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.”

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.”
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.”

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.
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.

e. A list will appear of all available rooms. Scroll through until you find the specific room you are looking for then click “OK.”
f. The building name and room number will populate. Click “Next.”

![Image of the interface with search for rooms and specific room options]

- **Search For Rooms**
- **Specific Room**

![Image of the interface with selected room details]

- Room: HHALL 2132
- Location: 

![Image of the interface with select bookings and reservation details]

- **Select Bookings**

<table>
<thead>
<tr>
<th>Date</th>
<th>Weekday</th>
<th>Start</th>
<th>End</th>
<th>Building</th>
<th>Room</th>
<th>Event</th>
<th>Status</th>
<th>Service Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/10/2015 Fri</td>
<td>Friday</td>
<td>9:00 AM</td>
<td>11:00 AM</td>
<td>MCALC</td>
<td>MICALC 1130 Test Meeting Confirmed - FINAL Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

![Image of the interface with select bookings and reservation details for finishing the process]