

Creating Online Reservations in Virtual EMS

Step One:

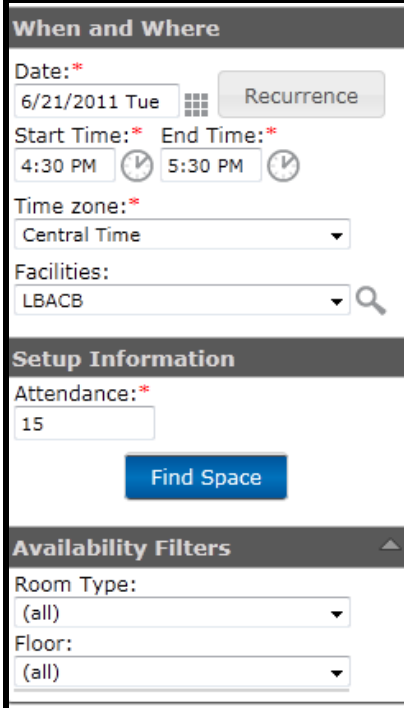
Follow the link to Webraider -- <https://webraider.ttuhs.edu/> and log in with your eRaider credentials. Select the HSC Employee tab **HSC Employee** and then “**Event Management System (EMS)**” under the *Important Texas Tech Links – HSC*.

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”






The screenshot shows a web form titled "When and Where" with the following fields and options:

- Date:** 6/21/2011 Tue (marked with a red asterisk). A "Recurrence" button is next to it.
- Start Time:** 4:30 PM (marked with a red asterisk). A clock icon is next to it.
- End Time:** 5:30 PM (marked with a red asterisk). A clock icon is next to it.
- Time zone:** Central Time (marked with a red asterisk). A dropdown menu is shown.
- Facilities:** LBACB (marked with a red asterisk). A dropdown menu with a search icon is shown.
- Setup Information:**
 - Attendance:** 15 (marked with a red asterisk). A text input field is shown.
 - A blue "Find Space" button is located below the attendance field.
- Availability Filters:**
 - Room Type:** (all) (dropdown menu)
 - Floor:** (all) (dropdown menu)

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.

Selected Locations								
	DATE	HOLIDAYS	START ▲	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
	6/21/2011 Tue		4:30 PM	5:30 PM	LBACB - ACB 250	Request	15	

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.

Event Details

Event Name:* Event Type:*


Client Details

Client:* 

1st Contact:* 

Phone:* Fax:

Email:*


2nd Contact: 

Phone: Fax:

Email:

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.

Other Information 

Purpose of event?:*

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**

Additional Equipment Request

- Arrow Sign
- Conference Phone
- Easel

Other Equipment

- Call 806-743-2288 for additional equipment needs.

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**

Multi Media Listing

- Selected Equipment Listed
- All Equipment Listed

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.

Multi Media Listing

1 Selected Equipment Listed

Blue Ray DVD (Select minimum of 0 and maximum of 1)
 Select

Computer w/USB (Select minimum of 0 and maximum of 1)
 Select

Connection for Laptop with Audio (Select minimum of 0 and maximum of 1)
 Select

Document Camera (Select minimum of 0 and maximum of 1)
 Select

Projector (Select minimum of 0 and maximum of 1)
 Select

Sound Reinforcement (surround sound) (Select minimum of 0 and maximum of 1)
 Select

Special Instructions:

All Equipment Listed

Step Eight:

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

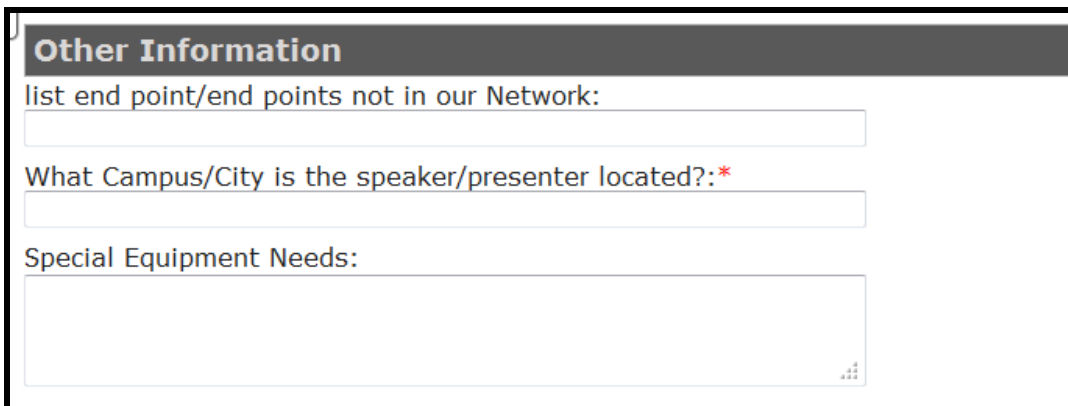
To Request a TechLink/Video Conference


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.

Selected Locations								
<input checked="" type="checkbox"/>	DATE	HOLIDAYS	START ▲	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
<input checked="" type="checkbox"/>	6/21/2011 Tue		4:30 PM	5:30 PM	LBACB - ACB 250	Request	15	

Selected Locations									
<input checked="" type="checkbox"/>	HOST	DATE	HOLIDAYS	START ▲	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
<input checked="" type="checkbox"/>	<input type="radio"/>	2/22/2012 Wed		9:00 AM	10:00 AM	EPAEC - EPAEC 212 TKL RM	Request	<input type="text" value="10"/>	
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	2/22/2012 Wed		10:00 AM	11:00 AM	AMHSC - AMHSC B802 TechLink Rm	Request	<input type="text" value="10"/>	
<input checked="" type="checkbox"/>	<input type="radio"/>	2/22/2012 Wed		10:00 AM	11:00 AM	DLSPSW - DLSPSW 433 TKL RM	Request	<input type="text" value="10"/>	
<input checked="" type="checkbox"/>	<input type="radio"/>	2/22/2012 Wed		10:00 AM	11:00 AM	ODHSC - ODHSC 1C12 TKL RM	Request	<input type="text" value="10"/>	



Select  and complete the information found within the “Details” tab.



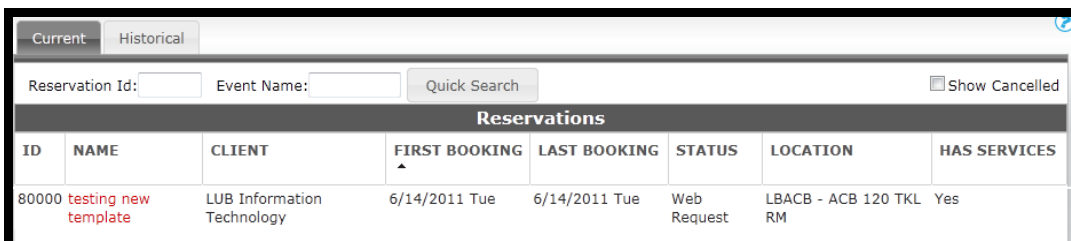
Once all required information has been supplied, and necessary equipment has been selected click on “Submit Reservation”. 

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.




ID	NAME	CLIENT	FIRST BOOKING	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
80000	testing new template	LUB Information Technology	6/14/2011 Tue	6/14/2011 Tue	Web Request	LBACB - ACB 120 TKL RM	Yes





Select the desired reservation by clicking on the name of the Reservation, this will display the Bookings that are associated with the Reservation.

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
 	 	6/14/2011 Tue	2:00 PM - 3:00 PM CT	testing new template	LBACB - ACB 120 TKL RM	Web Request	(none) (15)

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.

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
 	 	6/7/2011 Tue	4:00 PM - 5:00 PM CT	testing new template	LBACB - ACB 260D TKL RM (PL)	Web Request	(none) (15)


✕

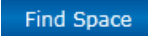
Are you sure you want to cancel this booking?

Cancel Reason:*

Cancel Notes:

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.

Lubbock Classroom & Multi-Media Equipment Request

Location

Event Details
 Event Name: *
 testing new template
 Event Type: *
 Other

When and Where
 Date: *
 6/7/2011 Tue
 Start Time: * End Time: *
 4:00 PM 5:00 PM
 Time zone: *
 Central Time
 Facilities:
 LBACB

Setup Information
 Attendance: *
 20
 Find Space

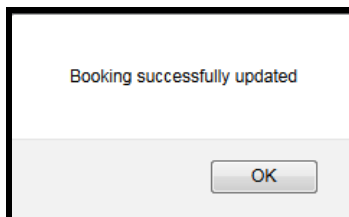
Availability Filters
 Room Type:
 (all)
 Floor:
 (all)

List Grid

Tuesday, June 07, 2011 - Wednesday, June 08, 2011 Central Time

Room	Cap	12 PM	1	2	3	4	5	6	7	8	9	10	11
LBACB (CT)													
ACB 100	222												
ACB 150	200			Performance Managem									
ACB 200	200			Private									
ACB 110 TKL RM	90			AHPT-8200-00									
ACB 120 TKL RM	90			Psychiatry									
ACB 220 TKL RM	58					AHPT-8228-00							
ACB 230 TKL RM	58			AHPT-8240-00		AHPT-8224-00							
ACB 240	56					Biotec				HOM 5307 P			
ACB 250	24							Clinical Chairs A					
ACB 260A	14												
ACB 260B	12												
ACB 260C	14			Pediatric Student Lectures									
ACB 260D TKL RM (PL)	20			SM Execut						Testing			
ACB 260E	12			Geriat									
ACB 260F	12					AHRS-5089-001 Special Topics							
ACB 260G	20												
ACB 260H	20					SOM NEO People COPIC							
ACB 260J	16					Doctors in Training Program							
ACB 260K	20					ROI W							
ACB 1 LOBBY	NA												
ACB 2 LOBBY	NA												

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.

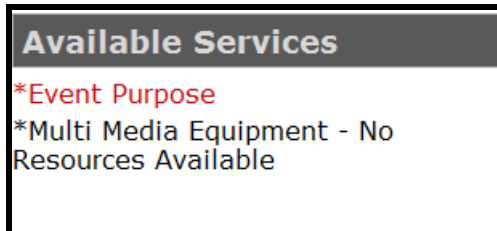
Existing Services

+ x *Classroom Support Equipment

ACTIONS	QTY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS
x	1	Arrow Sign			need 3

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

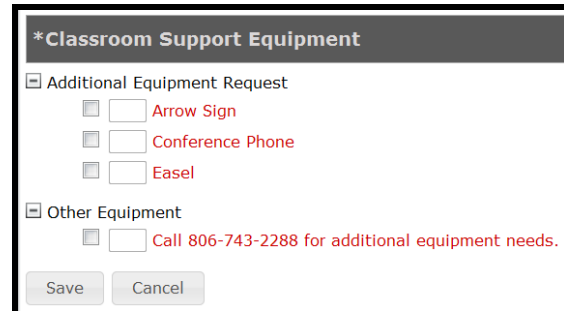
your selection from the list and select “Save” to save your changes or “Cancel” to cancel any changes that have been made and not yet saved.



Available Services

*Event Purpose

*Multi Media Equipment - No Resources Available



***Classroom Support Equipment**

Additional Equipment Request

Arrow Sign


Conference Phone


Easel

Other Equipment


Call 806-743-2288 for additional equipment needs.

Save Cancel

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 () and make the necessary changes and then select **Save**.

To **cancel** a Service or Equipment selection, select the red X () 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 () next to the booking. This will display all details associated with the booking.