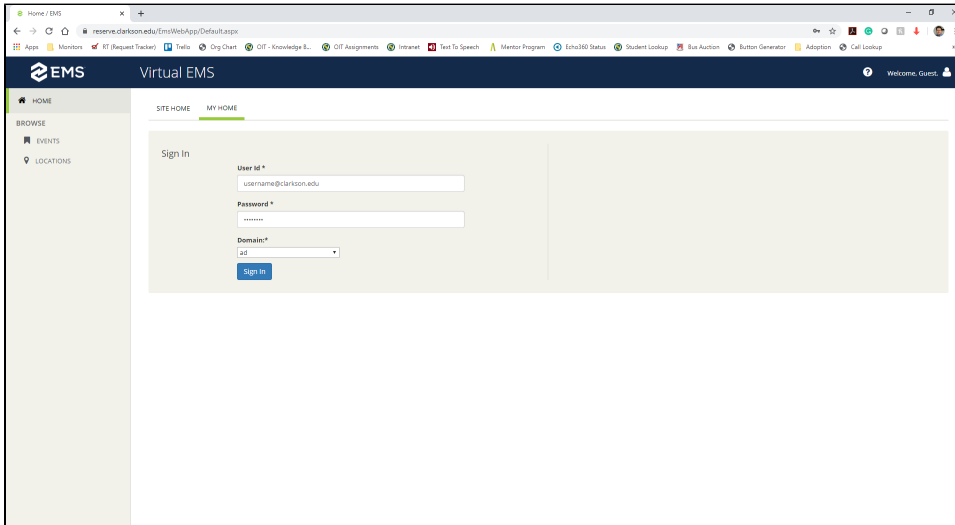
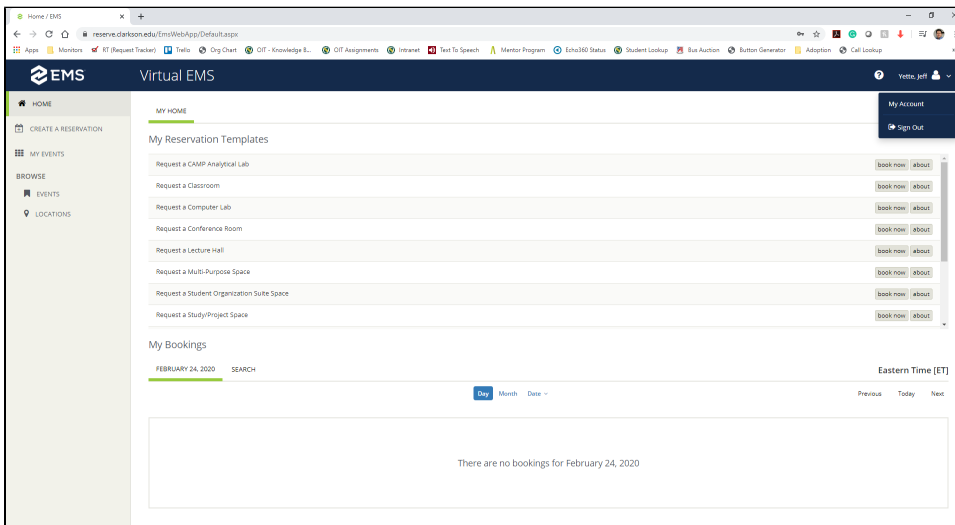


Making a Reservation using Virtual EMS

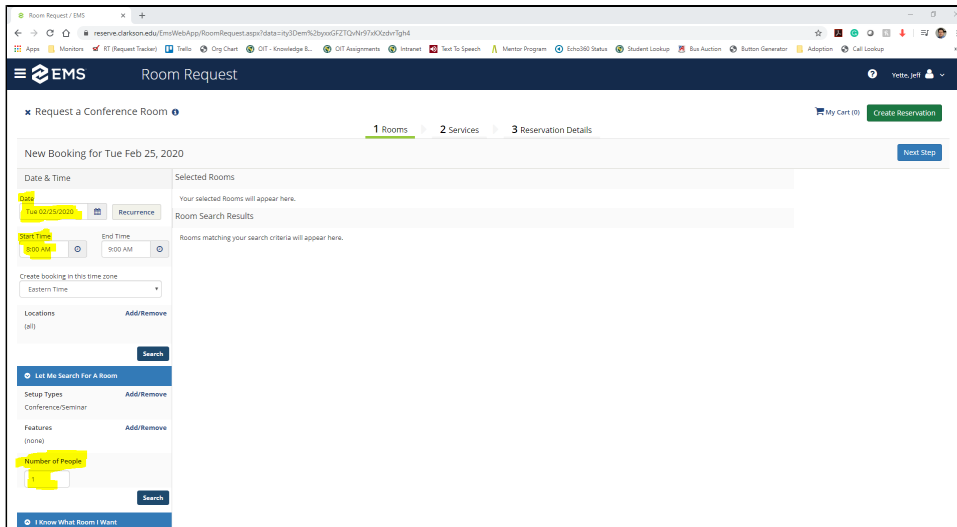
1. Open your web browser.
2. Go to the URL <https://reserve.clarkson.edu/EmsWebApp/> and login with your Active Director credentials. If you are presented with the login screen, click on Welcome, Guest in the upper right corner and then click on Sign In.



3. You are now logged into Virtual EMS, and should see your name on in the upper right corner of the screen. Now that you are logged in, you are able to make a reservation. To make a reservation, click on the **book now** button next to the type of room you would like reserve.

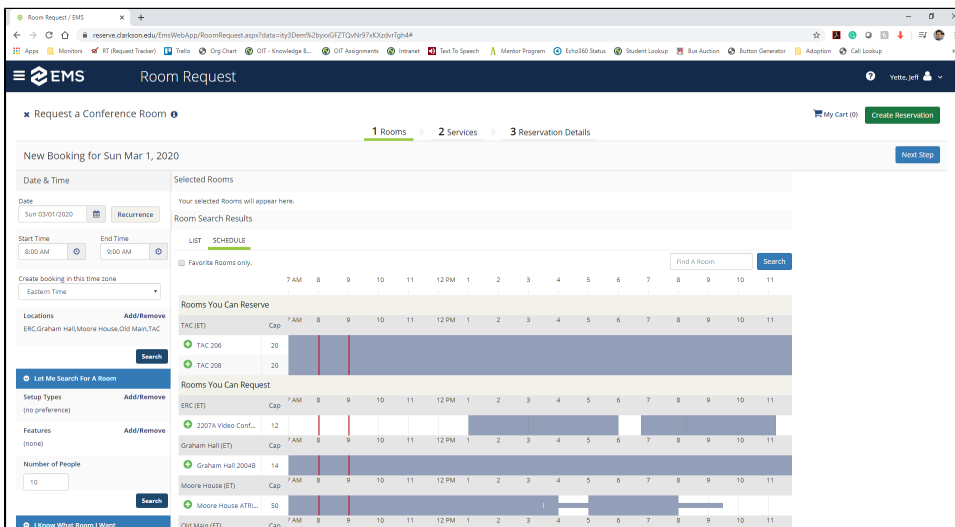


4. You will now be within a reservation window. You will need to select the **Date**, **Start Time**, **End Time**, and the **Number of People** for your reservation.
You may also restrict your search to rooms with certain **Features**, such as a projector. Then click any of the **Search** buttons to receive a list of rooms matching your search criteria.

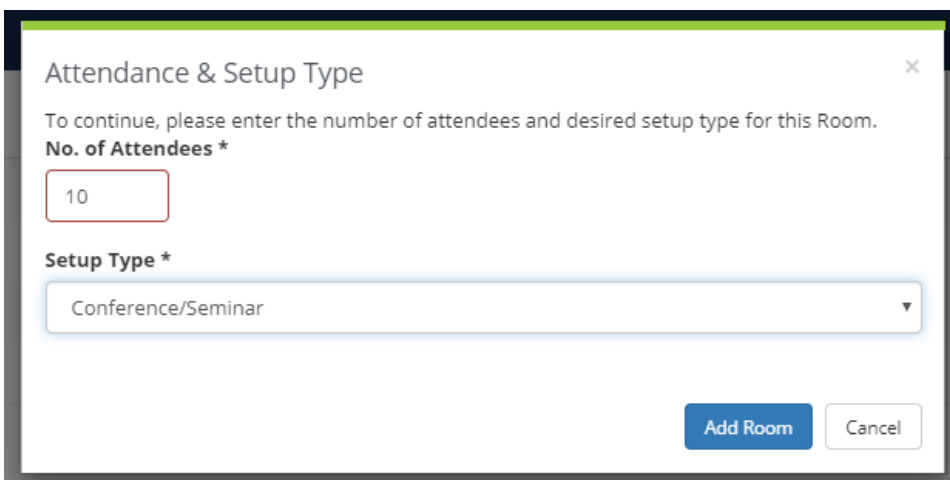


Note: you must indicate an attendance of at least one person! The search will automatically exclude rooms that will not support the number of participants. For example, searching for a room that can hold 30 attendees will not display rooms with a maximum capacity of 18 or 24. Similar, if you select a feature such as Projector, it will exclude all rooms that do not have a projector from appearing in your list.

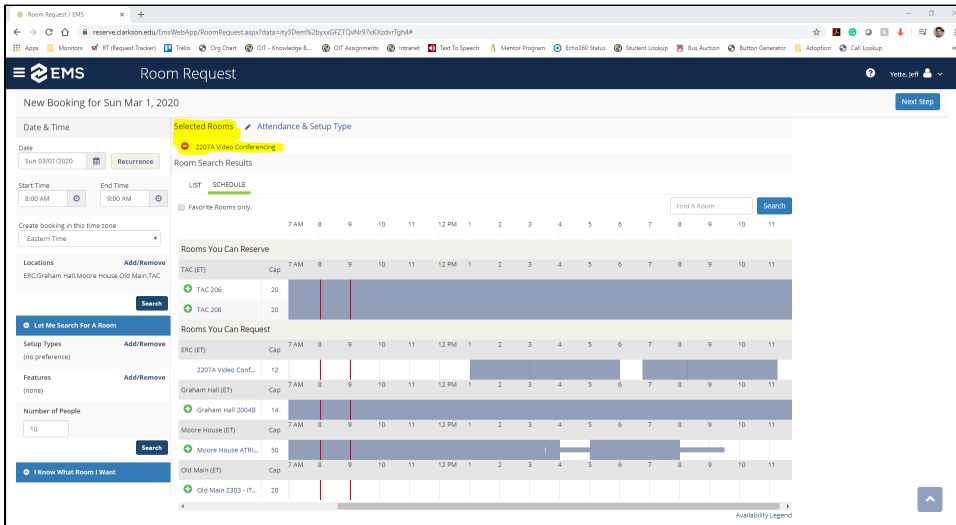
5. Now you will see the list of rooms meeting your search criteria. Hit the + icon to select the room you would like to reserve.



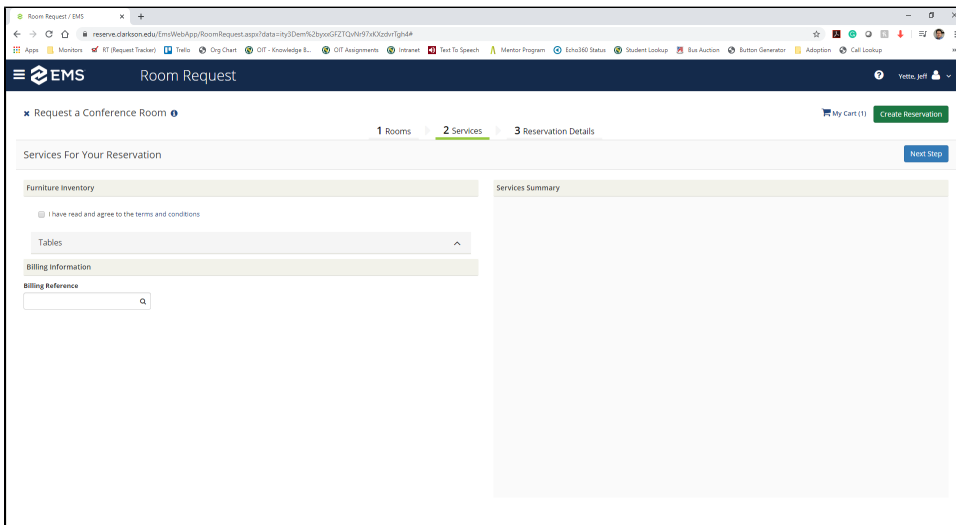
6. You should get a pop-up window asking you to confirm the **No. of Attendees** and the **Setup Type**. Once they are correct, click the **Add Room** button.



7. At this point, you will see your room listed near the top under Selected Rooms. You can add additional rooms to this event reservation by clicking the + next to other rooms. Once you have selected all of the rooms, click on the **Next Step** button in the upper right corner.



8. You now can selected the services you need for your event such as furniture, catering and AV support. Once you have selected your services click on the **Next Step** button in the upper right corner.



9. You will now need to enter the **Event Name**, Select your **Event Type** from the pull down menu, and select your name from the **1st contact** field. If you type in the field, it will bring you to those letters, for example, typing ASH brought the author of this article to his last name. By selecting your name from the menu, your phone and email information will automatically be entered by Virtual EMS.

The screenshot shows a web browser window with the URL `reserv@clarkson.edu/emsWebApp/RoomRequest.aspx?datacityIDem%2bysGZTQ%49%74%K%20v%74%4`. The page title is "Room Request" and the breadcrumb trail is "1 Rooms > 2 Services > 3 Reservation Details". A "Create Reservation" button is visible in the top right corner. The form is titled "Request a Conference Room" and is divided into three sections: "Event Details", "Group Details", and "Additional Information".

Event Details

- Event Name * (text input)
- Event Type * (dropdown menu)

Group Details

- Group * (dropdown menu, currently showing "Staff")
- 1st Contact (dropdown menu, currently showing "(temporary contact)")
- 1st Contact Name * (text input, currently showing "(temporary contact)")
- 1st Contact Phone * (text input)
- 1st Contact Email Address * (text input)
- 1st Contact Fax (text input)

Additional Information

- Is this event catered? * (dropdown menu, currently showing "Yes")
- Is this a public event? (Public events will show on calendar.clarkson.edu) * (checkbox)

10. When you are done verifying all the information is correct, Click on the **Create Reservation** button in the upper right corner.

11. You will receive a pop-up notification after making your reservation successfully.

Your request has been submitted.

Some rooms require approval, others do not require approval.

Rooms that Require Approval
Your reservation is tentative and pending approval. We will get back to you within 48 hours regarding your request.

Rooms that Do Not Require Approval
If your reservation is for a classroom and it's before the first two weeks of the upcoming semester, the request cannot be approved until the academic schedule is finalized.

If your reservation is for a classroom and it's after the first two weeks of the current semester, your request is approved.

You will also receive an email confirmation within a few minutes of making the reservation.

Room Reservation Summary Inbox x

Room Reservations <roomreservations@clarkson.edu> to me 4:46 PM (0 minutes ago)

Below is a summary of your room request. Some rooms require approval, others do not require approval.

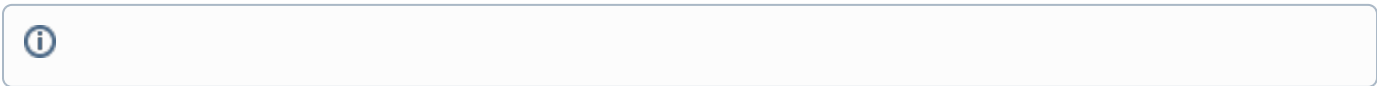
Rooms that Require Approval
Your reservation is tentative and pending approval. We will get back to you within 48 hours regarding your request.

Rooms that Do Not Require Approval
If your reservation is for a classroom and it's before the first two weeks of the upcoming semester, the request cannot be approved until the academic schedule is finalized.

If your reservation is for a classroom and it's after the first two weeks of the current semester, your request is approved.

Reservation Id: 3605
Group: Staff

Date	Start	End	Building	Room	Status
8/31/2015	8:00 AM	9:00 AM	CB	CAMP 172	Tentative



Related articles

Content by label

There is no content with the specified labels

