

Edit or Cancel Virtual Reservations

Under reservations menu, click on “view my request”

The screenshot shows the top navigation bar with 'Reservations' selected. A dropdown menu is open, listing various reservation categories. The 'View My Requests' option at the bottom of the menu is circled in red. The background shows a welcome message for 'Sasanka Andawatta Kankanamge' and a notice about browser updates.

Click on the desired event that needs to be modified or cancelled

Reservations							
ID	NAME	GROUP	FIRST BOOKING ▲	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
23648	Closed for Maintenance	Campus Recreation	5/6/2013 Mon	8/16/2013 Fri	Confirmed	Multiple	No
20546	MMA Club-Early	Campus Recreation	5/13/2013 Mon	8/23/2013 Fri	Confirmed	Pennington Hall(PH) - 0104 Exercise Room	No
22559	Open Recreation-Fitness Trail	Campus Recreation	5/13/2013 Mon	8/25/2013 Sun	Confirmed	Grounds(GRO) - Fitness Trail	No
23013	Open Recreation-Tennis	Campus Recreation	5/13/2013 Mon	8/25/2013 Sun	Confirmed	Multiple	No

Edit Reservations page

Please click on the name to for more information and instructions.

Reservation Details | Additional Information | Attachments

[Back to My Requests](#)

Reservation Id: 26337 **Group Name**: Sasanka - TEST Group
Event Name: Test for Documents 3 **1st Contact Name**: Sasanka - TEST
Event Type: Special Event **Phone**: 507-779-2082

Editing Tools (circled menu):
 Edit Reservation
 Add Booking
 Cancel Services
 Cancel Bookings
 Cancel All Bookings
 View Reservation Summary
 Add booking to personal calendar
 Booking Tools

Buttons: All | **Current** | Historical

Bookings							
ACTIONS	SERVICES	DATE	TIME	TITLE	LOCATION	STATUS	SETUP
Cancel Booking Edit Booking Add or Edit Service View Services		8/14/2013 Wed	8:00 AM - 9:00 AM	Test for Documents	CU - Auditorium - Ostrand	Web Request	Standard Setup (50)

Annotations for the table row:
 - [Cancel Booking](#) points to the first icon in the ACTIONS column.
 - [Edit Booking](#) points to the second icon in the ACTIONS column.
 - [Add or Edit Service](#) points to the third icon in the ACTIONS column.
 - [View Services](#) points to the fourth icon in the ACTIONS column.
 - [Details about the Event/Publishing](#) points to the TITLE cell.
 - [Location details](#) points to the LOCATION cell.
 - [Set-up or attendance count](#) points to the SETUP cell.

Cancel Booking

Please use this function to cancel any reservations or bookings.

Are you sure you want to cancel this booking?

Cancel Reason: *

Cancel Notes:

* Asterisk denotes required information's.

Edit Booking

After editing the details, please click on **update booking** to apply the changes.

Reservation Details
[Back To Reservation Details](#)

Event Name Test for Documents 3

Date Wednesday, August 14, 2013

Location SU - Auditorium - Ostrander

Event Time 8:00 AM - 9:00 AM CT

Group Name Sasanka - TEST Group

1st Contact Name Sasanka - TEST

Phone 507-779-2082

2nd Contact Name

Phone

Special Events in the CSU

Event Details

Event Name:*
Test for Documents 3

Event Type:*
Special Event

When and Where

Date:*
8/14/2013 Wed

Start Time:* 8:00 AM

End Time:* 9:00 AM

Facilities:
Centennial Student Union(SU)

Time zone:*
Central Time

Setup Information

Attendance:*
50

Location

List Grid

Wednesday, August 14, 2013 Central Time 12 Hours

Room	Cap	4	5	6	7	8	9	10	11	12 PM	1	2	3
Centennial Student Union(SU)													
Auditorium - Ostrander	349												

Update Booking

Add or Edit Services

Edit any Furniture, Audio or Video, Staff and services.

Booking Details
[Back To Reservation Details](#)

Event Name Test for Documents 3

Date Wednesday, August 14, 2013

Location SU - Auditorium - Ostrander

Event Time 8:00 AM - 9:00 AM CT

Group Sasanka - TEST Group

Setup Type Standard Setup (50)

Status Web Request

Event Type Special Event

Available Services

[Booking Specific Notes](#)

[Fees - No Resources Available](#)

[Services](#)

[Staff](#)

Existing Services

+ x **Audio Visual - CSU**

ACTIONS	QTY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS
	1	Built-In Media - Ballroom	\$ 0.00	Projector and Screen	

+ x **Furniture - CSU**

ACTIONS	QTY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS
	1	Event Coordinator Cell Phone Number	\$ 0.00		
	1	Stools - Regular	\$ 0.00		

Powered by ems

View Services

View the services and staff that were requested.

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
   		8/14/2013	Wed 8:00 AM - 9:00 AM CT	Test for Documents 3 SU - Auditorium - Ostrander	Web Request Standard Setup (50)		
Audio Visual - CSU							
QUANTITY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS			
1	Built-In Media - Ballroom	\$ 0.00	Projector and Screen				
Furniture - CSU							
QUANTITY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS			
1	Event Coordinator Cell Phone Number	\$ 0.00					
1	Stools - Regular	\$ 0.00					

Details about the Event/publishing

Summary of the reservation is available for publishing on Facebook and other social media. Also this can be used to add the event to personal calendars.

Virtual EMS - Booking Details

Reservation Id	26334	 Add booking to personal calendar
Event Name	test for the document	 Add all bookings to personal calendar
Date	Monday, August 19, 2013	 Social Networking
Location	SU - Banner Space D	 Facebook
Event Time	9:00 AM - 6:00 PM CT	 Twitter
Setup Type	(none) (1)	 Print
Group	Sasanka - TEST Group	 Gmail
1st Contact Name	Sasanka - TEST	 StumbleUpon
Event Coordinator	(none)	 Favorites
Total No. Bookings	1	 Blogger
		 More... (337)
		Sign In
		 AddThis Privacy 

Related Bookings					
DATE	START TIME	END TIME	TITLE	LOCATION	GROUP
 8/19/2013 Mon	9:00 AM	6:00 PM	test for the document	SU - Banner Space D	Sasanka - TEST Group

Event Location

To review the Event location and location details.

Virtual EMS - Location Details
✕

Building Details

Building Code SU
Description Centennial Student Union(SU)
Notes

Room Details

Setup Types

Features

Availability

Room Code 0109D
Description Banner Space D
Room Type Exhibition - 620
Floor (none)
Size 0
Phone
Setup Hours 0.00
Teardown Hours 0.00
Notes

[Banner Space Diagram](#)

Setup

Change the set-up type or attendance numbers.

✕

Setup Type:

Standard Setup
▼

Attendance:

10

Save

Cancel

Editing Tools

Reservation Details

Additional Information

Attachments

[Back to My Requests](#)

Reservation Id	26337	Group Name	Sasanka - TEST Group	Edit Reservation
Event Name	Test for Documents 3	1st Contact Name	Sasanka - TEST	Add Booking
Event Type	Special Event	Phone	507-779-2082	Cancel Services
				Cancel Bookings
				Cancel All Bookings
				View Reservation Summary
				Add booking to personal calendar
				Booking Tools