

New Equipment Reservation System Instruction



Office of Sciences-SOP

1. Click on Link <https://portal.texastech.edu/web/hsc/employee>

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
WebRaider

My Personal Information Email Banner Assistance Logout

Home Employee Available Budget News F&A Work Tools Payroll & Tax Supervisor My Content Cognos Facilities & Safety

HSC Employee

My Texas Tech Information

- My Timesheet (Non-Exempt Employees Only)
- My Leave Reports (Exempt Employees Only)
- My Leave Balances
- Employee Dashboard (Personal, Employment, Pay Information, Earnings Statements)
- Update My Direct Deposit
- Need Help?

Important HR Announcements

- Reminder: Remember to use your HSC Holiday Comp leave since the maximum accrual is 24 hours.
- Instructions for Preferred First Name in Directory.
- Retirement Manager: Link and Guide
- Holiday Schedule FY19

Training Resources

My required training

Course	Due
Introduction to Phishing	12/1/2018

To view your completed training click here.

SkillSoft CBT Courses

Important Texas Tech Links - HSC

- Athletics
- Benefits
- Counseling Center
- Employee's Retirement System
- eRaider Account Manager
- Event Management System (EMS)
- Faculty and Staff
- Faculty - Digital Measures/Activity Insight
- Graduate School of Biomedical Sciences
- Human Resources
- IT Help Desk
- Leave of Absence
- Quality Enhancement Plan (QEP)
- Payroll
- Parking
- Police Services
- Safety Services
- School of Health Professions

Payroll & Tax Resources

Employee and administrative payroll and tax resources are now available in the Payroll & Tax tab.

F&A Work Tools Payroll & Tax

Click Here

2. Click on *Event Management System (EMS)*. It may ask you to login. Please use your webraider username and password to login.

3. Following webpage would open. Click on “*Create Reservation*”.

The screenshot shows the Texas Tech University Health Sciences Center Room Reservation system interface. The top navigation bar includes the EMS logo, the page title "Texas Tech University Health Sciences Center Room Reservat...", and the user name "Dhavalkumar Patel". The left sidebar contains navigation options: HOME, CREATE A RESERVATION (circled in green), MY EVENTS, and BROWSE (with sub-options: EVENTS, LOCATIONS, PEOPLE). The main content area has "SITE HOME" and "MY HOME" tabs. Under "To 'Browse'", there are three links: "Browse Events", "Browse For Space", and "Locate a Client". A note states: "Note: Any event that occurs after 5 PM on weekdays and requires TechLink support personnel must be scheduled a minimum of 14 days in advance, events occurring on weekends that require TechLink support personnel must be scheduled a minimum of 1 month in advance." At the bottom, there is a link: "How to create online reservations in Virtual EMS (VEMS)".

4. Following webpage would open. Click on “*Book now*” option of Amarillo SOP Core Equipment Reservation.

The screenshot displays the EMS Room Request interface. The top navigation bar includes the EMS logo, the page title "Room Request", a help icon, and the user name "Dhavalkumar Patel". A left sidebar contains navigation options: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, EVENTS, LOCATIONS, and PEOPLE. The main content area is titled "My Reservation Templates" and lists four reservation options, each with "book now" and "about" buttons. The "Amarillo SOP Core Equipment Reservation" option and its "book now" button are highlighted with a green oval.

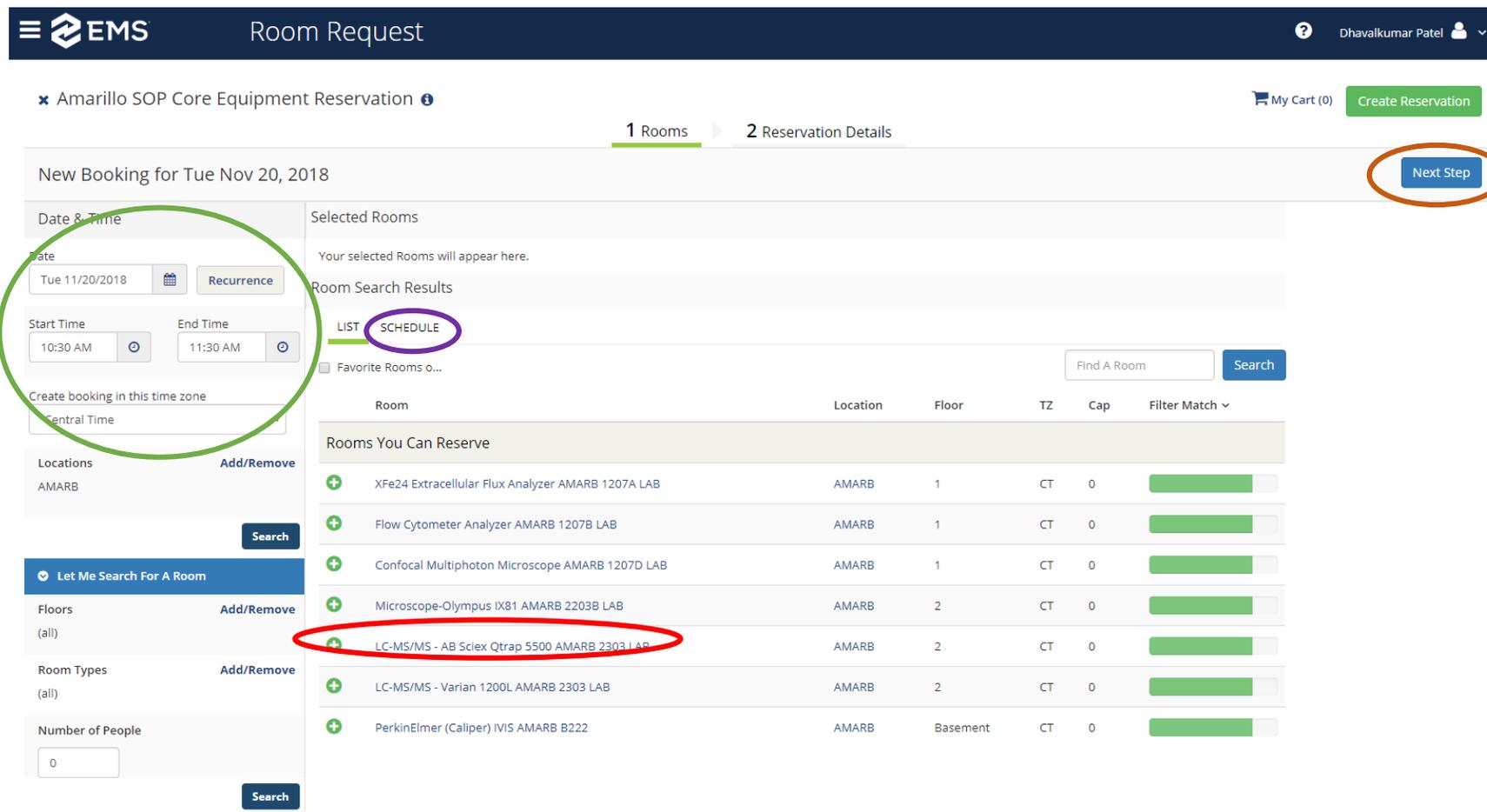
Reservation Template	book now	about
Abilene SOP Core Equipment Reservation	book now	about
Amarillo SOP Core Equipment Reservation	book now	about
LUB Facilities Request Form	book now	about
Pharmacy Room Request Form	book now	about

5. Following webpage would open. Click on “*Add/Remove*” option of locations and select “*AMARB*” and click update locations.

The screenshot shows the EMS Room Request interface. At the top, there is a navigation bar with the EMS logo, the text "Room Request", and a user profile for "Dhaval Kumar Patel". Below the navigation bar, there is a breadcrumb trail: "Amarillo SOP Core Equipment Reservation" > "1 Rooms" > "2 Reservation Details". A "My Cart (0) Create Reservation" button is visible in the top right. The main content area is titled "New Booking for Mon Nov 19, 2018" and includes a "Next Step" button. On the left, there are several filter sections: "Date & Time" (Date: Mon 11/19/2018, Recurrence, Start Time: 10:00 AM, End Time: 11:00 AM, Create booking in this time zone: Central Time), "Locations (all) Add/Remove" (circled in green), "Floors (all) Add/Remove", "Room Types (all) Add/Remove", and "Number of People" (input field with 0). A "Search" button is at the bottom of the filters. A blue button "Let Me Search For A Room" is also present.

The screenshot shows a "Locations" modal window. It has a title "Locations" and a close button. Below the title, there is a section "BUILDINGS" with a "Filter By Area" dropdown and a search input "Find locations". A list of buildings is shown with checkboxes: "Select All Buildings" (unchecked), "AMARB" (checked), and "AMSOP" (unchecked). Below the list, there is a "Selected Locations" section showing "AMARB" with a red minus icon. At the bottom, there are two buttons: "Update Locations" and "Close".

6. Following webpage would open. Select the Date & Time and Instrument you want to reserve. Click on  icon to select the instrument. You can check the available slot for selected date by click on "*Schedule*". Then click on "*Next Step*".



The screenshot displays the EMS Room Request interface. At the top, the header includes the EMS logo, the title "Room Request", and the user name "Dhavalkumar Patel". Below the header, the page title is "Amarillo SOP Core Equipment Reservation". The main content area is divided into two tabs: "1 Rooms" (active) and "2 Reservation Details".

The "New Booking for Tue Nov 20, 2018" section shows the date and time selection. The date is set to "Tue 11/20/2018" and the start time is "10:30 AM" with an end time of "11:30 AM". A "Recurrence" button is also visible. The "Date & Time" section is circled in green. The "Selected Rooms" section is currently empty, with the text "Your selected Rooms will appear here." Below this, the "Room Search Results" section is visible, with a "SCHEDULE" button circled in purple. A "Next Step" button is circled in orange in the top right corner.

The "Rooms You Can Reserve" table lists the following rooms:

Room	Location	Floor	TZ	Cap	Filter Match
+ XFe24 Extracellular Flux Analyzer AMARB 1207A LAB	AMARB	1	CT	0	<input type="checkbox"/>
+ Flow Cytometer Analyzer AMARB 1207B LAB	AMARB	1	CT	0	<input type="checkbox"/>
+ Confocal Multiphoton Microscope AMARB 1207D LAB	AMARB	1	CT	0	<input type="checkbox"/>
+ Microscope-Olympus IX81 AMARB 2203B LAB	AMARB	2	CT	0	<input type="checkbox"/>
+ LC-MS/MS - AB Sciex Qtrap 5500 AMARB 2303 LAB	AMARB	2	CT	0	<input type="checkbox"/>
+ LC-MS/MS - Varian 1200L AMARB 2303 LAB	AMARB	2	CT	0	<input type="checkbox"/>
+ PerkinElmer (Caliper) IVIS AMARB B222	AMARB	Basement	CT	0	<input type="checkbox"/>

7. Fill out the reservation details as below.

Event Type: Username_LCMS

Client* : AMSOP Core Equipment

1st Contact Name, Phone & email address: User information

Then click on *“Create Reservation”*.

 Room Request ? Dhavalkumar Patel

x Amarillo SOP Core Equipment Reservation My Cart (1) Create Reservation

1 Rooms 2 Reservation Details

Reservation Details

Event Details

Event Name * **Event Type ***

Client Details

Client *

1st Contact

1st Contact Name *

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

1st Contact Email Address *

2nd Contact

2nd Contact Phone

2nd Contact Fax

2nd Contact Email Address

Additional Information ?

Special Equipment Needs or Instructions

8. Click on “*MY EVENTS*” to view your reservations.

The screenshot shows the user interface for the Texas Tech University Health Sciences Center Room Reservation system. The top navigation bar includes the EMS logo, the page title "Texas Tech University Health Sciences Center Room Reservat...", a help icon, and the user name "Dhavalkumar Patel". The left sidebar contains a menu with the following items: HOME, CREATE A RESERVATION, MY EVENTS (circled in green), BROWSE, EVENTS, LOCATIONS, and PEOPLE. The main content area has tabs for "SITE HOME" and "MY HOME". Under the "MY HOME" tab, there is a section titled "To 'Browse'" with three bullet points: "Browse Events", "Browse For Space", and "Locate a Client". Below this, a note states: "Note: Any event that occurs after 5 PM on weekdays and requires TechLink support personnel must be scheduled a minimum of 14 days in advance, events occurring on weekends that require TechLink support personnel must be scheduled a minimum of 1 month in advance." At the bottom, there is a link titled "How to create online reservations in Virtual EMS (VEMS)".