EMS Room Booking Software

EMS is the room booking software utilized at the ASU Barrett & O'Connor Washington Center. Use of any room, including the conference rooms, classroom, enclaves, Decision Theater and the Event Pavilion, requires a reservation to be made in EMS.

All EMS users must have an account to either review current room bookings, to make a new reservation or to edit/cancel an existing reservation. Please contact the facility manager to request a user account.

Tutorials on how to use EMS Web App are available at success.emssoftware.com. Barrett & O'Connor Washington Center staff can also request training from the facility manager or a UTO representative.

Accessing EMS

To access EMS, you must first navigate to: http://dcrooms.asu.edu/

Log-in

User accounts will utilize your ASU email address. All temporary passwords will be: asuDC. It is recommended that you update this password upon your first log-in to the system. You can do so by clicking on 'I've forgotten my password.'

Creating a meeting room reservation – Applicable for all conference rooms, classroom, enclaves and the Decision Theater

To create a reservation, you will need to know the day, start time, end time and number of guests for your meeting.

- Click on 'Book Now' to the right of 'Booking a Meeting Room'
- Under 'Date and Time' (located in the left hand column), input the day, start time and end time for your meeting
  - Note that you should always include necessary time for set-up and breakdown of all meetings. For example, if your meeting is officially from 11AM to 1PM but you will need half an hour before and after for set-up and clean-up, you should make a reservation for 10:30AM to 1:30PM.

- For the easiest search, simply click on 'Search' in the blue box below 'Date and Time' upon entering this information.
- The available rooms based on your date and time criteria will be displayed under 'Rooms You Can Reserve' under 'Room Search Results'
  - Note that you will want to review the Capacity of the room (listed as 'Cap') when making your reservation to ensure adequate seating
- Click on the '+' sign to add your desired room to the reservation
- A text box will appear asking for guest count and desired room set-up
  - Note that for set-up, the standard room set-up will be the default. For example, all conference rooms will default to boardroom setup; all classrooms will default to classroom set-up
- Click 'Add Room' when finished
- Click on the 'Next Steps' box located at the top right of your screen
- Fill out the Reservation Details
  - Note that certain items are required and are indicated with an asterisk
- Once finished, click 'Create Reservation'. The system will respond with a screen that reads 'Reservation Created'.

Requesting use of the Event Pavilion

Because most events that will be held in the Event Pavilion will require a specific room set-up, audio-visual assistance, catering and potentially additional security, all requests for use of this space must be approved by the facility manager.

To request the use of the Event Pavilion, you will need to know the day, start time, end time and number of guests for your meeting.

- Click on 'Book Now' to the right of 'Request an Event'
- Under 'Date and Time' (located in the left hand column), input the day, start time and end time for your meeting
  - Note that you should always include necessary time for set-up and breakdown of all meetings. For example, if your event is officially from 11AM to 1PM but you will need two hours before and one hour after for set-up and clean-up, you should make a reservation for 9AM to 2PM.
- Click on 'Search' in the blue box below Date and Time upon entering this information.
- The available rooms based on your date and time criteria will be displayed under 'Rooms You Can Reserve' under 'Room Search Results'
- Click on the '+' sign to add your desired room to the reservation
  - Note that reservations for the Event Pavilion automatically include the Patio – these cannot be reserved by two separate groups at the same time.
- A text box will appear asking for guest count and desired room set-up
- Click 'Add Room' when finished

- Click the 'Next Steps' box located at the top right of your screen
- Fill out the 'Services Requested' page with as much information as you currently have available
- Click the 'Next Steps' box located at the top right of the screen
- Fill out the Reservation Details
  - Note that certain items are required. They are indicated with an asterisk.
- Once finished, click 'Create Reservation'. The system will respond with a screen that reads 'Reservation Created'.
  - Note that this action prompts an email to the facility manager who will follow up to confirm your reservation needs

Editing or canceling your meeting

To edit the reservation details of an existing meeting or to cancel a hold on a space, click on 'My Events' found in the left hand column of the home screen.

Browsing existing events by day/week/month

To review a day (week or month) of existing events, click on 'Events' under 'Browse' in the left-hand column of the home screen. You will be able to filter the existing reservations by day, week or month.

Click on an existing reservation to read the Booking Details.

This is particularly helpful when trying to see if a specific room is available at a certain date and time.