

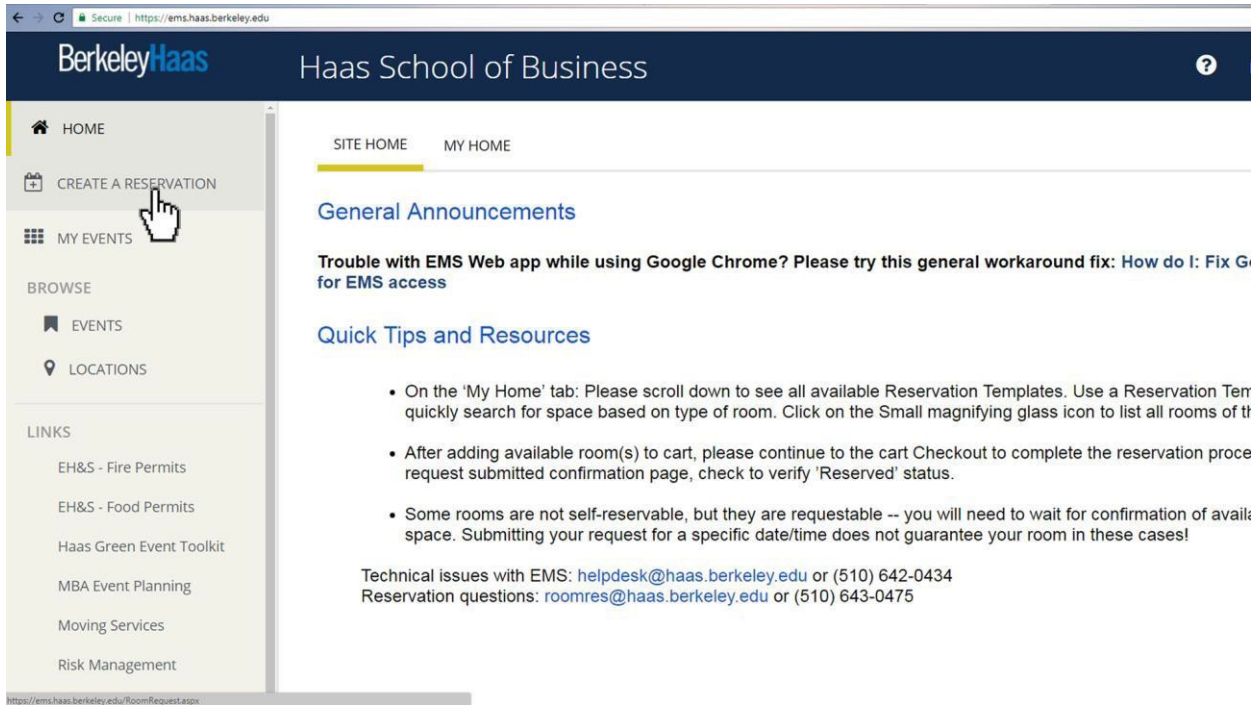
How do I Create a Room Reservation on EMS?

The **Event Management System (EMS)** is an online room and facility reservation app which allows Haas students, faculty, and staff to book available facilities in the Faculty (F), Student Services (S), Cheit (C), and Chou Hall (N) buildings.

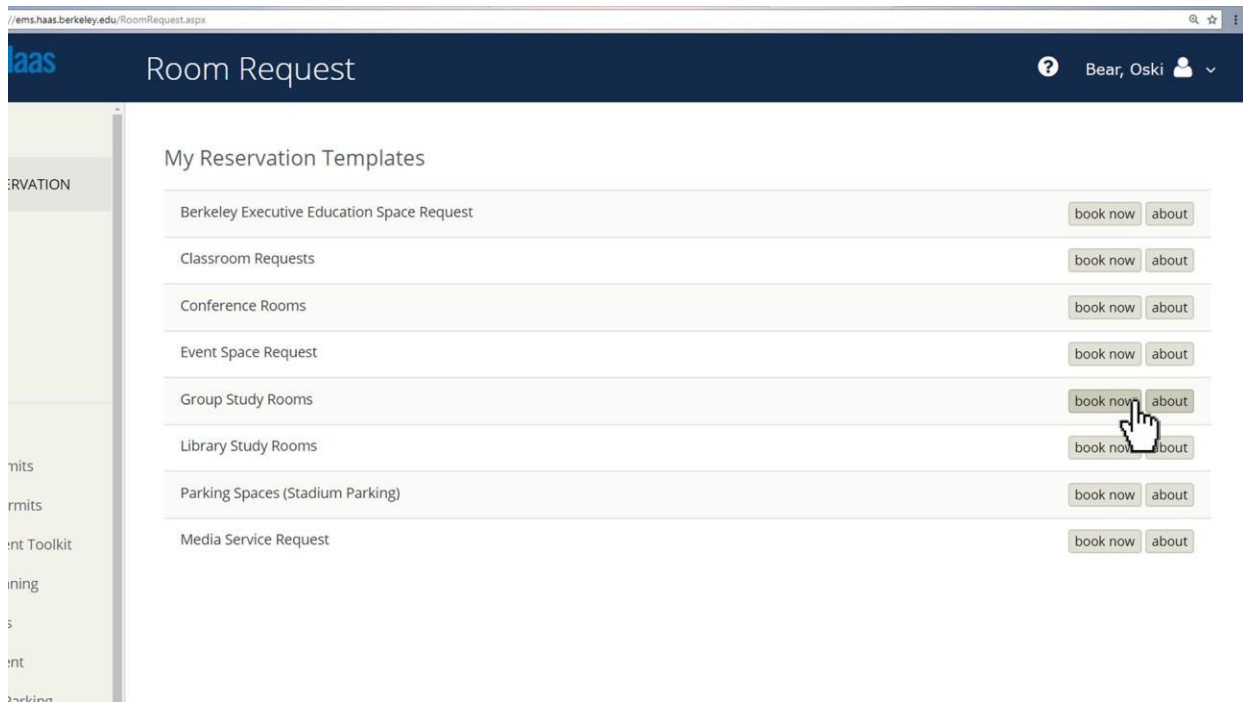
Step	Procedure
1	Go to EMS: https://ems.haas.berkeley.edu/ (You can sign in with either your CalNet ID or Haas Account ID)



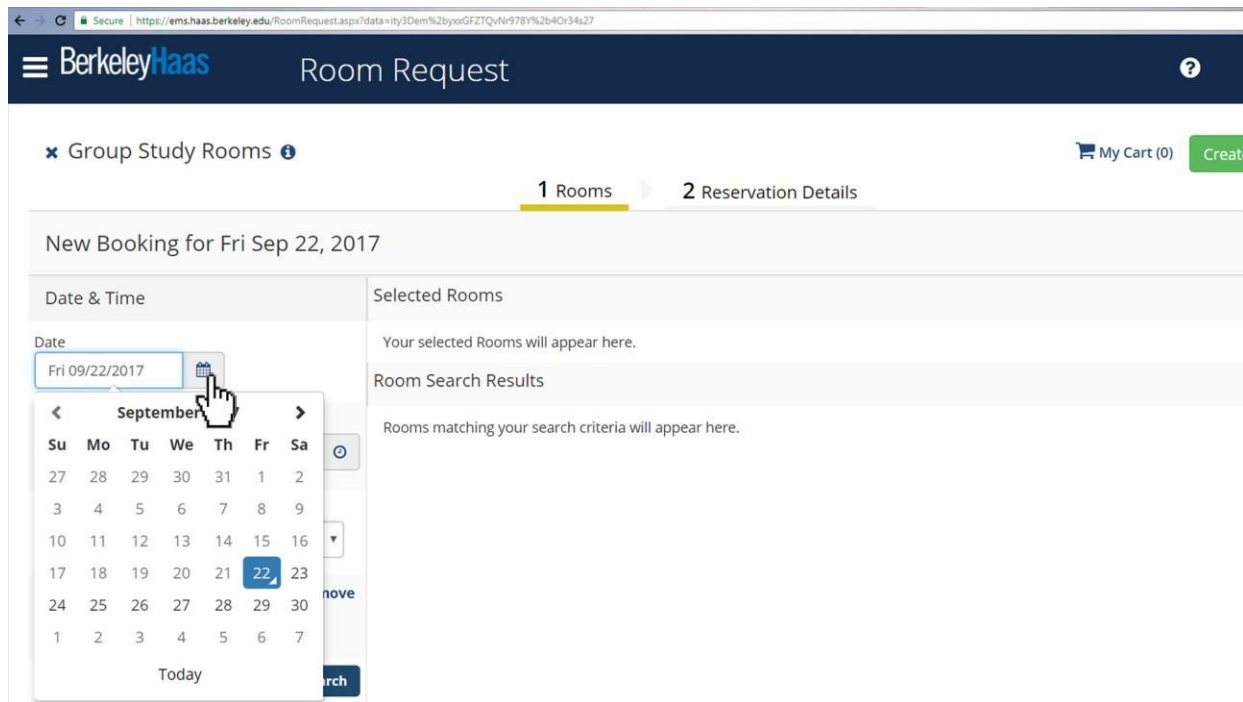
Step	Procedure
2	Once logged on, go to the left-hand side navigation and click on Create a Reservation . Note: If you are using Chrome browser and the Create a Reservation link leads you to a blank page , you may need to clear cache and temporary files . To learn how to do this, follow this link to a quick instructional video .



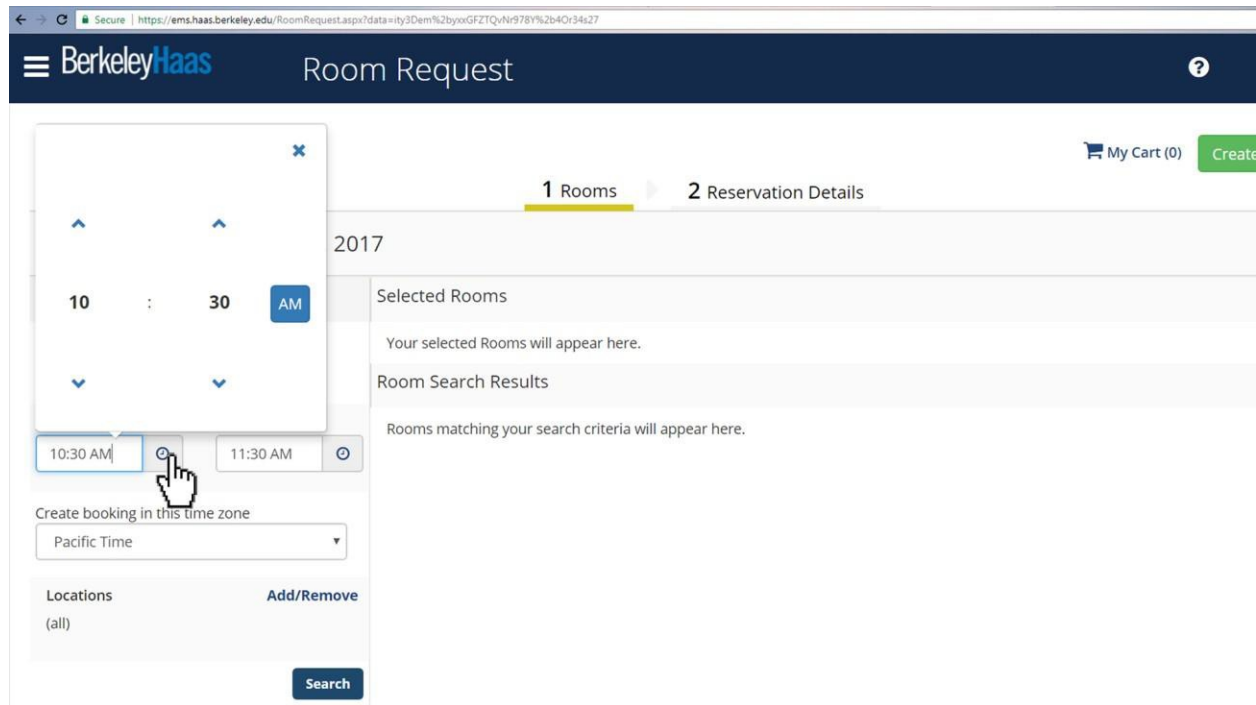
Step	Procedure
3	In My Reservation Templates , choose the kind of room/facility you would like to reserve.



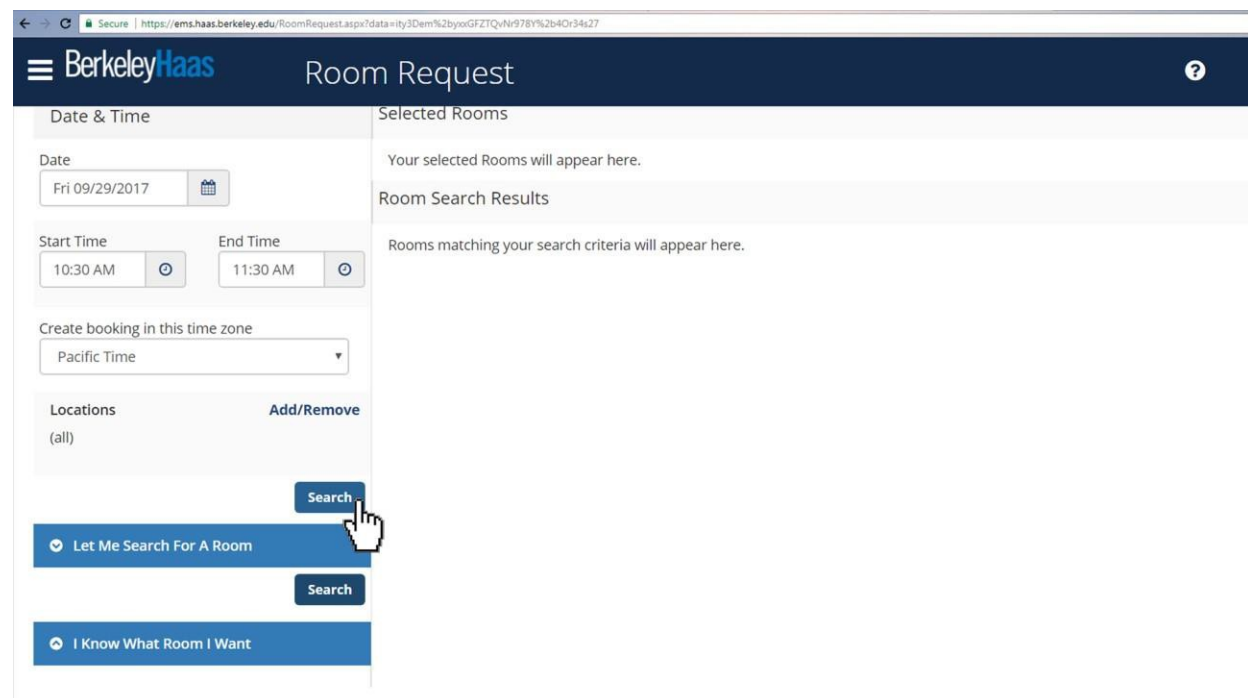
Step	Procedure
4	On the ensuing page, in the left-hand side menu, choose the Date of your booking.



Step	Procedure
5	Then choose the Time .



Step	Procedure
6	After choosing the date and time, scroll down and Search for available facilities.



Step	Procedure
7A	<p>You will be taken to a list of rooms and their schedules. Available rooms are unmarked in white or light gray boxes, while reserved rooms are marked in dark gray. Your preferred time slot will be blocked by the red vertical lines.</p> <p>Once you find the room you would like to book, click on the (+) to select it.</p>

The screenshot shows the BerkeleyHaas Room Request interface. On the left, there are search filters for Date (Fri 09/29/2017), Start Time (10:30 AM), End Time (11:30 AM), and Locations (all). The main area displays 'Selected Rooms' (empty) and 'Room Search Results' in 'SCHEDULE' view. A grid shows room availability from 7 AM to 4 PM. Several rooms are marked as 'Maintenance' and are unavailable during the selected time slot. A 'Find A Room' button is visible in the top right of the grid area.

This screenshot shows a detailed view of the room schedule grid. The grid lists various rooms such as S206, S207, S208, S209, S210, S211, S212, S214, S300M, S300N, S300P, and S300Q. Each room's availability is shown in a grid format with columns for time slots. A mouse cursor is hovering over the S300M room. The grid shows that S300M is available during the selected time slot, while other rooms have various reservations or are unavailable.

Step	Procedure
7B	<p>If you are trying to book the Chou Hall Group Study Rooms but <i>do not</i> see them populated in your EMS instance, go to the left-hand side menu and click on the Add/Remove link.</p> <p>A Locations dialog box will appear. Check the “Chou Hall – (North Academic Building)” option and then click Update Locations to add these rooms to your EMS.</p>

The screenshot shows the EMS search interface. On the left, there are filters for Date (Thu 10/05/2017), Start Time (11:30 AM), End Time (12:30 PM), and Time Zone (Pacific Time). Below these is a 'Locations' section with '(all)' selected and an 'Add/Remove' link. A 'Search' button is visible. At the bottom left, there is a button labeled 'Let Me Search For A Room'. On the right, the 'Selected Rooms' section is empty. Below it, the 'Room Search Results' section has tabs for 'LIST' and 'SCHEDULE'. A 'Favorite Rooms only' checkbox is present. A calendar grid shows days 2 through 9. Below the calendar is a table titled 'Rooms You Can Reserve'.

	2	3	4	5	6	7 AM	8	9
Chou Hall - (North Acad... Cap								
+ N115- Group Stud... 7								HOLD-CM
+ N150- Group Stud... 8								
+ N158- Group Stud... 7								
+ N159- Group Stud... 2								CMG-OCL CMG-OCL

The 'Locations' dialog box is shown. It has a title bar with a close button. Under 'BUILDINGS', there is a search bar 'Find locations' and a list of buildings with checkboxes:

- Select All Buildings
- Chou Hall - (North Academic Building)
- Haas Faculty - Gerson Bakar Bldg
- Student Services Building

Below the list is a 'Selected Locations' section containing:

- Chou Hall - (North Academic Building)

At the bottom right, there are two buttons: 'Update Locations' and 'Close'.

Step	Procedure
8	After you've chosen your room, scroll back to the top and go to Reservation Details . On this tab, enter the requested details (Event Name, Contact Phone, etc.)

The screenshot shows the BerkeleyHaas Room Request web application. The page title is "Room Request". There are two tabs: "1 Rooms" and "2 Reservation Details", with the second tab selected. The form is titled "Reservation Details" and contains the following sections:

- Event Details:**
 - Event Name *: Midterm Project Meeting
 - Event Type *: Study Session
- Requestor Details:**
 - Requestor *: Bear, Oski
 - Contact: Bear, Oski
 - Contact Phone *: 510-123-4567
 - Contact Mobile: (empty)

Step	Procedure
9	When you've completed your reservation details, go to the upper right hand corner and click Create Reservation .

This screenshot is similar to the previous one but highlights the "Create Reservation" button. The button is green and located in the top right corner of the form area, next to the "My Cart (1)" indicator. A hand cursor is shown clicking on the button.

Step	Procedure
10	You should receive a confirmation that your room has been booked.

