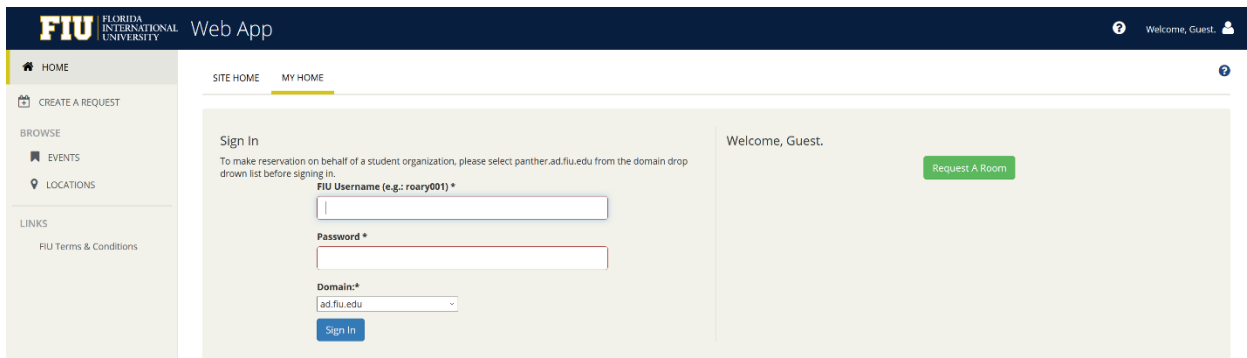
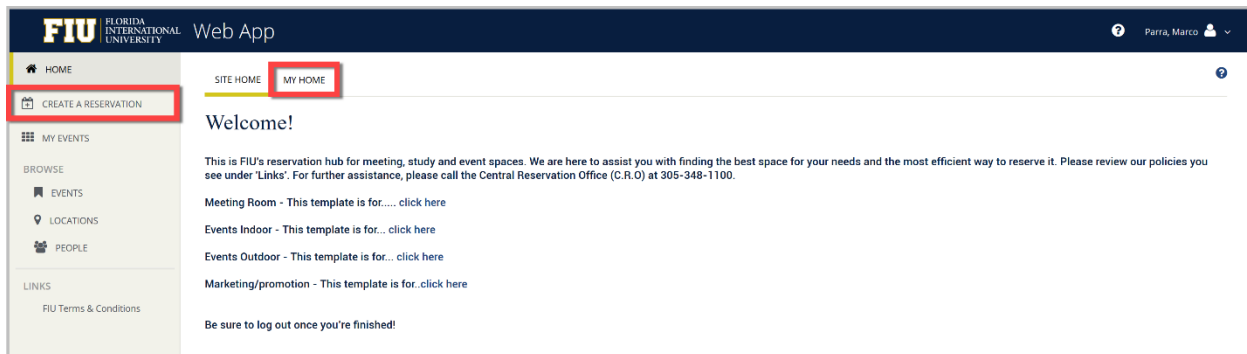


## Requesting a Room Using the WebApp

1. Open an Internet browser session and navigate to, <https://reservations.fiu.edu/default.aspx>. The EMS Web App home page opens, prompting you to Sign In.
2. In the **FIU Username** field, enter your FIUusername. In the **Password** field, enter your FIU password. If logging in as a student/student org, click on the dropdown under **Domain** and select panther.ad.fiu.edu.



3. Once logged in, click on **CREATE A RESREVATION** or **MY HOME** to view your reservation templates.



4. Select the reservation template that best suits your request by clicking on **book now**. For more information regarding each template click on **about**.

### My Reservation Templates


College of Business Study Rooms	<a href="#">book now</a>	<a href="#">about</a>
Events - Indoors (ex: ballrooms, multipurpose)	<a href="#">book now</a>	<a href="#">about</a>
Events - Outdoors (ex: patios, lawns)	<a href="#">book now</a>	<a href="#">about</a>
Marketing/Promotion (ex: decals, banners)	<a href="#">book now</a>	<a href="#">about</a>
Meetings (ex: conference rooms)	<a href="#">book now</a>	<a href="#">about</a>
Recreation (ex: kayak, bikes, courts)	<a href="#">book now</a>	<a href="#">about</a>



5. The first step in creating your booking is **Rooms**. In this section you will select date, time, and room for your booking.

- I. Enter your desired date and time. For recurring events, select **Recurrence** to book each event under one reservation.


#### Date & Time

Date

Sat 04/07/2018  [Recurrence](#)

Start Time   End Time  

Create booking in this time zone

Eastern Time 

Locations [Add/Remove](#)

(all)


[Search](#)

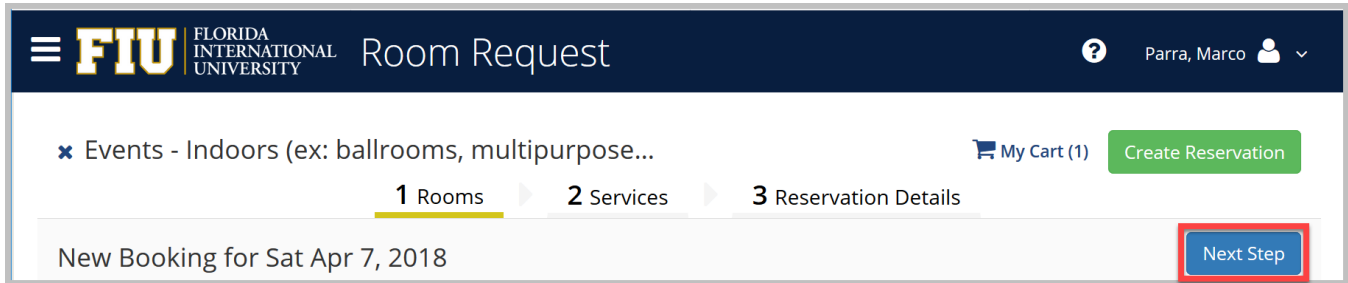
- II. **Selecting a Room:** You will have two options to refine your search to select a room:
  - a. The first is **Let me Search for a Room**. This option will allow you to select the custom preferences for your booking space. There are several fields where you can narrow your search, and a pop-up will appear for each option allowing you to check your preferences. Once you click the search button, you will be able to view your choices in either a **List** or a **Schedule** format.

The screenshot shows a search filter interface with a blue header containing a dropdown arrow and the text "Let Me Search For A Room". Below the header are four filter categories, each with a title and an "Add/Remove" link: "Floors (all)", "Setup Types As Is", "Room Types (all)", and "Features (none)". At the bottom, there is a "Number of People" section with a dropdown menu showing "1" and a "Search" button.

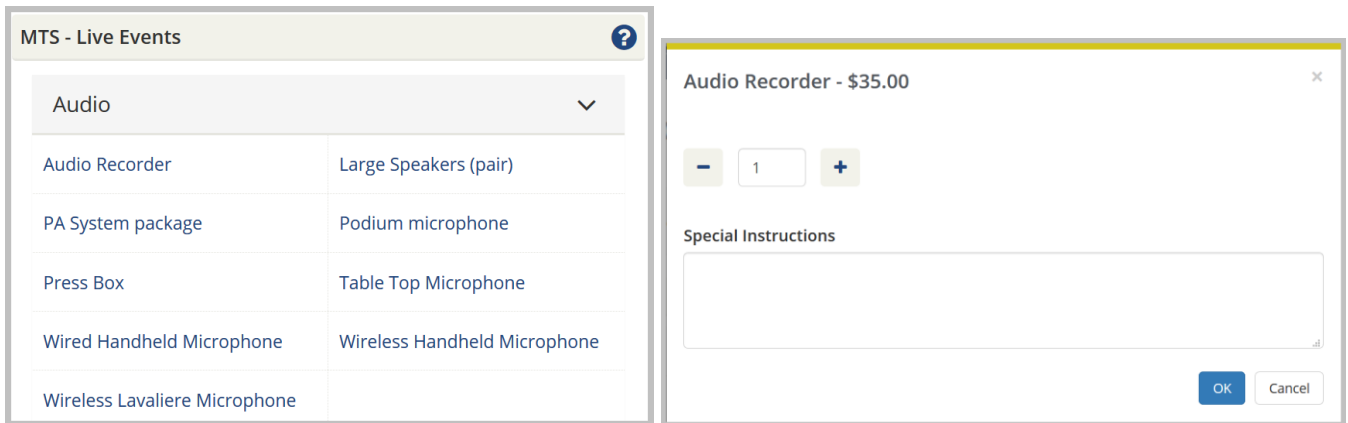
- b. The second is **I Know What Room I Want**. This option will allow you to select the exact room you have in mind for your booking space. You will know if the room is available if it appears with a green checkmark. Click on the room and a pop-up will appear, allowing you to enter your intended setup and number of attendees. Then click **Add Room**.

The screenshot shows a search interface with a blue header containing a dropdown arrow and the text "I Know What Room I Want". Below the header is a search box labeled "Room Name" with the text "GC" and a search icon. Below the search box is a list of search results, each with a green checkmark, a room name, and a status: "GC 100, Panther Pit (Request) - ERNEST R. GRAHAM UNIV. CTR. - ET (50...", "GC 118, Faculty Club (Request) - ERNEST R. GRAHAM UNIV. CTR. - ET (80...", "GC 125A, Ballroom West (Request) - ERNEST R. GRAHAM UNIV. CTR. - ET (80...", "GC 125B, Ballroom Middle (Request) - ERNEST R. GRAHAM UNIV. CTR. - ET (80...", and "GC 125C, Ballroom East (Request) - ERNEST R. GRAHAM UNIV. CTR. - ET (80...".

6. To add the room to your reservation, click the plus sign next to the room name, . Once you have selected a room click on **Next Step**.



7. The next step in creating your request is **Services**. In this section university and unit specific services will appear depending on the room selected. Simply click on the service needed and a pop-up will appear asking you to refine your request. You can then view all services selected under **Services Summary**. Once finished click on **Next Step**.



8. The final step is the **Reservations Detail** tab. In this section you will be asked to complete your **Event Details, Customer Details, Attachments (if applicable), Billing Information and Terms and Conditions.**

### Reservation Details

Event Details

**Event Name \***

**Event Type \***

Customer Details ?

**Customer \***

**1st Contact**

Attachments

Drag and drop your files here

Additional Information ?

**Please provide a more detailed description of your event. \***

**Will your event be catered by a third party vendor? \***

Choose one

9. Once you have filled out all of the necessary details click **Create Reservation**. You have successfully submitted a room reservation request.

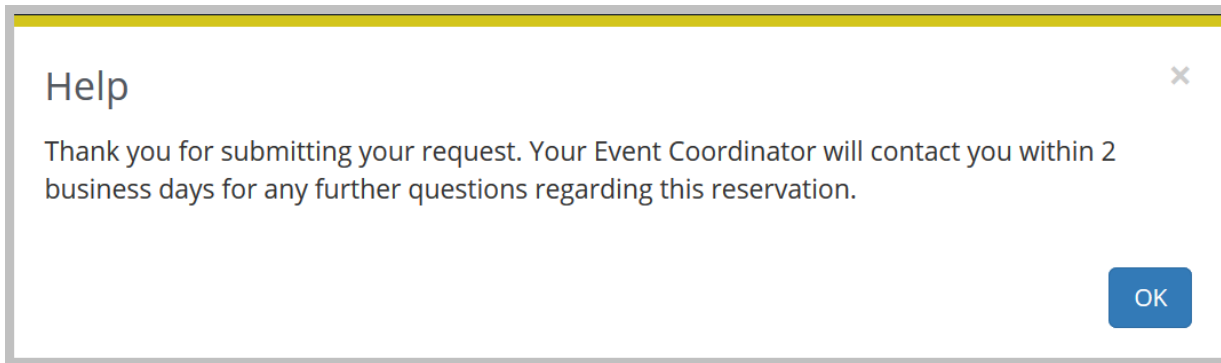
### Room Request

✕ Events - Indoors (ex: ballrooms, multipurpose) ⓘ

My Cart (1)

1 Rooms ▶ 2 Services ▶ 3 Reservation Details

10. The following message is displayed to you after submission.



11. After clicking **OK**, you will have two options, **Add to My Calendar** and **Edit My Reservation**:

- a. **Add to My Calendar:** This option will allow you to add the reservation to your Outlook or computer calendar
- b. **Edit My Reservation:** This option will take you back into your reservation details and allow you to update any changes you may have realized you needed to make.

