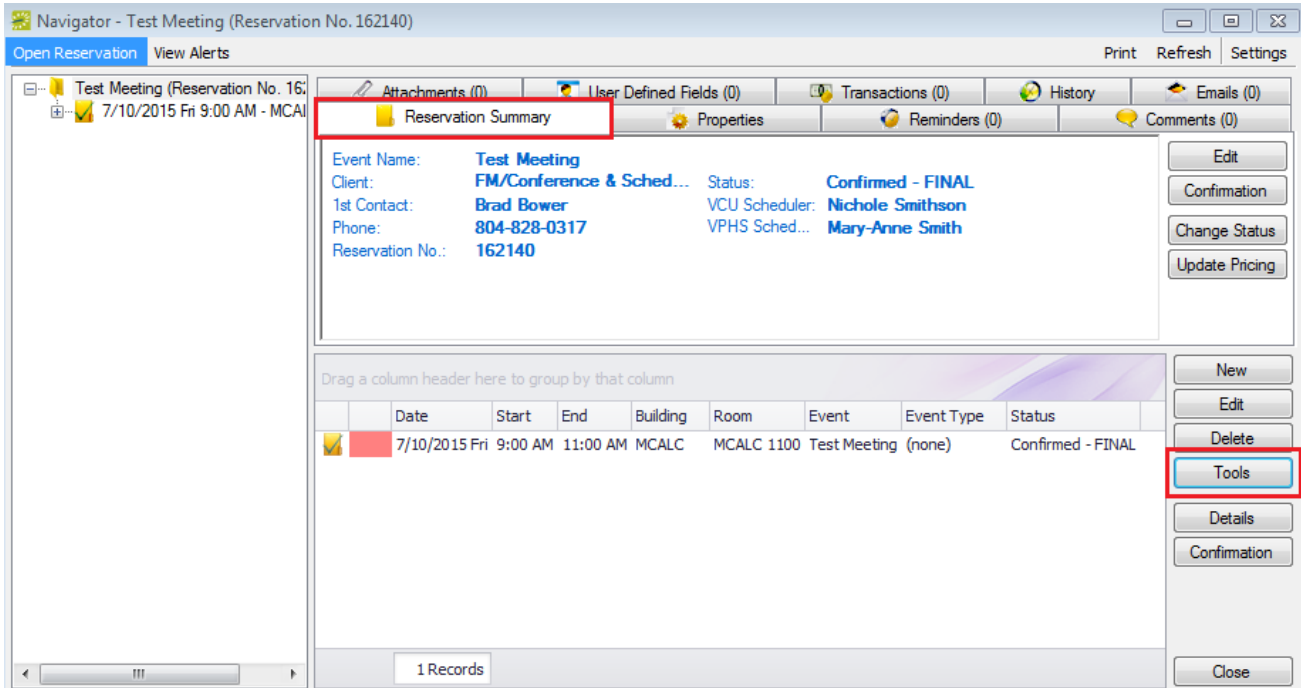


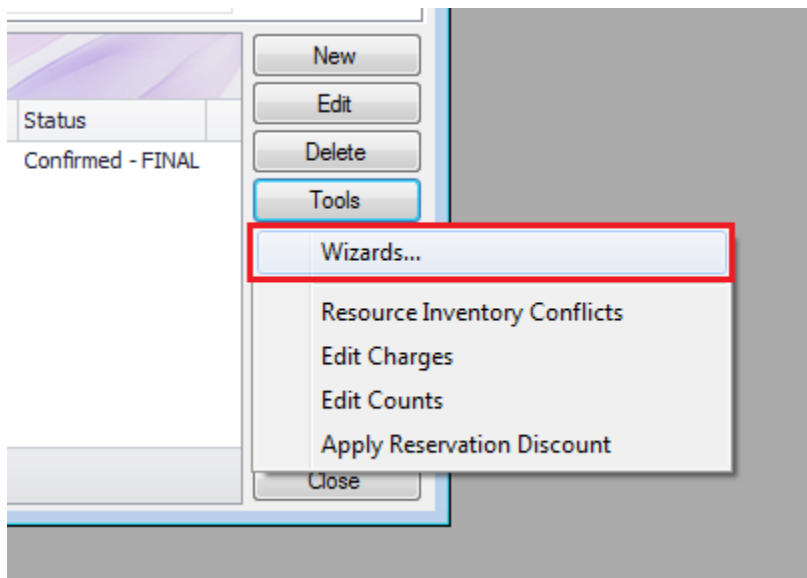
How to Change Rooms in EMS

This tool is helpful if you would like to change the room of an existing reservation.

1. Once you have the reservation information box open, make sure you are on the “Reservation Summary” tab. Select “Tools.”



2. Select “Wizards.”



3. The “Pick A Wizard” information box will appear. Select “Change Rooms” and click “Next.”

(Reservation No. 162140) - Pick A Wizard

Reservation

Copy Reservation [Copy a Reservation.](#)

Bookings

Change Booking Date/Time [Change Booking date and/or time information.](#)

Change Booking Status [Change Booking status.](#)

Change Rooms [Change Rooms on Bookings.](#)

Change Miscellaneous Booking Information [Change miscellaneous Booking information.](#)

Move Bookings [Move Bookings to a new or existing Reservation.](#)

Copy Bookings [Copy Bookings to a new or existing Reservation.](#)

Booking Details

Copy Booking Details [Copy Booking Details to existing Bookings.](#)

Add Booking Details [Add Booking Details to existing Bookings.](#)

Delete Booking Details [Delete Booking Details from existing Bookings.](#)

Booking Detail Items

Add Items [Add Booking Detail Items to existing Booking Details.](#)

Delete Items [Delete Booking Detail Items from existing Booking Details.](#)

4. You can either search for available rooms or pick a specific room.

a. To **search for rooms** select “Search For Rooms” and click “Next.” Select the reservation you are changing the room for then click “Next.”

(Reservation No. 162140) - Change Rooms

Start	End	Building	Room	Number Of Bookings
9:00 AM	11:00 AM	MCALC	MCALC 1100	1

Hide Cancelled Bookings: Hide Old Bookings:

b. Select the reservation on the left you wish to change the room of. Enter the Building you would like to search for an available room in. Select the status (use the status your department uses – for this example, we will use “Confirmed – FINAL.”) . Make sure “Update Reservation Status” is checked then click “Next.”

(Reservation No. 162140) - Change Rooms

MALC - MALC 1100 9:00 AM to 11:00 AM

Date (1)	Event Name	Status
7/10/2015 Fri	Test Meeting	Confirmed - FINAL

Location/New Status Features

Search

Building: MPC | Harris Hall

Room Specifications

Type: (all)

Floor: (all)

Setup Type: (all)

Setup Count: 0

Update Setup Type On Selected Bookings:

Update Setup Count On Selected Bookings:

Status

Status: Confirmed - FINAL

Reconfirm:

Update Reservation Status:

Select All Unselect All

Cancel < Previous Next >

c. All available rooms will populate in a new information box. Pick the rooms you would like to use and click the arrow (>) then click “Finish.” Once you click “Finish,” an information box will appear showing your changed room results.

(Reservation No. 162140) - Change Rooms

Available

Available (51)	Room Description	Dates (1)	Rooms (0)
HHALL 101	Harris Hall 101	7/10/2015	()
HHALL 2001	Harris Hall 2001 Forensics Lab		
HHALL 2004	Harris Hall 2004 Physics Lab		
HHALL 2019	Harris Hall 2019 Forensics Lab		
HHALL 2021	Harris Hall 2021 Forensics Lab		
HHALL 2101	Harris Hall 2101		
HHALL 2104	Harris Hall 2104		
HHALL 2105	Harris Hall 2105		
HHALL 2106	Harris Hall 2106 (Banner Only)		
HHALL 2107	Harris Hall 2107		
HHALL 2108	Harris Hall 2108		
HHALL 2110	Harris Hall 2110		
HHALL 2113	Harris Hall 2113		
HHALL 2114	Harris Hall 2114		
HHALL 2115	Harris Hall 2115		

Room Info Building Hours

Cancel < Previous Finish

d. To pick **a specific room**, select “Specific Room” and enter the room you would like to change your reservation to. This is helpful if you know exactly which room you would like to now use. Click the magnifying glass and a list of all available rooms will appear.

(Reservation No. 162140) - Change Rooms

Search For Rooms

Specific Room

Room:

Location:

Cancel < Previous Next >

e. A list will appear of all available rooms. Scroll through until you find the specific room you are looking for then click “OK.”

Room Selector

Building: (all)

Room Code (2670)	Room Name
HHALL 2123	Hamis Hall 2123
HHALL 2124	Hamis Hall 2124
HHALL 2125	Hamis Hall 2125
HHALL 2126	Hamis Hall 2126 (Banner Only)
HHALL 2127	Hamis Hall 2127 Lab MATH/STAT Comp Lab
HHALL 2128	Hamis Hall 2128
HHALL 2129	Hamis Hall 2129
HHALL 2132	Hamis Hall 2132
HHALL 2133	Hamis Hall 2133
HHALL 2135	Hamis Hall 2135
HHALL 2136	Hamis Hall 2136
HHALL 2137	Hamis Hall 2137
HHALL 2138	Hamis Hall 2138
HHALL 3003	Hamis Hall 3003 Math Sciences Lecture Room


OK Cancel

f. The building name and room number will populate. Click “Next.”

(Reservation No. 162140) - Change Rooms

Search For Rooms

Specific Room

Room: 

Location:

g. Select the reservation of the room you are changing then click “Finish.”

(Reservation No. 162140) - Change Rooms

Select Bookings:

Date	Weekday	Start	End	Building	Room	Event	Status	Service Orders
7/10/2015	Fri Friday	9:00 AM	11:00 AM	MCALC	MCALC 1100	Test Meeting	Confirmed - FINAL	Yes

Hide Cancelled Bookings: Hide Old Bookings: