



## Step B: Services

### Add services to your Reservation (e.g. Catering, AV equipment, Video Conferencing)

1. Select the service(s) you need
2. Edit selections by clicking on the pencil, plus or minus icons
3. Proceed to Step 3 by clicking on 'Next Step' or '3. Reservation Details' on the top

EMS Room Request

Adams, Susan

Reserve a room for an unclassified meeting

1 Rooms & Attendees 2 Services 3 Reservation Details

My Cart (1) Create Reservation

Services For Your Reservation

3 Next Step

Additional Meeting Resources

Additional Meeting Resources

AV - Unclassified

AV - Unclassified

Beverages Only

Beverages Only

Catering

Start Time [ET]	End Time [ET]	Service Type	Estimated Count
7:00 AM	8:00 AM	Pantry Pick Up	10

Alexandria Pastry Shop Breakfast

Alexandria Pastry Assorted Bagels	Alexandria Pastry Breakfast Panini
Alexandria Pastry Breakfast Quesadillas	Alexandria Pastry Breakfast Sandwich
Alexandria Pastry Breakfast Sides	Alexandria Pastry Frittata

Services Summary

- 1 Reserved Visitor Parking Spaces  
CMDR Rice
- Catering, 7:00 AM - 8:00 AM, Pantry Pick Up, Estimated Count: 10
  - 10 Alexandria Pastry Assorted Bagels

## Step C: Reservation Details

### Add reservation details:

1. Enter the Event Name and select the Event Type
3. Input Host and Contact information
  - Required fields are indicated with an asterisk \*
4. Click 'Create Reservation' and you are done!

The screenshot displays the 'Room Request' interface in the EMS system. The user is logged in as 'Adams, Susan'. The main heading is 'Reserve a room for an unclassified meeting'. The navigation tabs are '1 Rooms & Attendees', '2 Services', and '3 Reservation Details'. The 'Reservation Details' section is active and contains the following fields:

- Event Details:**
  - Event Name \*: Meeting - All Hands
  - Event Type \*: Unclassified
- Calendaring Details:**
  - Add to Calendar/Send Invitations
  - Private
  - Subject: Meeting - All Hands
  - Show Time As: Busy
  - Reminder: (none)
- Host Details:**
  - Host \*: Adams, Susan
  - 1st Contact: Edmonds, Shayla
  - 1st Contact Phone \*: 2305
  - 1st Contact Fax: (empty)
  - 1st Contact Email Address \*: EDMONDSS@cna.org

A 'Create Reservation' button is visible in the top right corner of the form area.

## Setting Web App Defaults

If you are consistently booking in the same building and would like to default your building and other options, follow these steps:

1. Log into the Web App and select the dropdown in the top right corner by your name. Choose "My Account".
2. Select the "Personalization" tab.
3. Choose "Templates" and select the template name you would like to set your defaults for.
4. Choose default information and click "Save".