



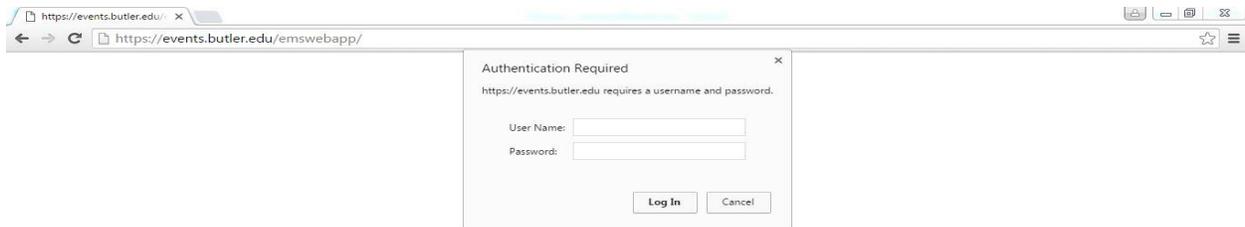
EMS INSTRUCTIONS

LOGGING INTO EMS

- You can access the EMS through any standard internet browser: events.butler.edu/emswebapp/
- You can access the EMS through: my.butler.edu

TO LOG INTO EMS

1. Open an internet browser session.
2. In the address field, enter the “EMS” URL: events.butler.edu/emswebapp/
3. Enter your Butler University log-in credentials.



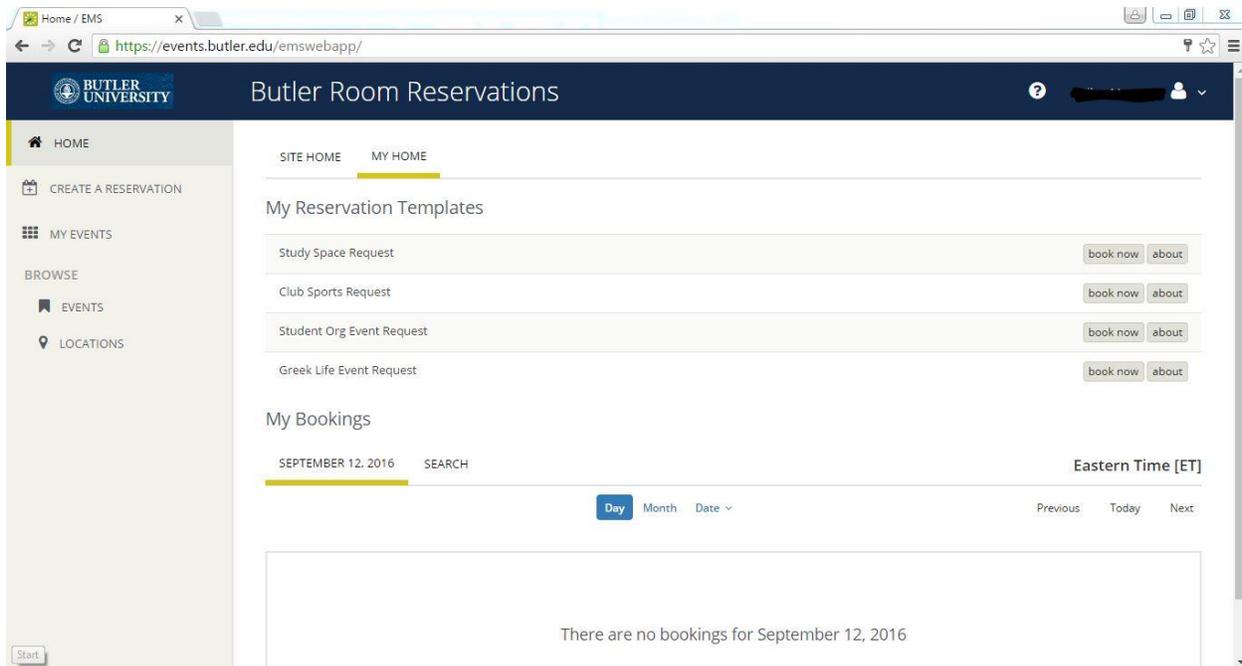
-OR-

1. Visit the “Calendar & Event Scheduling” section through [My.Butler](#)
 - i. No log in information will be needed if accessing from [My.Butler](#) or you BU work station.
 - ii. Remember to add this URL to your favorites in your preferred Web Browser.



THE HOME PAGE

- Make reservations through one of four request types under “My Reservation Template.”
- Manage your personal bookings.
- Browse events, spaces, and people or groups on campus.

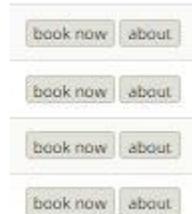


MAKING RESERVATIONS

1. There are several customized templates available to **faculty and staff, depending on status, which may include:**
 - a. Book an Event:** use to submit a request for a room and services. The UE staff will review requests to confirm actual availability.
 - b. Speed Book:** self-serve option that shows real-time room availability in a list or grid views. Rooms can be reserved with automatic approval for designated rooms, primarily conference rooms and classrooms after the drop/add period.
 - c. Submit an Off-Campus Event:** A request to promote an off-campus Butler event through the master calendar.
 - d. Request Event Services Only:** A request to provide services only to a location that is not managed in EMS; for example, a conference phone or table delivered to an office.
 - e. HRC Request**

2. There are customized request templates available to **students**, which may include:
 - a. **Study Space:** for individual or group study only.
 - b. **Club Sports:** for club sports team practices and meetings.
 - c. **Student Org:** for on-campus student groups.
 - d. **Greek Life:** for Greek organized events and activities.
 - e. **HRC Request**

3. To create a reservation, click “**book now**” next to one of the request types from the **Home Page**, or click “**Create a Reservation**” and select one of the templates which apply to your needs. (For more information about each request type, click “**About.**”)



4. The first step in creating your booking is “**Rooms.**” It is here that you will select the date, time, and room for your booking.
 - a. **Selecting a Date and Time:** Simply enter your desired event date and time through the options on the left of the screen.

A screenshot of a web form titled "Date & Time". It includes a "Date" field with a calendar icon and a "Recurrence" button. Below that are "Start Time" and "End Time" fields, each with a clock icon. At the bottom is a dropdown menu for "Create booking in this time zone" set to "Eastern Time".

****NOTE:** for reoccurring events or meetings, select “**Recurrence**” to book each event under one reservation. (*This option is not available for study space requests.)

b. **Selecting a Room:** You will have two options to select a room: (1) the first is “Let Me Search for a Room;” or (2) the second is “I Know What Room I Want.”

i. **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.

1

2

3

ii. **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 a pull down with a green check mark appears below. Click on this and a pop-up will appear, allowing you to enter your intended set-up and number of attendees. Then click “Add Room”

Attendance & Setup Type

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

No. of Attendees

1

Setup Type

Tiered

Add Room Cancel

c. Once you have selected a room, click “Next Step.”

The screenshot shows a web interface for creating a booking. At the top, there are three tabs: '1 Rooms', '2 Services', and '3 Reservation Details'. A 'My Cart (1)' icon and a 'Create Reservation' button are in the top right. The main heading is 'New Booking for Sat Sep 17, 2016'. Below this, there are sections for 'Date & Time' (with date, start/end times, and time zone), 'Selected Rooms' (showing room 305), and 'Room Search Results' (with a note that rooms matching criteria will appear here). A 'Next Step' button is circled in red in the top right corner.

5. The next step in creating your booking is “Services.”
(*This option is not available for study space requests.)
It is here that you will be able to request special services from BUPD, Catering, IT, and University Events. Club Sports resources are available under Club Sports requests.

The screenshot shows the 'Services For Your Reservation' page. It has several sections: 'BUPD Services' (with a dropdown menu), 'Catering' (with a dropdown menu), and 'IT Services' (with a dropdown menu). Below these are lists of items with checkboxes, including 'Alcohol may be served', 'External Catering', 'Media Items', 'Apple iPad Cart (20 iPads)', 'Digital Handheld Audio Recorder', 'IT Services Addendum', 'Mac Laptop Cart (20 Laptops)', 'PC Laptop', 'Portable Projection Screen', 'CD / Cassette Boombox', 'Digital Video Camcorder', 'Mac laptop', 'Microphone and Podium (portable)', and 'PC Laptop Cart (20 Laptops)'. There is also a checkbox for 'I have read and agree to the terms and conditions'.

i. **Selecting Services:** If your event inquires a particular service in one of the above categories, simply click on the service needed. A pop-up will then appear asking you to refine your request. After completing your details and “Special Instructions,” click “OK.” Your requested services will then appear to the right side of the screen under “Services Summary.”

The screenshot shows a 'Table Linens' pop-up dialog box. It has a quantity field with a minus sign, the number '1', and a plus sign. Below this is a 'Special Instructions' text area. At the bottom right, there are 'OK' and 'Cancel' buttons. A large red number '1' is overlaid on the quantity field.

The screenshot shows the 'Services Summary' page. It has a section for 'Catering' with a dropdown menu. Below this, there is a list of services with a quantity field and an edit icon. The service 'Table Linens' is listed with a quantity of '1'. A large red number '2' is overlaid on the right side of the page.

- ii. **Important Note: Students**, for certain services you will need to include your organization's or club's **"Billing Reference Number."** The **PuLSE office** should be able to provide this information to you.

Billing Information

Billing Reference *

- iii. Once you have finished selecting your needed services, or if you don't have any needed services, click **"Next Step."**

✕ Student Org Event Request ⓘ

1 Rooms 2 **Services** 3 Reservation Details

My Cart (1) Create Reservation

Services For Your Reservation **Next Step**

5. The final step in creating your booking is “Reservation Details.” It is here that you will be asked to complete your “Event Details,” and “Group Details,” for study space requests. For other requests you will be asked for “Additional Information,” and pending on your request “Billing Information.” (This will only be required if you have inquired a service or room with associated fees.)

- i. Once you have filled out all of the necessary details, click “Create Reservation.”



- ii. You will then be confirmed of the “Reservation Created,” and will be given two options: “Add to My Calendar” and “Edit My Reservation.”

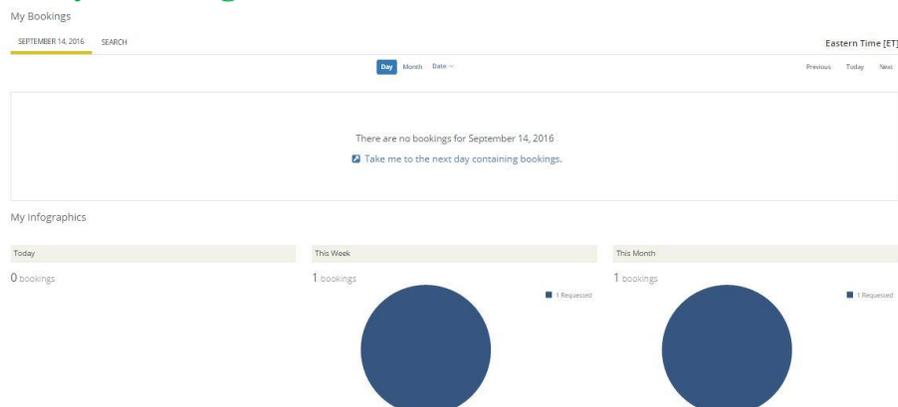


- a. **Add to My Calendar:** This option will allow you to add the reservation to your Outlook or computer calendar.
- b. **Edit This Reservation:** This option will take you back into your reservation details and update any changes you may have realized you need to make.

- iii. To skip these two options, click on the “Butler University” emblem to return to the home page.



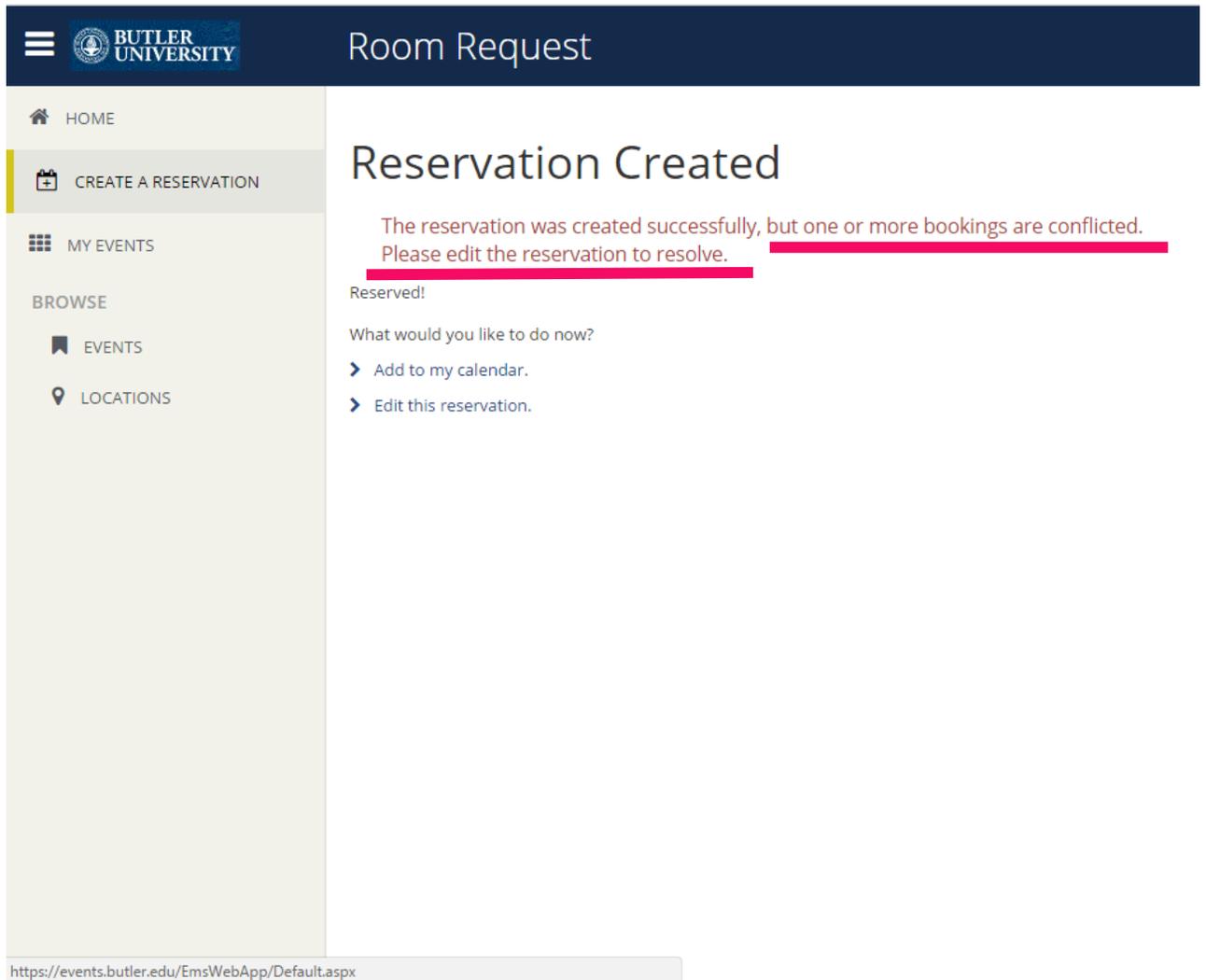
- iv. **Congratulations! Your reservation has been made!** Your reservations will be visible on the home page under “My Bookings.”



SPECIAL NOTE RE: WEB CONFLICT

*If you request a room that has already been reserved in the EMS system, you will not receive a confirmation of space from UE. Instead, you will receive notice that the status of your booking will be listed as “WEB CONFLICT” and you are required to edit your reservation.

The following notification will appear once you create your reservation:



The screenshot shows the Butler University Room Request interface. The top navigation bar includes the Butler University logo and the text "Room Request". A left sidebar contains navigation options: HOME, CREATE A RESERVATION (highlighted), MY EVENTS, BROWSE, EVENTS, and LOCATIONS. The main content area displays a "Reservation Created" message with a red underline indicating a conflict: "The reservation was created successfully, but one or more bookings are conflicted. Please edit the reservation to resolve." Below this, it says "Reserved!" and asks "What would you like to do now?" with two options: "Add to my calendar." and "Edit this reservation." The URL at the bottom is "https://events.butler.edu/EmsWebApp/Default.aspx".

Room Request

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

Reservation Created

The reservation was created successfully, but one or more bookings are conflicted. Please edit the reservation to resolve.

Reserved!

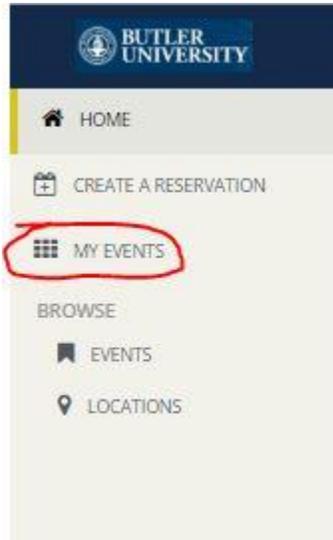
What would you like to do now?

- Add to my calendar.
- Edit this reservation.

<https://events.butler.edu/EmsWebApp/Default.aspx>

MANAGING BOOKINGS

1. To manage your current bookings, begin by clicking “My Events” in the navigation menu to the left of the screen.



2. Under “Reservations” and “Current” you will be able to see a list of your personal bookings. To edit one of these bookings, click on the title of the reservation.



RESERVATIONS BOOKINGS

Search Reservations Include cancelled reservations

CURRENT PAST

Name	First/Last Booking ^	Location	Group	Services	ID	Status
study	Thu Sep 15, 2016/ Thu Sep 15, 2016 (single booking)	Jordan Hall - 307	Student		259526	Web Request

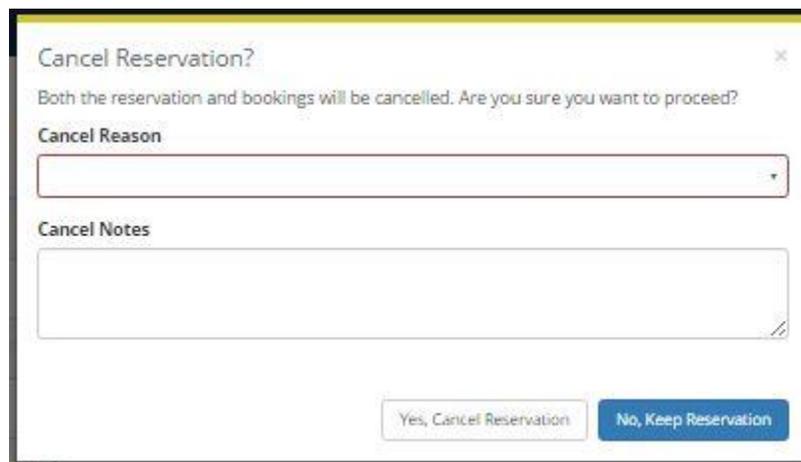
3. Once you click on the reservation, you will have several options. You can manage “Reservation Details,” view “Reservation Tasks,” or you can look at “Bookings.”
 - i. To edit “Reservation Details” click the pencil icon located below the title of the section.



- ii. Under “Reservation Tasks” you will be able to Cancel Reservations, View Reservation Summaries, Send Invitations, and Add to Your Calendar.



- a) **Cancel Reservations:** click on “Cancel Reservation.” You will then be prompted with a pop-up asking for your cancellation reasoning and confirmation of “Yes, Cancel Reservation.”



- b) **View Reservation Summary:** this option will allow you to see the confirmation of your request.

- c) **Send Invitation:** this option will allow you to invite others to your event. Click “Send Invitation.” A pop-up will prompt you to enter the email address of your invited friends. Then click “OK.”



d) **Add to My Calendar:** This option will allow you to add the reservation to your Outlook or computer calendar.

iii. Under “Bookings” you can cancel reservations, edit “Attendance” and “Set-Up Type,” as well as view the “Status” of your reservation.

Bookings

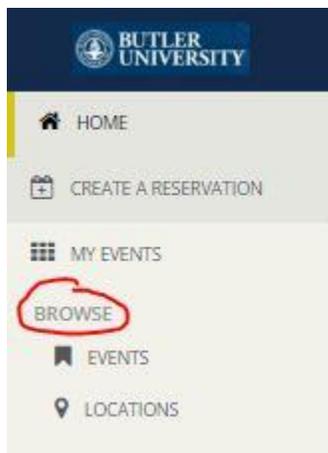
CURRENT PAST Include cancelled bookings

Cancel Bookings Booking Tools New Booking

Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Thu Sep 15, 2016	8:00 PM	9:00 PM	ET	Jordan Hall - 307	1	Academic Setup	Web Request

BROWSE

1. To browse events, locations, people and groups, find “Browse” in the navigation menu to the left side of the screen. You can then click “Events” or “Locations.”



- By clicking “Events” you will be able to see a list view of all of the events happening on campus. The default view allows you to see events by date, but you can add “Filters” to refine your view of events.
- By clicking “Locations” you will be able to see a grid view of all of the events happening on campus in order of the campus space. To refine the search from the default view, you may add “Filters” or “Search” for specific rooms on campus.

The screenshot displays the 'Filters' section at the top with fields for 'Date' (Wed 09/14/2016) and 'Time Zone' (Eastern Time). Below this is the 'Locations' section, which includes a calendar view for 'Wed September 14, 2016'. A search bar labeled 'Find A Room' and a 'Search' button are highlighted with red circles. The main area is a grid showing room availability for various locations like 'Atherton Union (ET)', '111 University Club', and '326 Board Room'. A blue box labeled 'Executive Council' is placed in the grid. At the bottom, a table lists event details including time, location, and department.

Time	Location	Event	Room	Department
7:00 AM - 5:30 PM	ET	BBG Client work	HB - 104	Client Services
6:00 AM - 3:00 PM	ET	(CANCELLED) Admissions	RB - F5	Admissions General
8:00 AM - 4:00 PM	ET	ED-416-01 Curric: Early Childhood	TBD -	College of Education
8:00 AM - 4:00 PM	ET	Unavailable for Booking	RB - SR	Conferences & Special Events
8:00 AM - 5:00 PM	ET	Dance Kaleidoscope Rehearsal	JCX - 101	Dance Kaleidoscope
8:00 AM - 5:00 PM	ET	Dance Kaleidoscope Rehearsal	JCX - 103	Dance Kaleidoscope
8:00 AM - 5:00 PM	ET	Admission Presentations	RB - 212	Admissions General
8:00 AM - 5:00 PM	ET	Finaid Staff Meeting	RB - 005	Fin Aid Admin.

FOR MORE INFORMATION

If you are still having trouble using EMS or have further questions, please contact University events for all of your booking needs:

University Events

buevents@butler.edu

(317)-940-9352