request	20

**Services Summary (Right):**

Catering, 8:00 AM - 9:00 AM, New Service Request, Estimated Count: 20

Remove	Count	Service	Price
<input type="button" value="-"/>	8	Build Your Own Sandwich Buffet (Minimum 8 Guests) One person with peanut allergy	\$13.75

**Build Your Own Sandwich Buffet (Minimum 8 Guests) - \$13.75**

Fresh Rolls and Sliced Breads Platter of Sliced Turkey, Ham, Roast Beef and Tuna Salad Platter of Sliced Cheese, Lettuce and Tomato Buffet Includes: Green Salad, Whole Fruit, Cookies, Bags of Chips, Assorted Sodas \*\*\*Please indicate in Special Instructions if you would like to add Roasted Vegetables for \$2.50 per person

8 (min 8)

**Special Instructions**

One person with a peanut allergy

OK Cancel

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:

**Office of Event Scheduling and Support**

**[events@law.harvard.edu](mailto:events@law.harvard.edu)**

**617-495-3129**