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)

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 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.

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.
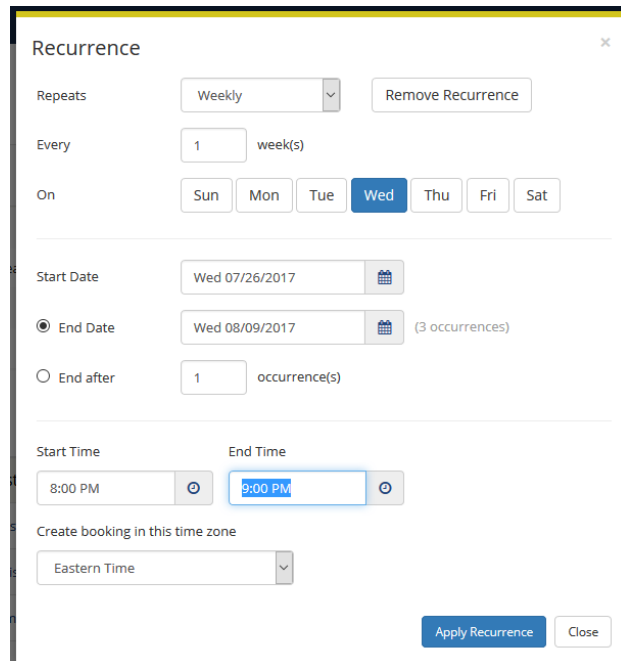
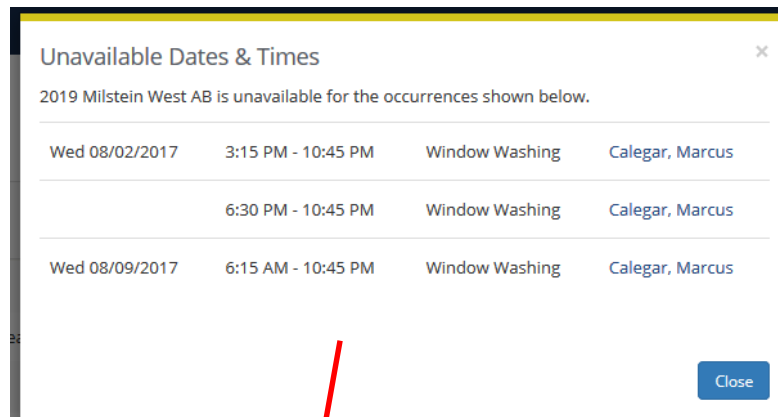Click Next Step when you are ready to proceed.

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.

Recurrence

Repeats	Weekly
	Remove Recurrence
Every	1 week(s)
On	Sun Mon Tue **Wed** Thu Fri Sat
Start Date	Wed 07/26/2017
● End Date	Wed 08/09/2017 (3 occurrences)
○ End after	1 occurrence(s)

Start Time	End Time
8:00 PM	9:00 PM

Create booking in this time zone

Eastern Time

Apply Recurrence   Close

Unavailable Dates & Times

2019 Milstein West AB is unavailable for the occurrences shown below.

Wed 08/02/2017	3:15 PM - 10:45 PM	Window Washing	Calegar, Marcus
	6:30 PM - 10:45 PM	Window Washing	Calegar, Marcus
Wed 08/09/2017	6:15 AM - 10:45 PM	Window Washing	Calegar, Marcus

Close

Rooms You Can Request

These numbers show how many recurrences the room is available for. Clicking the number will provide detail of which dates are not available

⊕	120 Meeting Room	3/3	Areeda Hall	1st Floor	ET	12	
⊕	2019 Milstein West AB	1/3	WCC	2nd Floor	ET	400	

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.
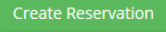
Reservation Details

Fields for the reservation details should look familiar from Virtual EMS. Any field surrounded with a red boarder 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.

HARVARD LAW SCHOOL — Room Request

Nayler, Christopher

- HOME
- CREATE A RESERVATION
- MY EVENTS

BROWSE
- LOCATIONS
- PEOPLE

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

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

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

---

HARVARD LAW SCHOOL   My Events   Nayler, Christopher

< My Events / Test Reservation beginning Jul 19, 2017 (124831)

RESERVATION DETAILS   ADDITIONAL INFORMATION

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

✎ Edit Reservation Details

Click here to edit reservation details such as event name

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**

Event Name	Test Reservation
Event Type	Meeting
User	Nayler, Christopher
Event/Meeting Planner Name	Nayler, Christopher

View Reservation Summary

View Service Availability

Send Invitation

⬇ **Add to My Calendar**

Bookings

CURRENT   PAST

Click here to edit booking details

Click here to add another booking to this reservation

☐ Include cancelled bookings

Cancel Bookings   Booking Tools

Click here to cancel a single booking

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.

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

617-495-3129