Creating Online Reservations in Virtual EMS

Step One:
Follow the link to Webraider -- https://webraider.ttuhs.edu/ and log in with your eRaider credentials. Select the HSC Employee tab and then “Event Management System (EMS)” under the Important Texas Tech Links – HSC.

Step Two:
Select “Reservations” and then “Lubbock Classroom & Multi-Media Equipment Request”. The buildings that are available within this template, at this time, are Lubbock HSC, Lubbock ACB and Lubbock PSL.

Step Three:
Enter the required information, that is indicated with a red asterisk (*) and select “Find Space”.

Step Four:
From the list of available rooms displayed, select the desired room by clicking on the green plus (+) next to the listed room. The selected room will then appear in the Selected Locations section of the screen.
Select and complete the information found within the “Details” tab.

Step Five:
Enter the required information, that is indicated with a red asterisk (*) regarding the Event Details and Client Details sections.

Step Six:
Enter the purpose of this event and any information that could be pertinent to the reservation in the textbox within the Other Information section.
Step Seven:
If a room that is **NOT** a Techlink Equipped room was selected from the list, then the Classroom Support Equipment List section will be displayed. This contains a list of available equipment that can be requested for use with the reservation. Please note that you will need to call Classroom support for any equipment that is not listed here.

![Classroom Support Equipment](image)

Select any desired equipment and/or enter any Special Instructions and select “Submit Reservation”.

If the room selected from the list **DOES** contain Techlink equipment, then the *Multi Media Equipment* section will be displayed.

![Multi Media Equipment](image)

The categories within the Multi Media Equipment section available in the TechLink rooms will be displayed. Select either *All Equipment Listed* or *Selected Equipment Listed* and select the items you will need and enter any necessary Special Instructions.
Step Eight:
Once all required information has been supplied, and necessary equipment has been selected click on “Submit Reservation”.  

To Request a TechLink/Video Conference

From the list of available rooms displayed, select the desired room that will be the host site by clicking on the green plus (➕) next to the listed room. The selected room will then appear in the Selected Locations section of the screen. You will continue to add your other TechLink locations.
Select and complete the information found within the “Details” tab.

Once all required information has been supplied, and necessary equipment has been selected click on “Submit Reservation”.

**Canceling/ Editing/ Changing and Viewing Current Reservations**

There are several options available for the web user regarding their reservations.

To view the bookings, select “Reservations” from the top menu, and then select “View My Request”.

This will display a list of all the reservations you currently have in the system.

Select the desired reservation by clicking on the name of the Reservation, this will display the Bookings that are associated with the Reservation.
There are several options available within the Bookings screen.

**Cancel Booking**

To cancel a booking select the red X (❌) on the left side of the screen, a dialog box will be displayed with the following question, “Are you sure you want to cancel this booking? Select a Cancel Reason from the drop down list, enter any notes and select “Cancel Booking(s)”. If you do not want to proceed with Canceling the booking, select “Cancel” to cancel out of the screen.

**Edit Booking**

To Edit a booking, select the pencil and notepad (📝) on the left side of the screen, the Event Details will be displayed. Make any necessary changes to the “Event Name”, “Event Type”, “Date”, “Start/End Time”, “Time Zone”, “Facilities” or “Attendance”. After all changes have been made select **Find Space**, this will display either the List or Grid view of all available space that meets the entered criteria.
Select the desired space, if different from original selection and select **Update Booking**. A message that the booking has been successfully updated will be displayed. Select “OK” to continue.

Add or Edit Services

In order to Add or Edit the existing services or equipment associated with the booking, select the green plus sign (➕) next to the desired booking, this will open the booking and display the selected services or equipment.

Services or Equipment categories that were not originally selected from will appear on the left side of the screen. To add equipment or services from one of these categories, select the category and make
your selection from the list and select “Save” to save your changes or “Cancel” to cancel any changes that have been made and not yet saved.

Services or Equipment categories that were originally selected from will not appear on the left side of the screen. In order to Add or Edit the Services or Equipment within these categories, select the pencil icon (бережок) and make the necessary changes and then select Save.

To cancel a Service or Equipment selection, select the red X (cross) next to that item, a message will be displayed asking “Are you sure you wish to cancel this item?” If you are sure, select “Ok” otherwise select “Cancel”

**View Services**

To View Services associated with a booking, select the magnifying glass (lupa) next to the booking. This will display all details associated with the booking.