UNT UNION ONLINE RESERVATIONS

GUIDE TO EDITING A RESERVATION IN EMS

A: Reservations vs. Bookings

B: Canceling a Reservation

C: Editing Multiple Bookings

D: Editing a Single Booking
A: RESERVATIONS VS. BOOKINGS

INTRODUCTION

1: Reservation vs. Booking

2: Defining Terms

3: Reservation Details
What is the difference between a “reservation” and a “booking?” A Reservation consists of one or more Bookings. That’s it.

Every booking belongs to a reservation. The Online Event Reservations system lets you have multiple bookings under a single reservation. When you have multiple bookings in a reservation, each booking can be independent of the other, such as reserving a set of rooms for an event, or can be a series of bookings under a Recurring reservation.

Each booking can contain multiple Booking Details, which are the resources and services required to support the booking, such as catering and room setup.
Reservations: Who and What
A reservation is the “who and what” of an event. For example, the Academic Planning Board (the who) can reserve space for a Semester Kickoff event (the what).

Bookings: Where and When
A booking is the “where and when” of an event. For example, the Academic Planning Board schedules the conference room (the where) for a staff meeting on the second Monday in January (the when). The Academic Planning Board now has a single reservation with a single booking in Online Event Reservations System. If, however, they schedule the conference room (the where) for a staff meeting on the second Monday of each month for a year (the when), then the board now has a single reservation with 12 bookings.

Booking Details
A booking can have one or more booking details associated with it. Booking details are the resources (items for the meeting) or services (people and their activities) that are needed for an event, the notes for the event, the activities for the event, the room charges for the event, or any combination of these. For example, for the Academic Planning Board’s staff meeting, the resources could include catering (coffee service, bagels and muffins, and so on) and A/V equipment, plus the services of a person bringing in and setting up a projector, moving a speaker’s podium, and so on).
If you open an existing reservation or create a new one, the Reservation Summary page opens. This area enables you to modify bookings within a reservation, such as requesting services and adding attendees. A reservation might contain multiple bookings.

The Reservation Details option displays detailed summary information (the Reservation ID, the Event Name, the Event Type, and so on) for the selected reservation and all its bookings as well as attendees and any services that were requested for the bookings.
B: CANCELING A RESERVATION

THREE STEPS

1: Locate Reservations
2: Cancel Your Reservation
3: Confirm Your Cancellation
To locate the reservation you want to cancel, click **MY EVENTS** on the main Online Event Reservations homepage or from the **My Bookings** area under **MY HOME**. Then click on a reservation. Note that canceling a reservation will also cancel all bookings under your reservation.
B2: CANCEL YOUR RESERVATION

From the Reservation Details page, click **CANCEL RESERVATION**.
B3: CONFIRM YOUR CANCELLATION

In the Cancel Reservation popup that appears, select **YES, CANCEL RESERVATION** to confirm your cancellation.
C: EDITING MULTIPLE BOOKINGS

TWO STEPS

1: Edit Your Bookings
2: Make Selections
3: Update Bookings
C1: EDIT YOUR BOOKING

Click the BOOKING TOOLS link under the Reservation Tasks section (right) to edit the date and time on multiple bookings. Make any necessary edits.
Select the bookings that you want to apply changes to by clicking the check boxes to the left. Once the bookings are selected, use the dropdowns under *Date and Time* to select how you would like to change your booking. You can also input by how many days or hours you would like to change your selected bookings(s).

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Time Zone</th>
<th>Location</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue Jan 15, 2019</td>
<td>10:30 AM</td>
<td>11:30 AM</td>
<td>Central Time</td>
<td>UNION - 225</td>
<td>Web Request</td>
</tr>
<tr>
<td>Tue Jan 22, 2019</td>
<td>10:30 AM</td>
<td>11:30 AM</td>
<td>Central Time</td>
<td>UNION - 225</td>
<td>Web Request</td>
</tr>
<tr>
<td>Tue Jan 29, 2019</td>
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<td>Central Time</td>
<td>UNION - 225</td>
<td>Web Request</td>
</tr>
</tbody>
</table>

**Date**
- **No change to date**
- Reschedule Booking Earlier
- Reschedule Booking Later
- Reschedule Booking To Specific Date

**Time**
- **No change to time**
- End Booking Earlier
- End Booking Later
- Start Booking Earlier
- Start Booking Later
- Reschedule Booking Earlier
C3: UPDATE BOOKINGS

Click **UPDATE BOOKINGS** once you are done.
D: EDITING A SINGLE BOOKING

FIVE STEPS

1: Locate Reservation
2: Locate Booking
3: Edit Dates & Times
4: Edit Locations
5: Update Booking
To navigate to the reservation you want to edit, click **MY EVENTS** on the sidebar of the Home page. Then click on the reservation name you want to edit.
Under the "Bookings" section, click the **EDIT (PENCIL) ICON** next to the booking. These options are available if you have permissions.

![Reservation Details](image)

### Bookings

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Time Zone</th>
<th>Location</th>
<th>Attendance</th>
<th>Setup Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue Jan 15, 2019</td>
<td>10:30 AM</td>
<td>11:30 AM</td>
<td>CT</td>
<td>University Union - 225</td>
<td>12</td>
<td>Hollow Square</td>
<td>Web Request</td>
</tr>
<tr>
<td>Tue Jan 22, 2019</td>
<td>10:30 AM</td>
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<td>University Union - 225</td>
<td>12</td>
<td>Hollow Square</td>
<td>Web Request</td>
</tr>
<tr>
<td>Tue Feb 5, 2019</td>
<td>10:30 AM</td>
<td>11:30 AM</td>
<td>CT</td>
<td>University Union - 225</td>
<td>12</td>
<td>Hollow Square</td>
<td>Web Request</td>
</tr>
</tbody>
</table>
You can make changes to the booking within the Room Request window. If needed, you can edit the date and time of the booking under the Date & Time section. Search for a new location under the Locations section in the left-hand column. Click the ADD/REMOVE link to select by Buildings or Views.
Choose a Building or View then click UPDATE LOCATIONS.
D5: UPDATE BOOKING

In the Locations section, click SEARCH. Note that under the Let Me Search for a Room section in the left-hand column, you can select filters to apply to your search (e.g., floors, room types, etc.). Click the ADD (+) icon to change the room in your booking. Click UPDATE BOOKING to save the changed location.