

Reserving a DoBS Workspace or Conference Room in EMS

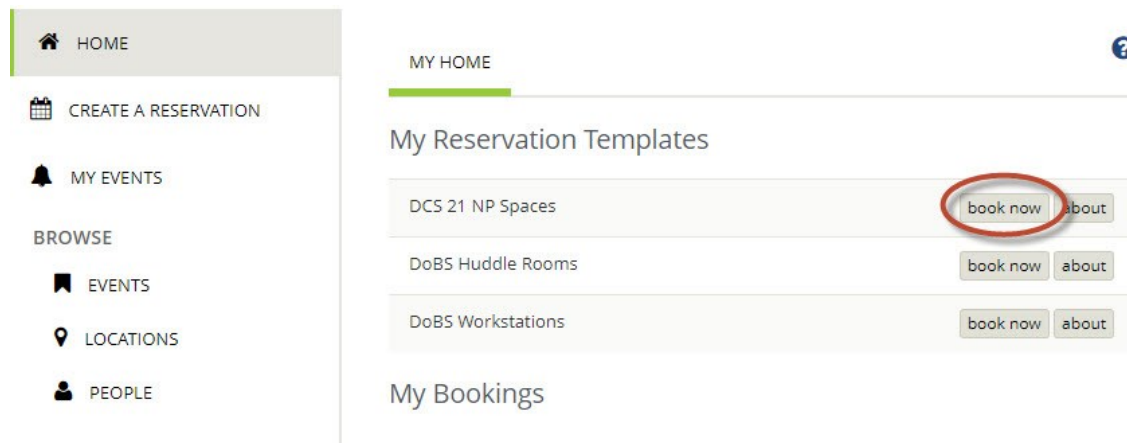
Step-by-step documentation on how to request a work or meeting space.

To request a workspace or meeting space (conference room, huddle space, etc), please follow the steps outlined below:

- Open a web browser and navigate to the EMS site where you will be prompted to enter your NetID login details: <https://workspace.ems.wisc.edu>
- The **EMS homepage** displays the following content at a glance:
 - Spaces available for reservation are listed under the **"My Home"** heading on the EMS homepage.
 - Existing reservations are displayed under the **"My Bookings"** heading further down the page.

Create a Reservation

From the "Home" or the "Create A Reservation" menu options (on the left-hand sidebar menu), select the **"Book now"** button on the right-hand side of the page to see the list of available spaces.



Please note that the spaces available for reservation are based on your department/division. As a result, the choices listed on your homepage and those that will appear in a search will be different than the screenshot examples used here. Please contact your department/division EMS administrator if you feel there is an error in the list of available spaces.

On the resulting **"New Booking"** page, narrow the search by following the steps below:

1. A date for the reservation
2. A start and end time
3. Select **"Search"** to see a list of all available spaces that meet that criteria.

The screenshot shows a search form titled "Date & Time". It includes a "Date" field with a calendar icon and a "Recurrence" button. The "Date" field is highlighted with a red box and the number 1. Below it are "Start Time" and "End Time" fields, both with clock icons. The "End Time" field is highlighted with a red box and the number 2. Below these is a "Create booking in this time zone" dropdown menu set to "Central Time". At the bottom, there is a "Locations" section with "21 N Park St" and an "Add/Remove" link. A red box with the number 3 highlights the "Search" button.

Select a Space to Reserve

After searching for a space based on the date and times selected, the following features are available for additional information:

The screenshot shows a table of search results. At the top, there are "LIST" and "SCHEDULE" tabs. The "LIST" tab is highlighted with a red box and the number 1. Below the tabs is a "Favorite Rooms only." checkbox. To the right is a "Find A Room" input field and a "Search" button. The table has columns: Room, Location, Floor, TZ, Cap, Price, and Filter Match. Below the table header is a section titled "Rooms You Can Reserve". It contains three rows, each with a green plus icon, a room name, location, floor, time zone, capacity, and a green bar representing availability. The first row is "7110-DCS-Workstation" and is highlighted with a red box and the number 2. The second row is "7113A-DCS-Workstation" and is highlighted with a red box and the number 3. The third row is "7113B-DCS-Workstation".

Room	Location	Floor	TZ	Cap	Price	Filter Match
7110-DCS-Workstation	21 N Park St	07	CT	0		
7113A-DCS-Workstation	21 N Park St	07	CT	0		
7113B-DCS-Workstation	21 N Park St	07	CT	0		

1. The **"List"** and **"Schedule"** tabs at the top of the center column of the page allow you to see available spaces as a list or as a calendar view, respectively.
2. Selecting the **hyperlinked room title** will display a pop-up window with details about the space with the following tabs:
 - o **"Room Details"** displays the room description.
 - o **"Features"** (not available for all rooms) displays a list of audio-visual and other technology available in the space.
 - o **"Availability"** displays a calendar view of availability for the space.

about 7110-DCS-Workstation

ROOM DETAILS FEATURES AVAILABILITY

Room Code	7110
Description	7110-DCS-Workstation
Room Type	Workstation
Floor	07
Requires Check-in	No

Close

Select the **"Close"** button when ready to close the pop-up window.

1. The **white and green plus symbol** next to the space title will allow you to add the space to your virtual cart for reservation. Another pop-up window will appear prompting you to confirm the selection.
 1. Enter the number of attendees.
 2. For the "Setup Type", "no preference" can be left as the default as most rooms will have a default set-up without other options available.
 3. Select the **"Add Room"** button.

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

Number of Attendees

1

Setup Type

(no preference)

Add Room Cancel

Completing the Reservation

After adding the selected space to your cart, select the **"Next Step"** button on the right-hand side of the page.

My Cart (1) Create Reservation

1 Rooms 2 Reservation Details

1, 2022

Next Step

Selected Rooms Attendance & Setup Type

7110-DCS-Workstation

Room Search Results

LIST SCHEDULE

☐ Favorite Rooms only.

You will then be prompted to fill in the following required reservation details on the **"Reservation Details"** page:

1. Provide a name for your reservation.
2. Select the type reservation from the drop-down menu.
3. Select a group from the drop-down menu (there will likely only be one available option).
4. Enter your name.
5. Enter your phone number.
6. Enter your email.

✕ DCS 21 NP Spaces ⓘ

1 Rooms ▶ 2 Reservation Details

Reservation Details

Event Details

Event Name *
Workspace Reservation

Event Type *
Meeting
Professional Development
Training
Wellness
Workspace

Group *
DCS-Dean's Office

1st Contact
(temporary contact)

1st Contact Name *
Bucky Badger

1st Contact Phone *
608-263-0000

1st Contact Email Address *
buckingham.badger@wisc.edu

1st Contact Fax

After completing the required fields, select one of the **"Create Reservation"** buttons available at both the top and bottom of the page on the right-hand side.

1 Rooms ▶ 2 Reservation Details

My Cart (1) Create Reservation

Create Reservation

After creating the reservation, a **"Reservation Created"** confirmation page should display.

Reservation Created

What would you like to do now?

- [Add to my calendar.](#)
- [Edit this reservation.](#)

You have now completed the EMS reservation process. **The steps below are informational.**

The reservation confirmation page will also display two hyperlinks for possible next steps:

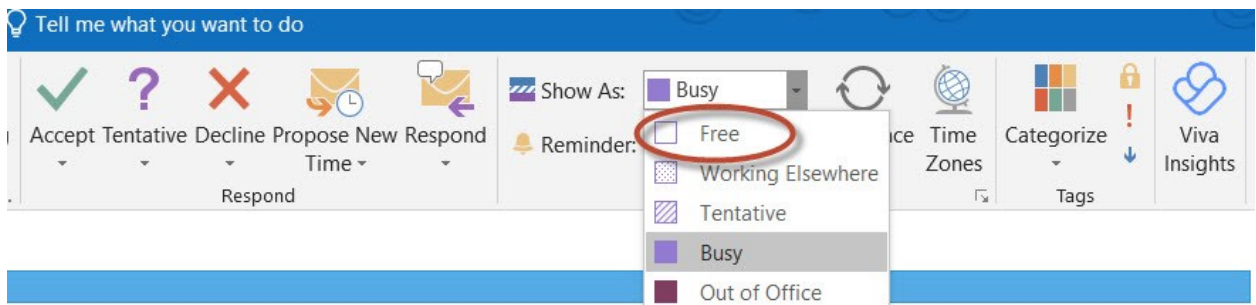
Reservation Created

What would you like to do now?

> Add to my calendar. **1**

> Edit this reservation. **2**

1. The **"Add to my calendar"** hyperlink will download an Outlook compatible file.
 - We recommend setting the "Show as" element to "Free" when you add the reservation to your calendar. Others can then see you as available for another meeting, and it won't conflict with any existing meetings during that time.
 - **Please Note:** Verify the times listed for the reservation. There is an error occurring with the Outlook compatible file where the timing of the reservation is incorrect and so it will need to be manually corrected before saving the Outlook event.



2. The second hyperlink option available on the "Reservation Confirmation" page is the **"Edit this reservation"** link. Please review the [Editing or Canceling an EMS Reservation](#) document for details about how to edit or cancel an existing reservation.

Additional EMS Information available in KnowledgeBase

Event Management System (EMS) FAQs: <https://kb.wisc.edu/fpm/116728>

List or Schedule Default View in EMS: <https://kb.wisc.edu/fpm/116728>

Editing or Canceling and EMS Reservation: <https://kb.wisc.edu/fpm/116407>