

# HOW TO EDIT AN EXISTING RESERVATION IN EMS

Updated: January 4, 2019

First, log into EMS using your UVM NetID and Password

On the home page click "MY EVENTS"

Here you will see a list of your reservations, click on the name of the reservation you want to edit.

The screenshot shows the 'My Events' page in the EMS system. The page has a green header with the 'My Events' title and a user profile icon. A left sidebar contains navigation options: HOME, CREATE A RESERVATION, MY EVENTS (highlighted), BROWSE (EVENTS, LOCATIONS), and LINKS (Event Planning Tools, Approved Caterers, Catering Guidelines, UVM Dining, Athletic Facilities, Dudley H. Davis Center, UVM Alumni House, Event Services Staff). The main content area is titled 'RESERVATIONS' and includes a search bar, a 'Search Reservations' button, and a checkbox for 'Include cancelled reservations'. Below this is a table with columns for Name, First/Last Book..., Location, Org..., Ser..., ID, and Status. A single reservation is listed with the name 'Reservation Name', dates 'Wed Jan 9, 20... Wed Jan 9, 2019 (single booking)', location 'Aiken Center - Aiken Center 110', and status 'Request'. An orange arrow points from the 'MY EVENTS' sidebar item to the page title. Another orange arrow points from the 'Reservation Name' in the table to the text 'Tip: You can use the header row to sort your reservations by different criteria' in a callout box.

Name	First/Last Boo...	Location	Org...	Ser...	ID	Status
Reservation Name	Wed Jan 9, 20... Wed Jan 9, 2019 (single booking)	Aiken Center - Aiken Center 110	Uni...		212...	Request

**Tip:** You can use the header row to sort your reservations by different criteria

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If you want to edit the Event Name, Event Type, Organization, 1<sup>st</sup> Contact, or The Chartstring, click on "Edit Reservation Details"

Edit the details you want and then click "Save Reservation Details"

The screenshot displays the 'My Events' interface in EMS. At the top, there's a green header with 'My Events' and a user profile icon. Below this, a breadcrumb trail reads 'My Events / Reservation Name beginning Jan 10, 2019 (212006)'. Three tabs are visible: 'RESERVATION DETAILS' (active), 'ADDITIONAL INFORMATION', and 'ATTACHMENTS'. An 'Edit Reservation Details' link with a pencil icon is highlighted. Below this is a table of reservation details:

Event Name	Reservation Name
Event Type	Meeting
Organization	University Event Svcs
1st Contact Name	

To the right, a 'Reservation Tasks' sidebar lists actions like 'Add Services', 'Booking Tools', 'Cancel Reservation', 'View Reservation Summary', 'View Service Availability', 'Send Invitation', and 'Add to My Calendar'. Below the details is a 'Bookings' section with 'CURRENT' and 'PAST' tabs. A table of bookings is shown with columns for Date, Start Time, End Time, Time Zone, Location, Attendance, Setup Type, and Status. One booking is listed for 'Thu Jan 10, 2019' at '9:00 AM' to '10:00 AM' in 'ET' at 'Aiken Center - Aiken Center 110' with an attendance of 20 and 'Classroom Style' setup. A 'New Booking' button is present. At the bottom, the 'Save Reservation Details' button is highlighted.

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If you would like to edit the event details, such as if the event is political, if you will need special setup, if you need transportation or parking services, if you would like to add it to the university calendar, or if you would like to add catering, click on "Add Services"

Add the services you want to add, then click "Next Step"

Select the booking you want to add the services to and then click "Add Services"

The screenshots show the following steps:

- My Events / Reservation Name beginning Jan 10, 2019 (212006)**: Shows reservation details like Event Name, Event Type (Meeting), and Organization (University Event Svcs). An arrow points to the "Add Services" link in the "Reservation Tasks" sidebar.
- Reservation Name (212006)**: Shows the "Select Services" screen with a "Next Step" button. An arrow points to the "Next Step" button.
- Select Services / Reservation Name (212006)**: Shows the "Add Services" screen with a table of existing bookings. An arrow points to the "Add Services" button.

✓	Date ^	Booking Time	Time Zone	Location	Event Name	Event Type	Result
✓	Thu Jan 10, 2019	9:00 AM - 10:00 AM	Eastern Time	Aiken Center 110	Reservation Name	Meeting	

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If you would like to change the start time or day, or change the end time or day, click on "Booking Tools"

Use the date and time sections to change the date and time

Select the booking(s) you want to apply the changes to

Select "Update Bookings" to complete your request

The screenshot shows the 'My Events' interface. At the top, there's a green header with 'My Events', a help icon, and a user profile icon. Below the header, the breadcrumb trail reads 'My Events / Reservation Name beginning Jan 10, 2019 (212006)'. There are three tabs: 'RESERVATION DETAILS' (active), 'ADDITIONAL INFORMATION', and 'ATTACHMENTS'. Under 'RESERVATION DETAILS', there's an 'Edit Reservation Details' link. The main content area shows reservation details: Event Name (Reservation Name), Event Type (Meeting), Organization (University Event Svcs), and 1st Contact Name. On the right, there's a 'Reservation Tasks' sidebar with options: Add Services, Booking Tools, Cancel Reservation, View Reservation Summary, View Service Availability, Send Invitation, and Add to My Calendar. Below the details is a 'Bookings' section with 'CURRENT' and 'PAST' tabs, a 'Cancel Bookings' link, a 'Booking Tools' link, and a 'New Booking' button. There's also a checkbox for 'Include cancelled bookings'.

The screenshot shows the 'Booking Tools' section. At the top, there's a green header with 'My Events', a help icon, and a user profile icon. Below the header, the breadcrumb trail reads 'Reservation Name (212006)'. The main content area is titled 'Booking Tools' and features an 'Update Bookings' button. There are two dropdown menus: 'Date' (set to 'Reschedule Booking Earlier') and 'Time' (set to 'No change to time'). Below these is a 'Day(s)' input field with '1' entered. At the bottom, there's a table with columns: Date, Start Time, End Time, Time Zone, Location, Status, and Result. The table contains one row: [X] Thu Jan 10, 2019 | 9:00 AM | 10:00 AM | Eastern Time | Aiken Center 110 | Request.

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If you would like to cancel the reservation, click on "Cancel Reservation"

Select the reason for canceling and leave any helpful notes in the "Cancel Notes" section.

The screenshot displays the 'My Events' interface in EMS. The main content area shows reservation details for 'Reservation Name beginning Jan 10, 2019 (212006)'. The 'Reservation Tasks' sidebar on the right includes a 'Cancel Reservation' button. A dialog box titled 'Cancel Reservation?' is open, asking for confirmation and providing a 'Cancel Reason' dropdown menu (set to 'Another Date Selected') and a 'Cancel Notes' text area (containing 'I chose another date'). At the bottom of the dialog are 'Yes, Cancel Reservation' and 'No, Keep Reservation' buttons.

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If you would like to search for a new time, day, or location, click the edit symbol next to the booking you want to edit.

Use the search tools and filters to the left of the page to narrow your search if you would like

When you have selected the new time, date, or location, click "Update Booking"

The screenshot displays the 'My Events' interface in EMS. The top navigation bar is green with the text 'My Events' and a user profile icon. Below the navigation bar, the breadcrumb trail reads '< My Events / Reservation Name beginning Jan 10, 2019 (212006)'. The main content area is divided into several sections:

- RESERVATION DETAILS:** A table with fields for Event Name (Reservation Name), Event Type (Meeting), Organization (University Event Svcs), and 1st Contact Name (Brevent, Michael). An 'Edit Reservation Details' link is visible at the top of this section.
- Reservation Tasks:** A list of actions including 'Add Services', 'Booking Tools', 'Cancel Reservation', 'View Reservation Summary', 'View Service Availability', 'Send Invitation', and 'Add to My Calendar'.
- Bookings:** A section with tabs for 'CURRENT' and 'PAST'. A 'New Booking' button is present. Below this is a table of bookings with columns for Date, Start Time, End Time, Time Zone, Location, Attendance, Setup Type, and Status. One booking is listed for 'Thu Jan 10, 2019' from 9:00 AM to 10:00 AM ET at 'Aiken Center - Aiken Center 110' with 20 attendees and a 'Classroom Style' setup.
- Edit Booking:** A detailed view for 'Reservation Name (3106519)' on 'Thu Jan 10, 2019'. It includes an 'Update Booking' button at the top right. The left sidebar contains 'Event Details' (Reservation Name, Meeting), 'Date & Time' (Date: Thu 01/10/2019, Start Time: 9:00 AM, End Time: 10:00 AM, Eastern Time), and 'Locations' (Aiken Center). The main area shows 'Room Search Results' and a 'Rooms You Can Request' section with a calendar view for the day of January 10, 2019. A green box highlights the 9:00 AM to 10:00 AM slot in the 'Aiken Center 110' row. An 'Update Booking' button and a 'Cancel' button are at the bottom of the room selection area.