

Quick EMS Reservation Summary – Estimate of Requested Services

Step 1: Log in, click **My Events**, find the reservation to review in the list, and click the reservation name in blue to open it.

The screenshot shows the 'My Events' interface. On the left sidebar, 'MY EVENTS' is highlighted with a red box. The main content area shows a table of reservations under the 'CURRENT' tab. Two rows are highlighted with red boxes: 'Recurring Lunch Meeting' and 'Training Session'.

Name	First/Last Booking	Location	Group	Services	ID	Status
Recurring Lunch Meeting	Mon Apr 5, 2021 / Mon May 3, 2021 (multi-booking)	Multiple	CUA-CS...		468641	Web Request
Training Session	Fri Apr 9, 2021 / Fri Apr 9, 2021 (single booking)	Research 2 (P15) - P15-2100/3/5 - Krugman Conf. Hall (Trivisible)	CUA-CS...	✓	468645	Web Request

Tip: Use **Search Reservations** to find a reservation quickly. You can use any part of the *Event Name* or *Reservation ID*.

Step 2: Select **View Reservation Summary**.

The screenshot shows the 'View Reservation Summary' page for a 'Training Session' reservation. The 'View Reservation Summary' link in the 'Reservation Tasks' sidebar is highlighted with a red box.

Navigation: < My Events / Training Session beginning Apr 9, 2021 (468645)

RESERVATION DETAILS | ADDITIONAL INFORMATION | ATTACHMENTS

[Edit Reservation Details](#)

Event Name	Training Session
Event Type	Student Function
Group	CUA-CSA-OIT Technology Support Services
1st Contact Name	Sample User

Bookings

CURRENT | PAST

[Cancel Bookings](#) | [Booking Tools](#) | [New Booking](#)

Date	Start Time	End Time	Time Zone	Location	Status
Fri Apr 9, 2021	12:30 PM	1:30 PM	MT	Research 2 (P15) - P15-2100/3/5 - Krugman Conf. Hall (Trivisible)	Web Request

[View Services](#) | [Manage Services](#)

Step 3: After clicking **View Reservation Summary**, a list of **requested** support services will populate.

Scroll down to each date, room, and service to review requested item details for each. Hourly labor services are estimates and will not be finalized until after your activity and actual hours can be billed. Items listed are estimates and will be billed on the final items provided for the activity.

NOTE: The list of rooms and services includes those that you have requested and does not imply that the room or services have been confirmed by the provider. Please review individual confirmation emails from schedulers and service providers to ensure rooms and services are confirmed.

< Recurring Lunch Meeting (468641)

Options Detail View Summary View

Preview

University of Colorado - Anschutz Medical Campus
OIT Scheduling Services - Campus Box F408
13120 E 19th Ave
Aurora CO 80045
OIT-SchedulingServices@cuanschutz.edu

THIS IS NOT A CONFIRMATION- Rooms you have Requested

Group

bookings

This is a list of the room(s) you have requested.

	Quantity	Price	Amount
Saturday, October 5, 2024			
12:00 PM - 10:00 PM Webb Waring 15 Year Celebration (Confirmed - Food) AHSB P12-1200 Marcy and Bruce Benson Atrium			
Conference for 100			
Room Charge: (\$1525.00 per Full Day)	1	\$1525.00	\$1525.00
Additional Charges:			
External Event Service Charge - Weekends	1	\$1300.00	\$1300.00
12:00 PM - 10:00 PM Webb Waring 15 Year Celebration (Confirmed - Food) AHSB P12-2010/2011 Donald M. Elliman Conference Center			
Reserved: 11:00 AM - 11:00 PM			
Room Charge: (\$1000.00 per Full Day)	1	\$1000.00	\$1000.00
CU Anschutz AV Equipment:			
AV Staffing - After Hours(5 hours @ \$65.00/hr)	1	\$325.00	\$325.00
3:30-6:30pm event time			
Microphone - Hand-held Wireless(\$30.00 per Full Day)	6	\$30.00	\$180.00
Less 100.00% Discount			-\$180.00
4 for panelists & moderator: 2 Q&A			
Need audio output for third party videographer			
Sound System - Portable(\$200.00 per Full Day)	1	\$200.00	\$200.00
PA in foyer for music. Needs laptop for music selection.			
CU Anschutz Room Setup:			
12:00 PM - 10:00 PM Setup for 100			
Coat Rack	2	\$10.00	\$20.00
Recycle Bin	1	\$7.50	\$7.50
Trash Can	1	\$7.50	\$7.50
Compost Case	1	\$7.50	\$7.50

Tip: Reviewing the Reservation Summary can help to identify any duplicate requests or items that are assigned to the incorrect room. Be sure to update any errors using **Manage Services** in your event.

Step 4: After making any necessary changes to requested items, you can email the Reservation Summary to yourself to forward on to others or to use for planning purposes.

Detailed instructions for editing and cancelling services are located in the [EMS Web App User's Guide](#).