

# **EMS Web App Inviting Attendees How-To Document**

## **For Department Conference Rooms**

Updated February 2018



Office of Information Technology  
UNIVERSITY OF COLORADO  
DENVER | ANSCHUTZ MEDICAL CAMPUS

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# EMS Web App Inviting Attendees Overview

The EMS Web App™ integrates with Microsoft Exchange for Department Conference rooms. With this, web users can view the availability of both meeting rooms *and* attendees, and send Microsoft Exchange® meeting invitations - all from within EMS Web App.

Search and add attendees from the Outlook address book. Enter lastname, firstname .

Outlook attendee and EMS room availability is shown here.

The screenshot displays the 'Room Request' interface. On the left, there are filters for 'Date & Time' (Date: Thu 02/08/2018, Start Time: 8:00 AM, End Time: 9:00 AM), 'Locations' (all), 'Room Types' (all), and 'Number of People' (4). The main area shows 'Selected Rooms' (empty), 'Attendees' (Weaver, Steve; Barr, April J; Siedlecki, Kristie), and 'Room Search Results' (LIST, SCHEDULE tabs). A search bar 'Find Attendee' is present. Below, 'Rooms You Can Reserve' are listed with their capacities and availability charts for the week of Feb 8-14, 2018. The charts show room availability and existing meetings like 'OIT CAB 1', 'Elevate Grants SC Meeti', and 'Core tear'.

Room	Capacity	Availability (Feb 8-14, 2018)
Lawrence Street Center...	Cap	Available
LW-1201 Main Co...	30	Available
LW-1300A	4	Available
LW-1320B	4	Available
LW-1330A Confere...	12	Available
LW-1330C	5	Available

## Features and Benefits

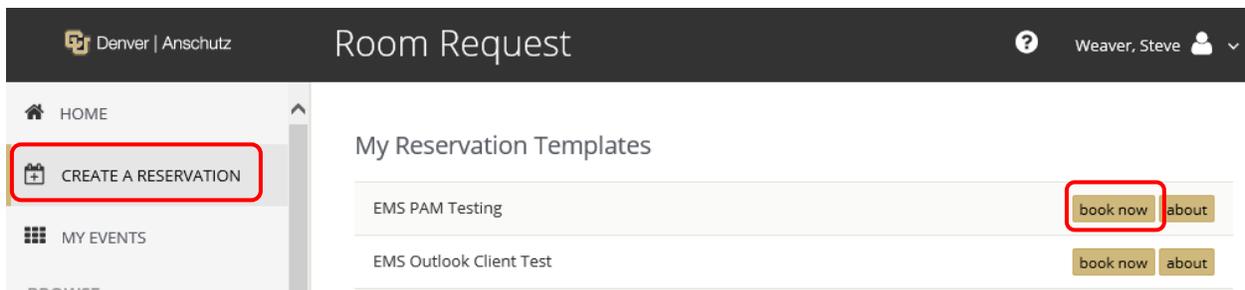
- View attendee availability (free/busy schedules) before requesting a Department Conference room
- Check room details to confirm that the space will meet your needs
- Attendees will receive Outlook invitations
- Request Department Conference rooms, resources and attendee participation all from one intuitive interface
- Make last minute modifications to meeting information quickly and easily, with attendees automatically receiving change notifications

# How to make a Room Request with Attendees

Step 1: Access the EMS Web App by navigating from any browser to **schedule.ucdenver.edu/emswebapp**.

Step 2: From the **MY HOME** page, enter your User ID, Password in the appropriate fields and press the **Sign In** button

Step 3: Click "**CREATE A RESERVATION**" and scroll down and find your desired department conference room request template and click the **book now** button.



Step 4: Fill out the **Date and Time** of you event on the left hand of the page. If you require this room on a recurring basis, click on the **Recurrence** button and add the appropriate information (see the section on **Recurring Meeting** for detailed instructions). Enter the **Number of People**. This will narrow your room selection to only the spaces that will fit the number of attendees for your event. When you have filled in all of the information for your event, click the **Search** button.

The screenshot shows a room booking interface. At the top, a header labeled "Date & Time" is highlighted with a red box. Below it, the "Date" field shows "Thu 02/08/2018" with a calendar icon and a "Recurrence" button. The "Start Time" is set to "8:00 AM" and the "End Time" is "9:00 AM", both with clock icons. A dropdown menu for "Create booking in this time zone" is set to "Mountain Time". Below this is a "Locations" section with "(all)" and an "Add/Remove" link. A "Search" button is located at the bottom right of this section. A dark bar with the text "Let Me Search For A Room" is below. The "Room Types" section has "(all)" and an "Add/Remove" link. The "Number of People" input field, containing the number "8", is highlighted with a red box. A "Search" button is located at the bottom right of this section. At the very bottom is a dark bar with the text "I Know What Room I Want".

Step 5: A list of available rooms for your request will populate the right side of the page. Click the **SCHEDULE** tab to see the room availability. Choose the room that meets your needs by selecting the **Add (+)** to the left of the room.

Room Search Results

LIST **SCHEDULE**

Favorite R... Find A Room

		7 AM	8	9	10	11	12 PM	1	2	3
<b>Rooms You Can Request</b>										
Building 500 (MT)	Cap	7 AM	8	9	10	11	12 PM	1	2	3
<b>+</b> BLD 500 Test Conf...	8									
<b>+</b> BLD 500 Test-B Co...	8									
<b>+</b> BLD 500 Test-C Co...	8									

**Tip:** For more information about the building and room, click on the **Room** or **Location** name under the **LIST** tab.

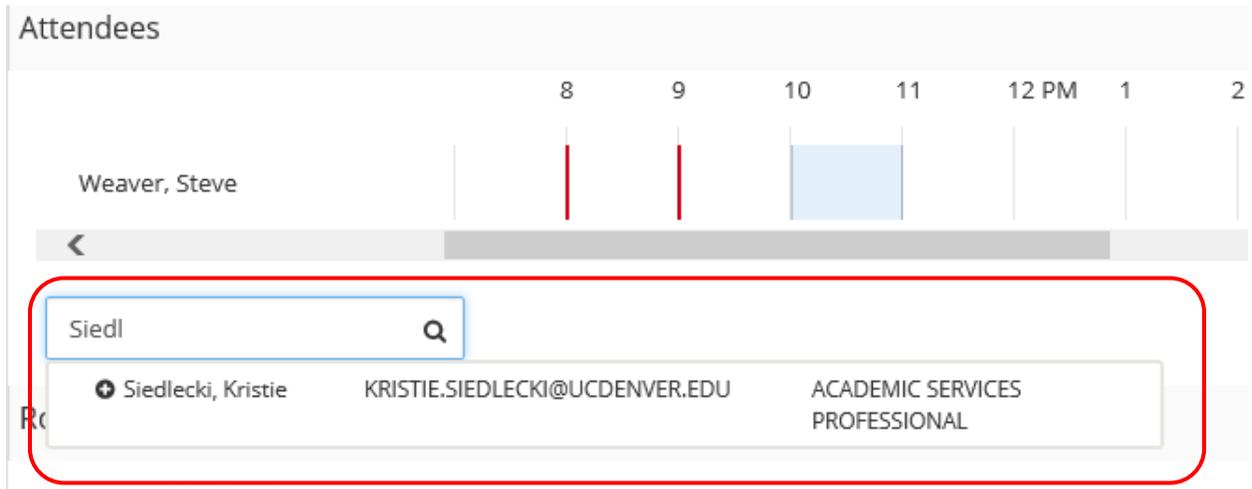
Step 6: The room you have selected moves to the top of the page. You can add additional rooms as needed.

The screenshot displays a room scheduling interface. At the top, a section titled "Selected Rooms" is highlighted with a red box and contains a minus icon and the text "BLD 500 Test Conf. Room". To the right of this section is a link for "Attendance & Setup Type". Below this is the "Attendees" section, which shows a calendar view for "Weaver, Steve" with a blue block indicating a meeting from 10 AM to 11 AM on the 10th. A search bar labeled "Find Attendee" is located below the calendar. The "Room Search Results" section has tabs for "LIST" and "SCHEDULE", with "SCHEDULE" selected. A "Favorite R..." checkbox and a "Find A Room" button are also present. The main area shows a grid of rooms with columns for time slots (7 AM, 8, 9, 10, 11, 12 PM, 1, 2, 3). The "BLD 500 Test Conf..." room is highlighted in blue, showing a red vertical line at 8 AM and 9 AM, indicating it is booked for those times.

Room	7 AM	8	9	10	11	12 PM	1	2	3
BLD 500 Test Conf...		Booked	Booked						

Step 7: To invite attendees, enter the name lastname, firstname in the Find Attendees field in the Attendees section.

**Tip:** As you enter the attendee's lastname, firstname; the EMS Web App will start displaying possible names to choose from. When you see the attendee you wish to invite, click their name from the list displayed.



Once selected, the attendee will move up to the Attendee section with their availability displayed.



Step 8: after you have invited all attendees and selected all the rooms you need, click the **Next Step** button twice or click the **3 Reservation Details** tab.

The screenshot shows a navigation bar with three tabs: '1 Rooms & Attendees', '2 Services', and '3 Reservation Details'. The '3 Reservation Details' tab is highlighted with a red box. To the right, a 'Next Step' button is also highlighted with a red box. Below the navigation bar, the interface shows a calendar view for 'BLD 500 Test Conf. Room'. The calendar displays attendees 'Weaver, Steve' and 'Siedlecki, Kristie' with their availability for the dates 8, 9, 10, 11, 12 PM, 1, 2, and 3. A search bar labeled 'Find Attendee' is visible at the bottom left.

Step 9: Enter the reservation details to include the Event Name and a message to the invitees.

The screenshot shows the 'Reservation Details' form. It is divided into two main sections: 'Event Details' and 'Calendaring Details'.  
**Event Details:**  
- **Event Name \***: My Meeting  
- **Event Type \***: Meeting (dropdown menu)  
**Calendaring Details:**  
-  Add to Calendar/Send Invitations  Private  
- **Subject**: My Meeting  
- **Show Time As**: Busy (dropdown menu)  
- **Reminder**: (none) (dropdown menu)  
**Message:**  
- A rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, undo, redo, and help.  
- The message content is: "We will cover the details of the upcoming project."

Step 10: You can add an attachment by browsing your computer for the file or simply drag-and-drop it in.

Attach File

Select your file    Drag and drop your file here

Step 11: File out the Group information.

**Note:** Fields with a **red** border are required.

Group Details

**Group \***

CUA-CSA-OIT Technology Suj

**1st Contact**

Steve Weaver

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

303-724-7710                                     

**1st Contact Email Address \***

steve.weaver@ucdenver.edu

**2nd Contact**

(none)

**2nd Contact Phone**                      **2nd Contact Fax**

**2nd Contact Email Address**

Step 12: Fill out the **Additional Information**.

**Note:** Questions with a **red** border are required.

Additional Information

Can you have Yes only in a list UDF

Will you be serving food? \*

I certify that this event is for official CU Anschutz (university and hospital affiliates) business. \*

Are you scheduling this event for an outside agency (non-affiliated entities)? \*

Will there be more than 250 external attendees (other than CU Denver |Anschutz faculty/staff/students or On-Campus affiliates)? \*

Will this event involve a visit by a political candidate or elected official, and/or would it have a significant media presence? \*

Do you require after hours access to this room? \*

Step 13: Prove your **Billing Information**.

**Note:** Fields with a **red** border are required.

Billing Information

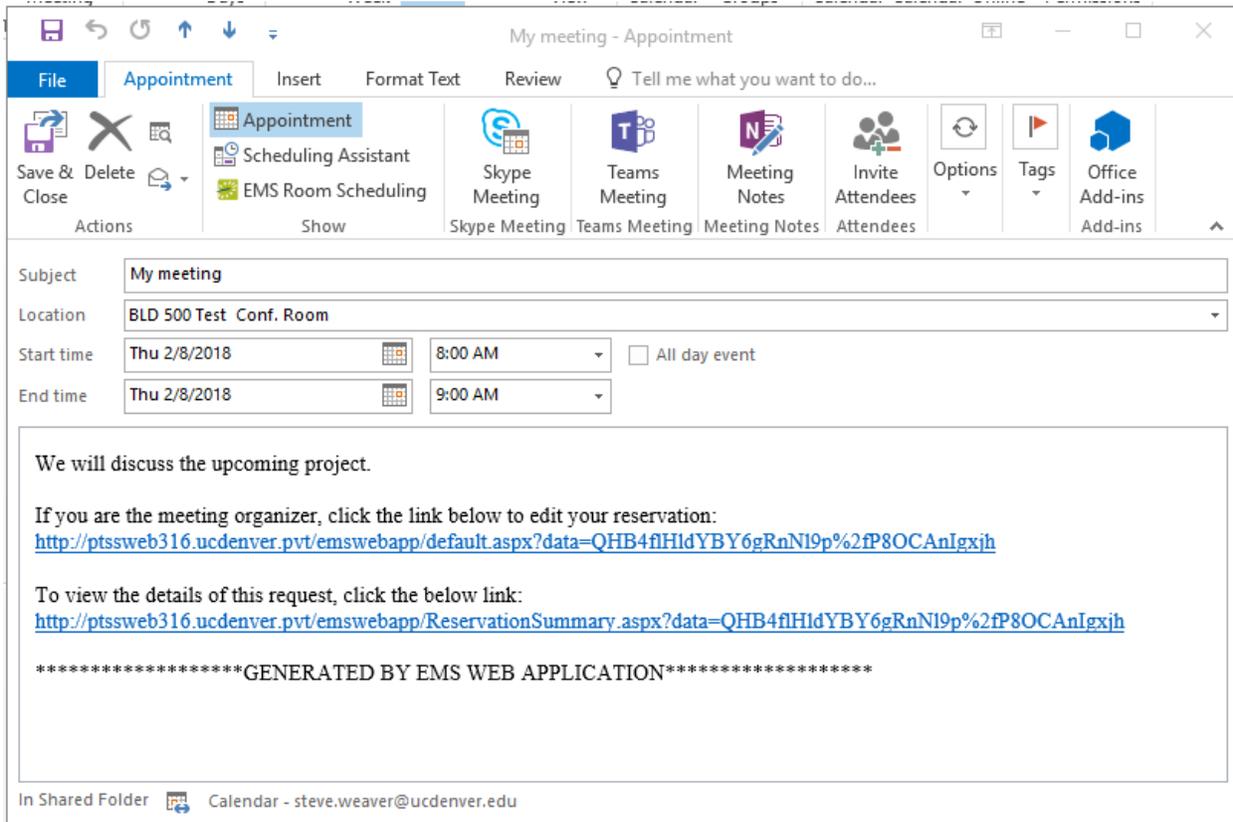
SpeedType(preferred) or Billing Address \*

Step 14: When finished, click the **Create Reservation** button at the top and bottom of the page.



The EMS Web App will add the meeting to your attendee's calendar.



## Recurring meeting

Follow the steps in the above section “How to make a Room Request with Attendees” on page 5.

Step 1: In step 5 of section “How to make a Room Request with Attendees” click the **Recurrence** button.

Date & Time

Date  
Thu 02/08/2018  **Recurrence**

Start Time  
8:00 AM 

End Time  
9:00 AM 

Create booking in this time zone  
Mountain Time 

Locations **Add/Remove**  
(all)

**Search**

**Let Me Search For A Room**

Room Types **Add/Remove**  
(all)

Number of People  
4

**Search**

**I Know What Room I Want**

Step 2: Complete your recurring information and click the **Apply Recurrence** button.

**Recurrence**

Repeats: Weekly

Every: 1 week(s)

On: Sun Mon **Tue** Wed Thu Fri Sat

Start Date: Thu 02/08/2018

End Date: Fri 02/09/2018

End after: 4 occurrence(s)

Start Time: 8:00 AM End Time: 9:00 AM

Create booking in this time zone: Mountain Time

The occurrence information are displayed under the Date & Time section and your room availability will be displayed under the Room Search Results area.

**Date & Time**

Occurs every week on Tuesday, effective Thu Feb 8, 2018 until Tue Mar 6, 2018 from 8:00 AM to 9:00 AM Mountain Time. (4 occurrences)

**Room Search Results**

Room	Available	Location	Floor	TZ	Cap	Filter Match
BLD 500 Test Conf. Room	4/4	Building 500	4th Floor	MT	8	<span style="background-color: green; color: white;">Available</span>
BLD 500 Test-B Conf. Room	4/4	Building 500	4th Floor	MT	8	<span style="background-color: green; color: white;">Available</span>
BLD 500 Test-C Conf. Room	4/4	Building 500	4th Floor	MT	8	<span style="background-color: green; color: white;">Available</span>

Step 3: To change your recurrence pattern, click the Recurrence button.

**Date & Time**

Occurs every week on Tuesday, effective Thu Feb 8, 2018 until Tue Mar 6, 2018 from 8:00 AM to 9:00 AM Mountain Time. (4 occurrences)

**Recurrence**

**Locations** **Add/Remove**

(all)

Step 4: Select your desired room by clicking the **Plus (+)** button.

Room Search Results

LIST

Favorite...

Room	Available	Location	Floor	TZ	Cap	Filter Match	
Rooms You Can Request							
<b>+</b>	BLD 500 Test Conf. Room	4/4	Building 500	4th Floor	MT	8	<input type="checkbox"/>
<b>+</b>	BLD 500 Test-B Conf. Room	4/4	Building 500	4th Floor	MT	8	<input type="checkbox"/>
<b>+</b>	BLD 500 Test-C Conf. Room	4/4	Building 500	4th Floor	MT	8	<input type="checkbox"/>

Step 5: your selected room will move up to the Selected Rooms section above.

**Selected Rooms**

**-** BLD 500 Test Conf. Room

Attendees

Step 6: To complete the request, proceed to step 8 in the “**How to make a Room Request with Attendees**” section on page 9.

## Recurring meeting, Conflict Resolutions

Step 1: Follow the instructions in the previous section titled “**Recurring Meetings**” on page 14.

Step 2: After entering your recurring data, you see the room you want is only available for 2 out of the 3 days you requested. Even though the other rooms are available for all 3 days, you prefer the 2/3 room to be your primary room for your meetings.

Room	Available ▾
Rooms You Can Request	
+ BLD 500 Test-B Conf. Room	3/3
+ BLD 500 Test-C Conf. Room	3/3
+ BLD 500 Test Conf. Room	2/3

Step 3: Select your primary room for the 2 days by clicking the **Plus (+)** button to the left of the room name.

Room	Available ▾
Rooms You Can Request	
+ BLD 500 Test-B Conf. Room	3/3
+ BLD 500 Test-C Conf. Room	3/3
+ BLD 500 Test Conf. Room	2/3

Step 4: The room is moved up to the **Selected Rooms** section above.

Selected Rooms	 Attendance & Setup Type
 BLD 500 Test Conf. Room	(3 of 3 occurrences with 1 conflicts)
Attendees	

Step 5: Select your preferred remaining room from the **Room Search Results** section below.

**Note:** Here you can select either of the remaining rooms.

Room Search Results

LIST

Favorite Rooms o...

Room	Available ▾
Rooms You Can Request	
 BLD 500 Test-B Conf. Room	3/3
 BLD 500 Test-C Conf. Room	3/3

Step 6: All rooms are now moved to the **Selected Rooms** section.

Selected Rooms  Attendance & Setup Type

 BLD 500 Test Conf. Room (3 of 3 occurrences with 1 conflicts)  BLD 500 Test-B Conf. Room (3 of 3 occurrences )

Step 7: To complete the request, proceed to step 8 in the “**How to make a Room Request with Attendees**” section on page 9.

# How to Add and Remove Attendees

The make changes to your meeting, select the “View My Requests” from the “Room Request” pull down menu.

Step 1: Click on **MY EVENTS** on the side bar.

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## Room & Services Requests

HOME | CREATE A RESERVATION | **MY EVENTS** | BROWSE | EVENTS | LOCATIONS

SITE HOME | MY HOME

### My Reservation Templates

- CU Anschutz - Classrooms
- CU Anschutz - Common Conference Rooms
- CU Anschutz - Department Conference Rooms

Step 2: Scroll to find the reservation you want to update or use the **Search Reservations** feature. You can view current, past or cancelled reservations.

**Tip:** When searching, you can use any part of or all of the Event Name or Reservation ID.

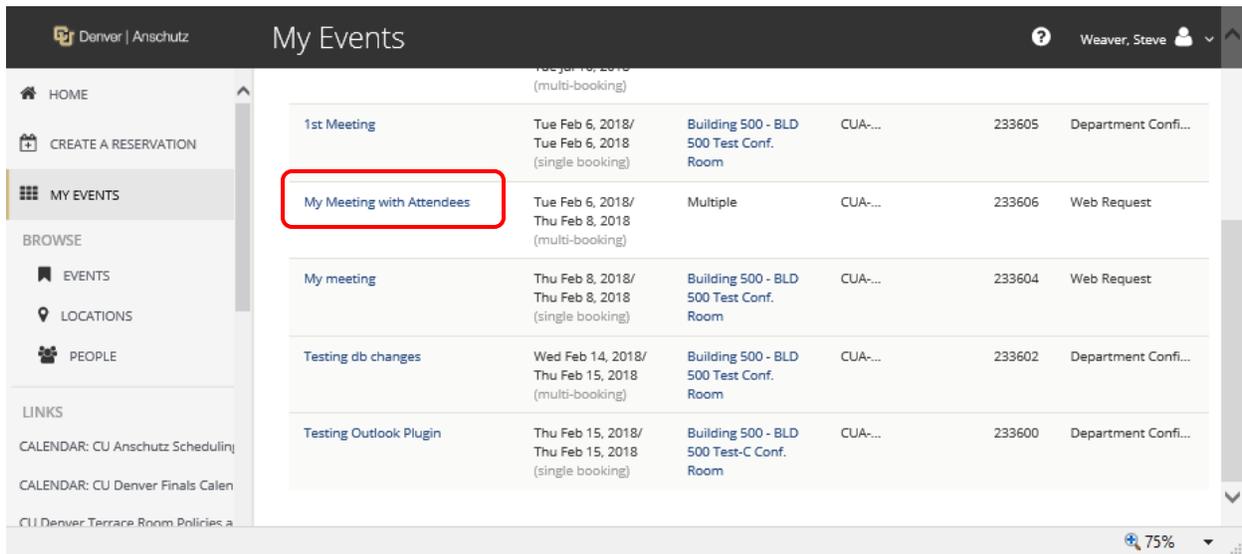
RESERVATIONS | BOOKINGS

Search Reservations  Include cancelled reservations

CURRENT | PAST

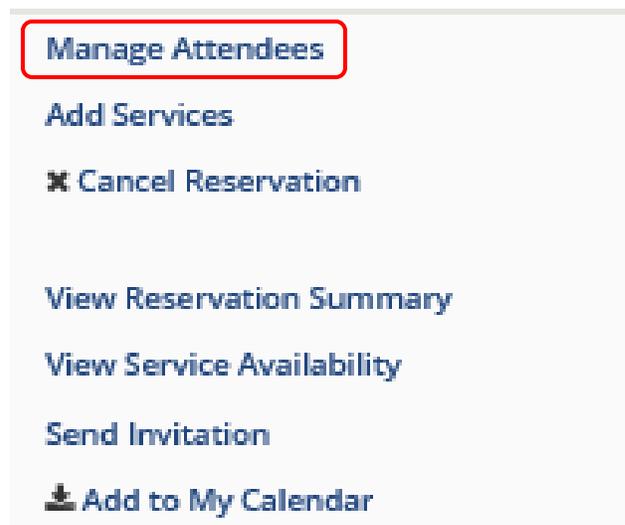
Name	First/Last Booking ^	Location	Group	Services	ID	Status
EMS Team Meeting-- EMS ID: 147070	Tue Aug 23, 2016/ Tue Jul 10, 2018 (multi-booking)	Multiple	CUA-C...		147070	Department Confir...
EMS Test	Thu Jan 18, 2018/ Thu Feb 8, 2018 (multi-booking)	L15 Academic Office 1 - L15-1200 Conference Room	CUA-C...	✓	233598	Web Request
EMS Test	Thu Jan 25, 2018/ Thu Jan 25, 2018 (single booking)	P26 Education 1 - P26-MPC-1102	CUA-C...		233597	Web Request
Special Event	Thu Feb 1, 2018/ Thu Feb 1, 2018 (multi-booking)	Multiple	CUA-C...		233596	Web Request
Special Event	Thu Feb 8, 2018/ Mon Feb 12, 2018 (multi-booking)	Multiple	CUA-C...	✓	233599	Web Request

Step 3: To open the reservation for editing, click the **Reservation Name** from the **Name** column.



Step 4: From the **Reservation Tasks** section, click **Manage Attendees** link.

## Reservation Tasks



# Add Attendees

Step 1: From the **Reservation Tasks** section, click **Manage Attendees** link.

## Reservation Tasks

- Manage Attendees**
- Add Services
- ✕ Cancel Reservation
  
- View Reservation Summary
- View Service Availability
- Send Invitation
- 📅 Add to My Calendar

Step 2: To add attendees, enter the name lastname, firstname in the search attendees field in the **Manage Attendees** section.

**Tip:** As you enter the attendee’s lastname, firstname; the EMS Web App will start displaying possible names to choose from. When you see the attendee you wish to invite, click their name from the list displayed.

◀ My Meeting with Attendees (233606)

Manage Attendees Save Attendees

Search: milton, car

Name ^	Email Address	Organization
Milton, Carol S	CAROL.MILTON@UCDENVER.EDU	BUSINESS SERVICES PROFESSIONAL
Weaver, Steve	Steve.Weaver@ucdenver.edu	IT SENIOR PROF

Step 3: the added attendee are displayed below. Click the **Save Attendee** button when finished

Manage Attendees Save Attendees

Johnson, Layna I2 Q

Name ^	Email Address	Title
Weaver, Steve	Steve.Weaver@ucdenver.edu	IT SENIOR PROF
⊖ Barr, April J	APRIL.BARR@UCDENVER.EDU	EMS SCHEDULING ADMINISTRATOR
⊖ Johnson, Layna I2	LAYNA.JOHNSON@UCDENVER.EDU	BUSINESS SERVICES PROGRAM MGR
⊖ Milton, Carol S	CAROL.MILTON@UCDENVER.EDU	BUSINESS SERVICES PROFESSIONAL

Step 4: You will be prompted to notify the new attendees. Your invitation will show up in their outlook mailbox and calendar.

Notify Attendees ×

Do you want to send a notification only to changed attendees, or to all attendees?

Notify Changed Notify All Cancel

# Remove Attendees

Step 1: From the **Reservation Tasks** section, click **Manage Attendees** link.

## Reservation Tasks

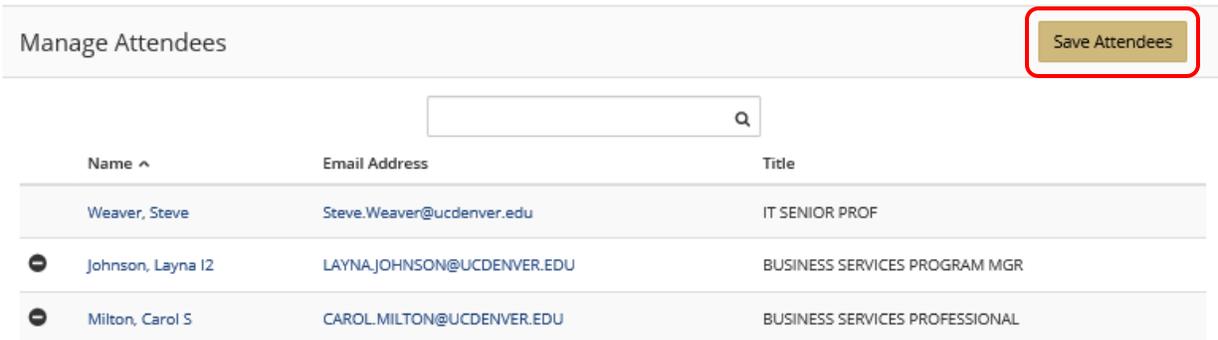
- Manage Attendees**
- Add Services
- ✕ Cancel Reservation
  
- View Reservation Summary
- View Service Availability
- Send Invitation
- 📅 Add to My Calendar

Step 2: To remove attendees, locate the attendee you wish to remove and click the **Minus (-)** button to the left of their name.

Manage Attendees Save Attendees

Name ^	Email Address	Title
Weaver, Steve	Steve.Weaver@ucdenver.edu	IT SENIOR PROF
 Barr, April J	APRIL.BARR@UCDENVER.EDU	EMS SCHEDULING ADMINISTRATOR
 Johnson, Layna I2	LAYNA.JOHNSON@UCDENVER.EDU	BUSINESS SERVICES PROGRAM MGR
 Milton, Carol S	CAROL.MILTON@UCDENVER.EDU	BUSINESS SERVICES PROFESSIONAL

Step 3: The removed attendee is removed for the list of attendees. Click the **Save Attendees** button

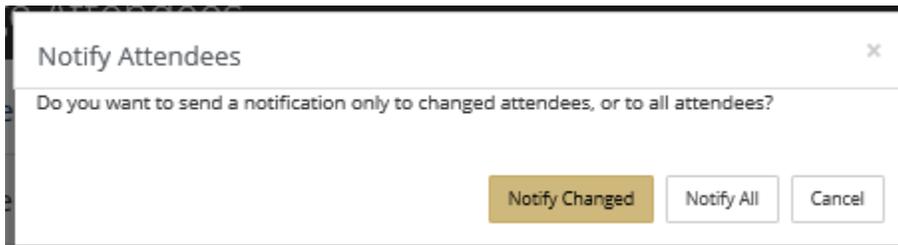


Manage Attendees Save Attendees

Search:

Name ^	Email Address	Title
Weaver, Steve	Steve.Weaver@ucdenver.edu	IT SENIOR PROF
Johnson, Layna I2	LAYNA.JOHNSON@UCDENVER.EDU	BUSINESS SERVICES PROGRAM MGR
Milton, Carol S	CAROL.MILTON@UCDENVER.EDU	BUSINESS SERVICES PROFESSIONAL

Step 4: You will be prompted to notify the new attendees. Your invitation will show up in their outlook mailbox and calendar.



Notify Attendees ×

Do you want to send a notification only to changed attendees, or to all attendees?

Notify Changed Notify All Cancel