

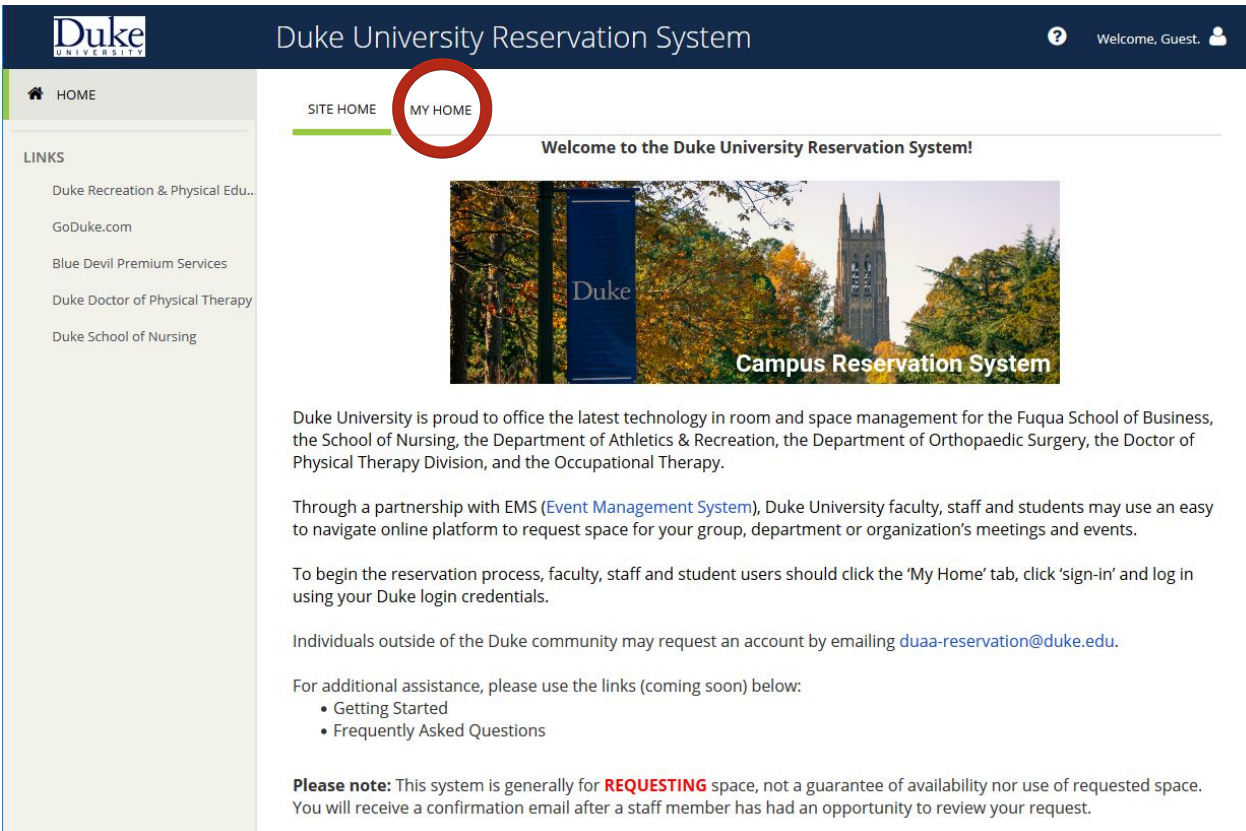
Welcome to the EMS Reservation System!

Making Reservations is as easy as A, B, C!

To make a reservation, click the URL below and follow the 3 steps.

Customer Name Reservation site: <https://dukeduaa.emscloudservice.com/web/Default.aspx>

Click “MY HOME”



Duke UNIVERSITY


Duke University Reservation System

Welcome, Guest.

HOME

SITE HOME MY HOME

Welcome to the Duke University Reservation System!



Duke University is proud to offer the latest technology in room and space management for the Fuqua School of Business, the School of Nursing, the Department of Athletics & Recreation, the Department of Orthopaedic Surgery, the Doctor of Physical Therapy Division, and the Occupational Therapy.

Through a partnership with EMS (Event Management System), Duke University faculty, staff and students may use an easy to navigate online platform to request space for your group, department or organization's meetings and events.

To begin the reservation process, faculty, staff and student users should click the 'My Home' tab, click 'sign-in' and log in using your Duke login credentials.

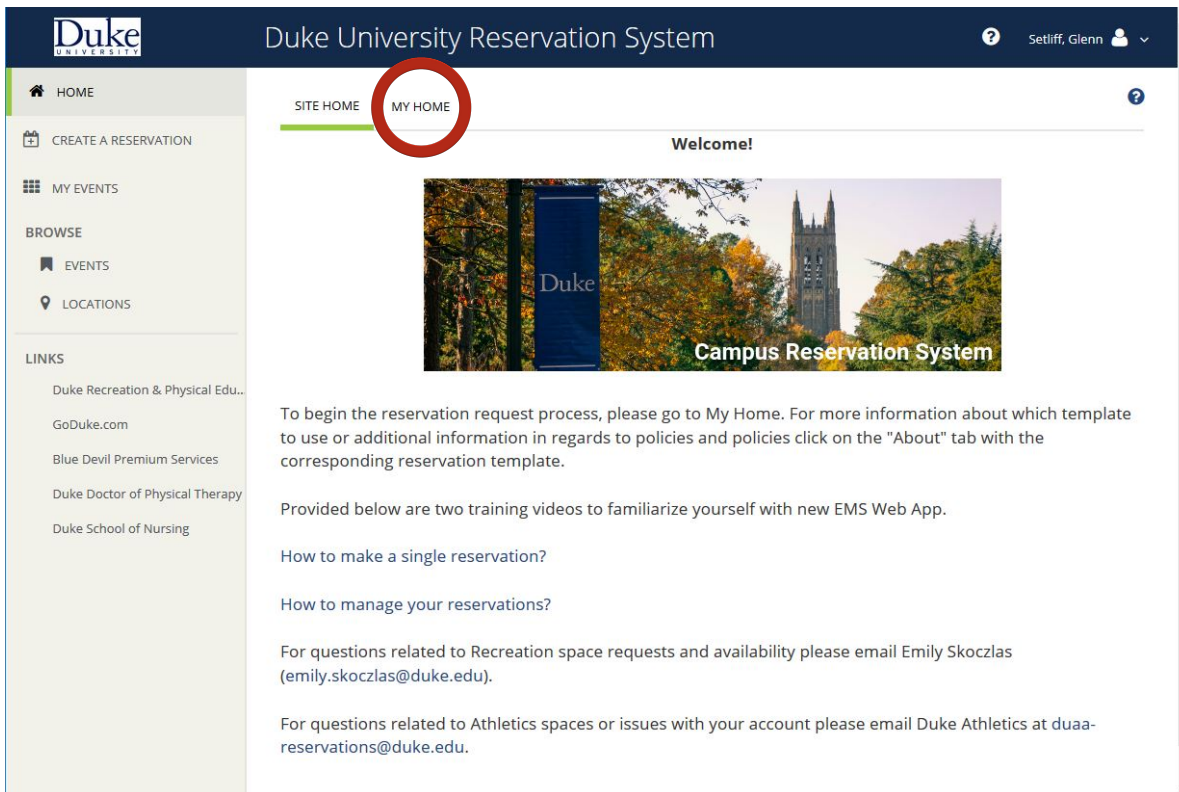
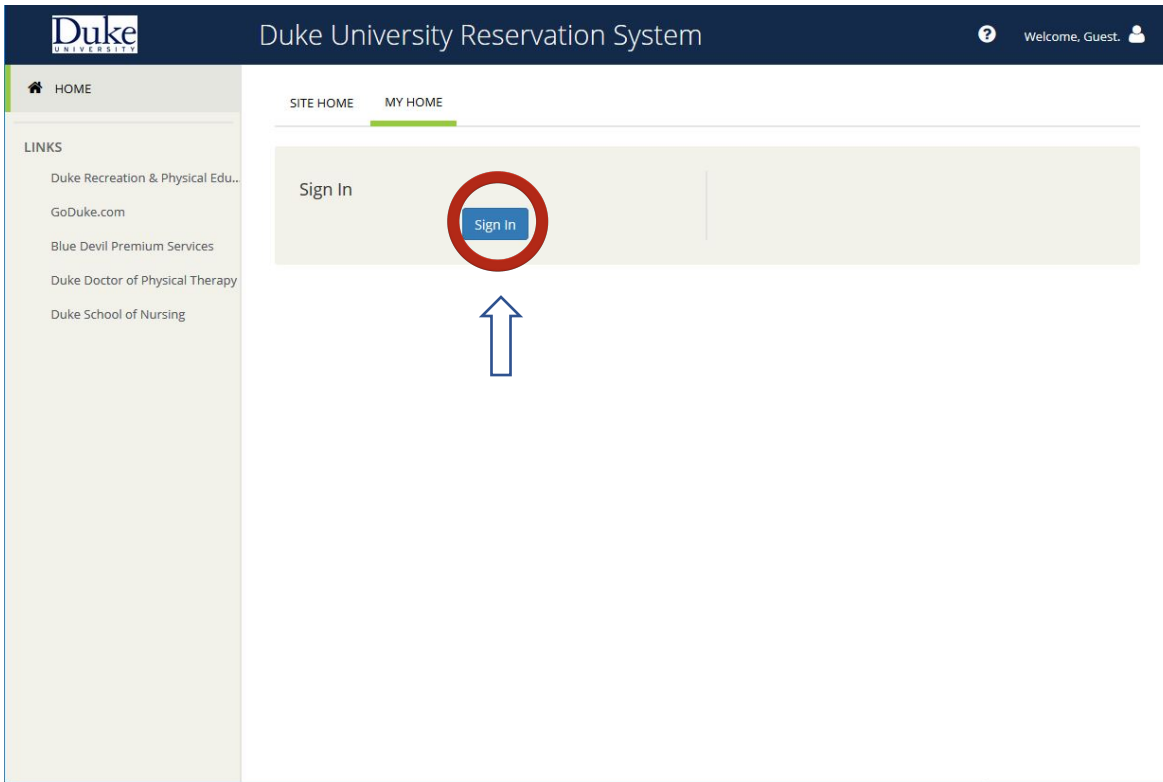
Individuals outside of the Duke community may request an account by emailing dua-reservation@duke.edu.

For additional assistance, please use the links (coming soon) below:

- Getting Started
- Frequently Asked Questions

Please note: This system is generally for **REQUESTING** space, not a guarantee of availability nor use of requested space. You will receive a confirmation email after a staff member has had an opportunity to review your request.

Then click on the Blue Sign-In



Click on SON Room Request “Book now”

The screenshot shows the Duke University Reservation System interface. The user is logged in as 'Setliff, Glenn'. The main content area is titled 'My Reservation Templates' and lists four request types: 'Athletics Space Request', 'Recreation Room Request - Staff', 'SON Room Request', and 'SON Room Request - Admin'. Each request type has a 'book now' button and an 'about' button. The 'book now' button for 'SON Room Request' is circled in red. Below the templates is a 'My Bookings' section for 'FEBRUARY 24, 2020' in 'Eastern Time [ET]'. A table shows a booking for '11:00 AM - 11:30 AM' for 'CPS - Requirements' with room '7564 IPE - 3243' and location 'SON Co...'. The left sidebar contains navigation options like 'HOME', 'CREATE A RESERVATION', 'MY EVENTS', 'BROWSE', and 'LINKS'.

NOTE: There are variety of different SON templates. Various SON groups and students within DUSON may show a similar template. Just remember to select the template that represents your group. Please note, everyone at Duke University will see Athletics Space Request and Recxreation Room Request – Staff. Please do NOT select these templates.

See Next Page for Step A.

Step B: Services

Add services to your Reservation (e.g. Catering, AV equipment, Video Conferencing)

1. Select the service(s) you need
 - Indicate the start and end times for your service, the service type and estimated count
2. Edit selections by clicking on the pencil, plus or minus icons
 - Agree to the terms and conditions (if applicable)
 - Input Project Number number at the bottom of this screen (if applicable)
3. Proceed to Step 3 by clicking on 'Next Step' or '3. Reservation Details' on the top

The screenshot displays the 'Room Request' interface in the EMS system. The user is currently in the '2 Services' step of a reservation process. The interface is divided into several sections:

- Navigation:** At the top, there are three steps: '1 Rooms & Attendees', '2 Services' (highlighted), and '3 Reservation Details'. A 'Next Step' button is located in the top right corner.
- Services For Your Reservation:** This section contains several expandable categories: 'Additional Meeting Resources', 'AV - Unclassified', 'Beverages Only', and 'Catering'. A green circle with the number '2' highlights the 'Additional Meeting Resources' section.
- Services Summary:** This section shows the items added to the reservation:
 - 1 Reserved Visitor Parking Spaces (CMDR Rice)
 - Catering, 7:00 AM - 8:00 AM, Pantry Pick Up, Estimated Count: 10
 - 10 Alexandria Pastry Assorted Bagels
- Service Selection Table:** A table with columns for 'Start Time [ET]', 'End Time [ET]', 'Service Type', and 'Estimated Count'. The current selection is 'Pantry Pick Up' with an estimated count of 10. Below this table, a dropdown menu is open for 'Alexandria Pastry Shop Breakfast', showing various options like 'Alexandria Pastry Assorted Bagels', 'Alexandria Pastry Breakfast Panini', etc.

Step C: Reservation Details

Add reservation details:

1. Enter the Event Name and select the Event Type
2. **Uncheck the box to add this event to your calendar (This option is NOT ready for Outlook)**
3. Input Host and Contact information. Next complete the fields for 1st Contact Name, Phone, and email address. Required fields are indicated with an asterisk *
4. Scroll to Additional Information and complete the questions.
5. Click 'Create Reservation' and you are done!

EMS Room Request

Reserve a room for an unclassified meeting

1 Rooms & Attendees 2 Services 3 Reservation Details

Reservation Details

Event Details

Event Name * Meeting - All Hands

Event Type * Unclassified

Calendaring Details

Add to Calendar/Send Invitations Private

Subject Meeting - All Hands

Show Time As Busy

Reminder (none)

Message

Host Details

Host * Adams, Susan

1st Contact Edmonds, Shayla

1st Contact Phone * 2305

1st Contact Fax

1st Contact Email Address * EDMONDSS@cna.org

Create Reservation

Attachments

Select your files Drag and drop your files here

4

Additional Information



Do you have any set-up needs in the room you are reserving? *

Do you need any housekeeping services for your event?

Which DUSON group does this represent? *

Billing Information

Fund Code

5

Create Reservation