

Overview

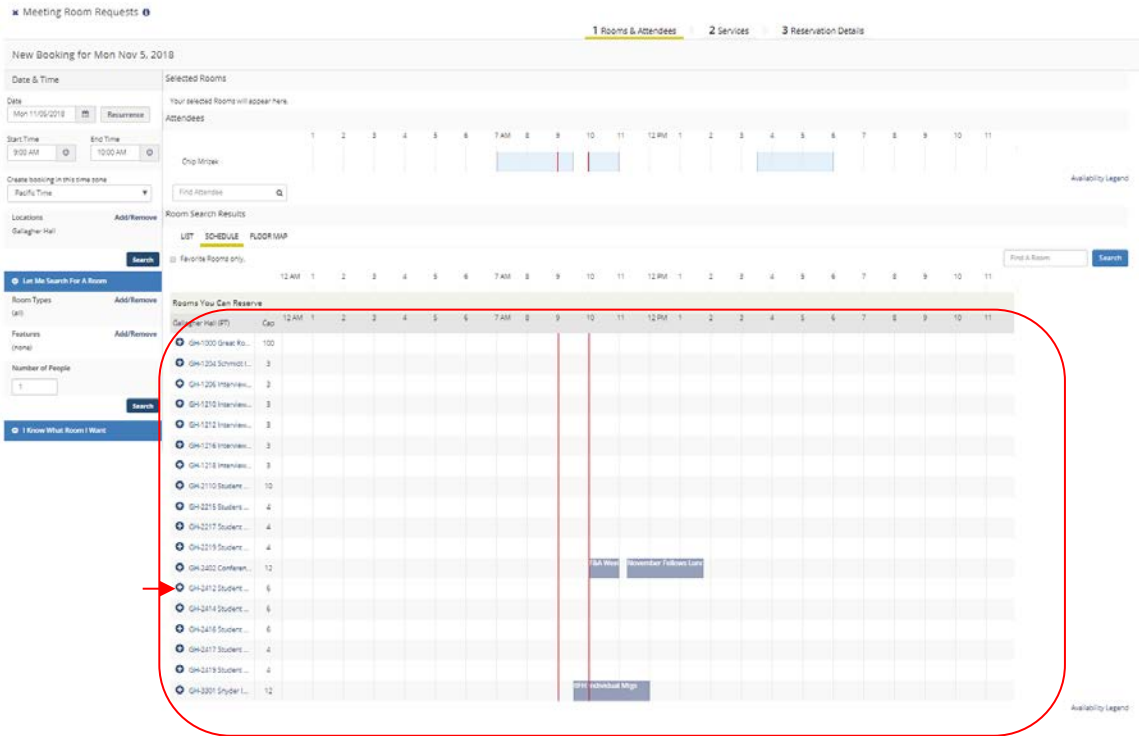
The Event Management System (EMS) is the GSM event management, calendaring, and room reservations system. The EMS web-client provides web access to common scheduling functions. This document provides step-by-step on how to make a simple room reservation through the web-client. Note: These instructions only cover one simple scenario. Additional training materials on the EMS system can be found at: <http://emssoftware.com>

Instructions

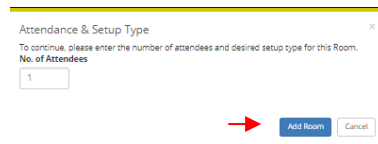
- 1) Open a browser and go to <http://gsm.rooms.ucdavis.edu>
- 2) Click on the “Login” button and log in with your Campus Computing username and password.
- 3) Select the “Create Reservations” option from the side menu and select the appropriate event type:
 - a) External Event: An event where a room reservation is not required
 - b) Meeting Room Requests: An event where a meeting room is required (does not include classrooms)
 - c) Classroom Requests: An event where a classroom is required.
- 4) Identify the basic information for your event and locate available rooms
 - a) Event date, start-time, and end-time
 - b) Identify desired building (*use Add/Remove button to select*)
 - c) Identify desired room types (*use Add/Remove button to select*)
 - d) Identify Features required for your event (*use Add/Remove button to select*)
 - e) Identify number of people attending.
 - f) Click “Search” button to find available rooms:

The screenshot shows the 'Room Request' web application interface. The page title is 'Room Request' and the user is logged in as 'Chip Mrizek'. The main heading is 'Meeting Room Requests'. Below this, there are three steps: '1 Rooms & Attendees', '2 Services', and '3 Reservation Details'. The current step is '1 Rooms & Attendees'. The page is for a 'New Booking for Sun Aug 19, 2018'. The 'Date & Time' section includes a date field set to 'Sun 08/19/2018', a 'Recurrence' button, a 'Start Time' field set to '9:00 AM', and an 'End Time' field set to '10:00 AM'. Below this is a 'Create booking in this time zone' dropdown set to 'Pacific Time'. The 'Locations' section has an 'Add/Remove' button and a 'Search' button. The 'Room Search Results' section is currently empty. The 'Attendees' section shows 'Chip Mrizek' and a 'Find Attendee' search box. The 'Room Search Results' section is currently empty. Red arrows point to various elements: 'a' points to the date field, 'a' points to the start and end time fields, 'b' points to the 'Locations' section, 'c' points to the 'Room Types' section, 'd' points to the 'Features' section, 'e' points to the 'Number of People' field, and 'f' points to the 'Search' button at the bottom.

- 5) Select room: A list/schedule of available rooms will appear. Click the “+” icon next to the desired room to select the room.



- 6) Confirm the Attendance & Setup Type by clicking “Add Room”



- 7) Click the “Next Step” button in the upper-right corner of the screen
- 8) Enter notes and services (optional), then click the “Next Step” button again.

9) Enter Reservation Details: At a minimum, fill in all the required fields (*marked with **), then click “Create Reservation” button in the upper or lower right corners.

Meeting Room Requests

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

Reservation Details

Event Details

*** Event Name *** *** Event Type ***

Calendaring Details

Add to Calendar/Send Invitations Private

Subject **Show Time As** **Reminder**

Message

Attach File

Drag and drop your file here

GSM Contact Details

*** GSM Contact ***

1st Contact

1st Contact Phone **1st Contact Fax**

*** 1st Contact Email Address ***

10) A reservation confirmation will be displayed

