

EMS Web App - Reserving Classrooms and Conference Rooms

<https://reservations.seattleu.edu/EmsWebApp/>

You must first request an account before you may access the EMS Web App. Once you have filled out the online account request and received a confirmation of your account, point any internet browser to the following address:
<https://reservations.seattleu.edu/EmsWebApp/>

(NOTE: In order to access the website, you must be on campus using the SU_Secure network, or be connected via the [VPN](#) or [Virtual Desktop](#) if you are off-campus.)

Login Page

Click on the My Home tab to get to the Sign In page. Use your SU email address and your password to log in (does not sync with the SU login - you must set and reset this password in this system manually).

Sign In

>Welcome, Guest.

SU Email Address *

Password *

Sign In

I've forgotten my password.

Request An Account

My Home Page

SEATTLEU

HOME

CREATE A RESERVATION

MY EVENTS

LINKS

CES Home

Manuals and Documentation

Request An Account

SITE HOME MY HOME

My Reservation Templates

Reserve a Conference Room

Reserve a Classroom

My Bookings

MARCH 28, 2019 SEARCH

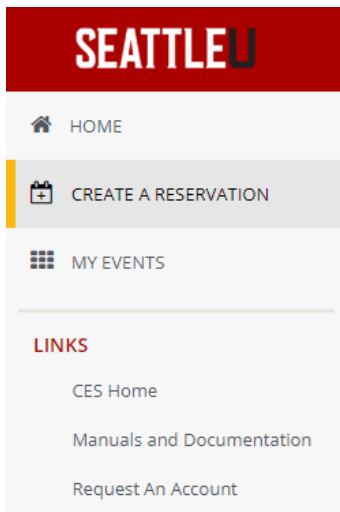
Pacific Time [PT]

Day Month Date

Previous Today Next

There are no bookings for March 28, 2019

Create a Reservation:



The screenshot shows a navigation menu for SeattleU. At the top is a red header with the 'SEATTLEU' logo in white. Below the header are three main menu items: 'HOME' with a house icon, 'CREATE A RESERVATION' with a calendar icon and a yellow highlight on the left, and 'MY EVENTS' with a grid icon. Below these is a 'LINKS' section with three items: 'CES Home', 'Manuals and Documentation', and 'Request An Account'.

Click on the “book now” button to the right of the booking template you would like to use. I am using “Reserve a Conference Room” for this example.



The screenshot shows the 'Room Request' page. The top navigation bar is red with the text 'Room Request' on the left, a help icon (question mark) in the center, and 'CES' with a user profile icon and a dropdown arrow on the right. Below the navigation bar is the heading 'My Reservation Templates'. There are two reservation templates listed: 'Reserve a Conference Room' and 'Reserve a Classroom'. Each template has two buttons to its right: 'book now' and 'about'.

Reserve a Conference Room

My Cart (0) [Create Reservation](#)

1 Rooms | 2 Reservation Details

New Booking for Fri Mar 29, 2019 [Next Step](#)

Date & Time

Date: [Recurrence](#)

Start Time: End Time:

Create booking in this time zone:

Locations: [Add/Remove](#)

[Search](#)

[Let Me Search For A Room](#)

[I Know What Room I Want](#)

Room Name:

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

[LIST](#) | [SCHEDULE](#)

Favorite Roo... [Search](#)

	9 AM	10	11	12 PM	1	2	3	4	5	6	7	8
Rooms You Can Reserve												
Casey Building (PT) Cap												
+ Casey 220 10												
+ Casey 515 24												
+ Casey 520 12												
+ Casey 525 24												
Chardin Hall (PT) Cap												
+ Chardin 124 - Mee... 15												
Garrand Building (PT) Cap												

Use the date picker to pick your date and enter in your start time and end time. The default choice is to let the Web App search for a room for you. Click the red Search button to populate a list of rooms. A green bar means the room is available. You can also click the Schedule tab for a calendar grid view.

Click on the plus sign on the left of the room name to add the room to your Cart.

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

[LIST](#) | [SCHEDULE](#)

Favorite Roo... [Search](#)

Room	Location	Floor	TZ	Cap	Filter Match
Rooms You Can Reserve					
+ Casey 220	Casey Building	2nd Floor	PT	10	
+ Casey 515	Casey Building	5th Floor	PT	20	

Enter in the estimated number of Attendees, and click Add Room. The room is now in your Cart.

My selected room has jumped to the top of the screen as my selection under Selected Locations. I can undo this by clicking the minus sign next to the room to remove the room from your cart.

Click on the red “Next Step” button on the right side to continue, or you may also click on the “2 Reservation Details” tab in the middle of the page.

The screenshot shows the SeattleU Room Request interface. At the top, there is a red navigation bar with the SeattleU logo, the text "Room Request", and user information including a help icon, "CES", and a user profile icon. Below the navigation bar, there is a breadcrumb trail: "Reserve a Conference Room" followed by two tabs: "1 Rooms" (which is highlighted) and "2 Reservation Details". A "My Cart (1)" icon and a "Create Reservation" button are also visible.

The main content area is titled "New Booking for Fri Mar 29, 2019" and includes a "Next Step" button. It is divided into several sections:

- Date & Time:** Includes a date selector for "Fri 03/29/2019", a "Recurrence" button, and time pickers for "Start Time" (10:00 AM) and "End Time" (11:00 AM).
- Locations:** A section with "Locations (all)" and an "Add/Remove" button, with a "Search" button below it.
- Room Search Results:** A section with "LIST" and "SCHEDULE" tabs, a "Favorite Roo..." checkbox, a "Find A Room" input field, and a "Search" button.
- Rooms You Can Reserve:** A table listing available rooms with columns for Room, Location, Floor, TZ, Cap, and Filter Match.

Room	Location	Floor	TZ	Cap	Filter Match
Casey 220	Casey Building	2nd Floor	PT	10	<input type="checkbox"/>
Casey 515	Casey Building	5th Floor	PT	20	<input type="checkbox"/>
Casey 520	Casey Building	5th Floor	PT	10	<input type="checkbox"/>
Casey 525	Casey Building	5th Floor	PT	20	<input type="checkbox"/>
Chardin 124 - Meeting Room	Chardin Hall	1st Floor	PT	15	<input type="checkbox"/>
Garrand 314 - Conference Room	Garrand Building	3rd Floor	PT	9	<input type="checkbox"/>
Student Center 122 - Jolly Lounge	Student Center	1st Floor	PT	10	<input type="checkbox"/>

At the bottom of the interface, there are two buttons: "Let Me Search For A Room" and "I Know What Room I Want". A "Room Name" search field is also present.

You will be taken to the “2 - Reservation Details” tab. Enter in all of the required (*) information, including Event Name and Requestor (your name Last, First). Once you have selected your name, default contact information may populate the Phone and Email fields, which you may edit as needed.

You MUST select one answer from the all of the required drop down menus at the bottom of the screen before you click on the Create Reservation button to complete your reservation or you will receive an error message.

NOTE: Make sure to check the “I have read and agree to the terms and conditions” box at the very bottom. (Picture on the following page.)

x Reserve a Conference Room ⓘ

My Cart (1)

Create Reservation

1 Rooms

2 Reservation Details

Reservation Details

Event Details ⓘ

Event Name *

Event Type *

Meeting



Client Details ⓘ

Client *

Conference and Event Services

Requestor

Eastman, Matt



Requestor Phone *

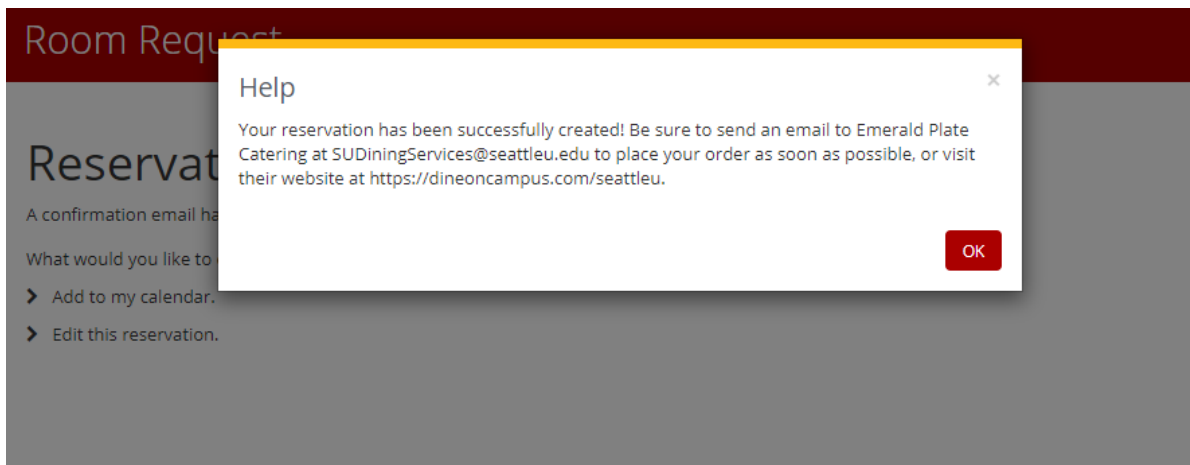
(206) 296-6039

Requestor Cell Phone

Requestor Email Address *

eastmanmatt@seattleu.edu

Once all this has been done, click Create Reservation to reserve your room. A success message will pop up, and you should receive an email confirmation.



Check out our website for more information on how to use the EMS Web App:
<https://www.seattleu.edu/ces/plan-an-internal-event/#id1002602>.

If you have any more questions about the EMS Web App, please contact the CES front desk at 206-296-5620 or rooms@seattleu.edu!