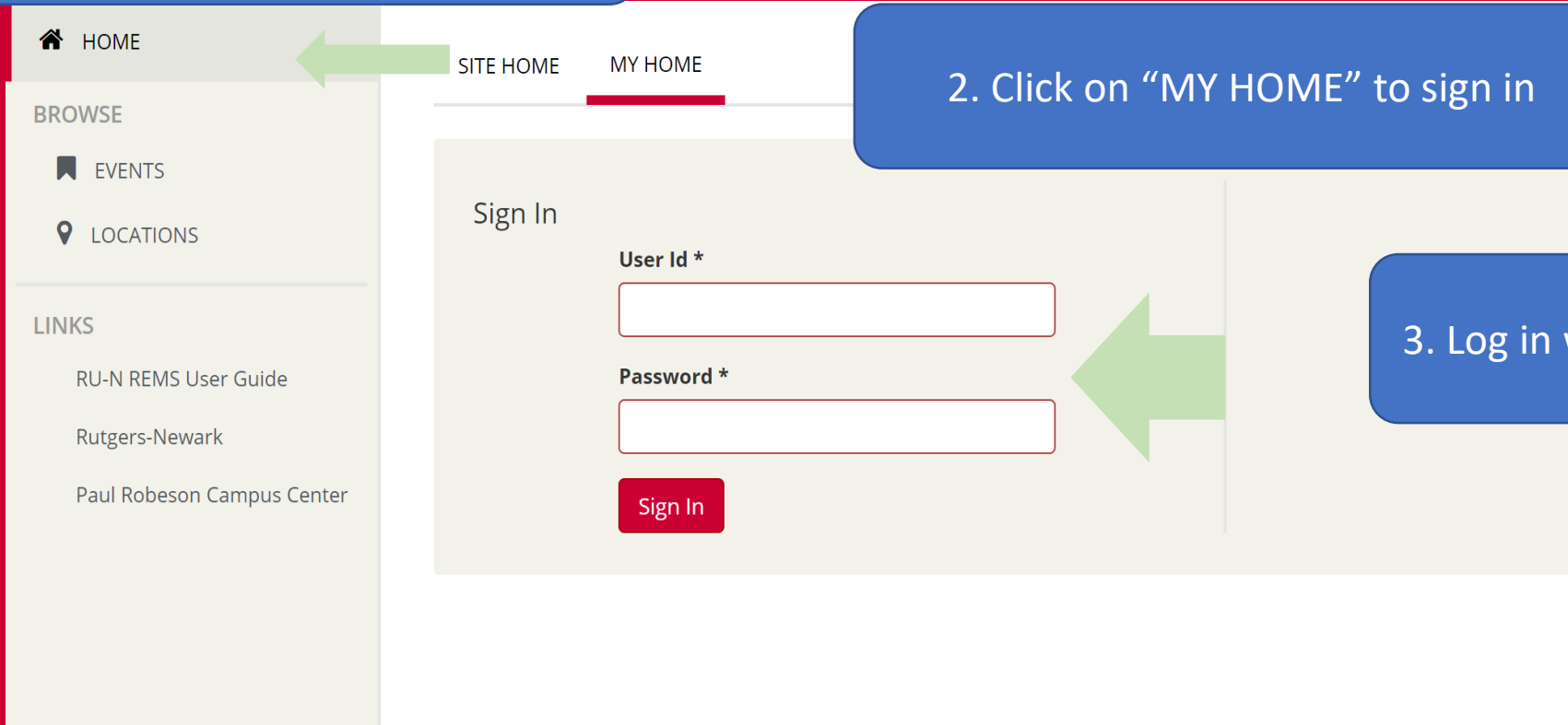




How to Reserve Room

1. Using your web browser, go to <https://reserve.newark.rutgers.edu/emswebapp/> Reservation and Event Management ...



HOME SITE HOME MY HOME

BROWSE

- EVENTS
- LOCATIONS

LINKS

- RU-N REMS User Guide
- Rutgers-Newark
- Paul Robeson Campus Center

Sign In

User Id *

Password *

Sign In

2. Click on “MY HOME” to sign in

3. Log in with your NETID



4. Click on “CREATE A RESERVATION”

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

LINKS

RU-N REMS User Guide

Rutgers-Newark

Paul Robeson Campus Center

SITE HOME

MY HOME

My Reservation Templates

Academic Scheduling Classroom Request

book now

about

Academic Scheduling Distance Learning Room Request

book now

about

ORSE Room Reservation Request

book now

about

PRCC Table Reservation Request

book now

about

SPAA Room Reservation Request

book now

about

TEST-RBS

book now

about

My Bookings

5. Click on Test-RBS
“book now”





Note : Reservations must be at least 15 minutes out from the time you are making the request!!

6. Select Date and Time then click “Search”

7. Note the shadow vertical bar - that is your selected time. Colored areas are already reserved

8. Click on the Green Plus next to the room you would like. It will then appear at the top as “Selected Rooms”

[illegible]



9. Enter the number of attendees
and Click “Add Room”

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees *

0

Setup Type *

Fixed

Add Room

Cancel

10. Click on “Next Step” to “Services”

1 Rooms

2 Services

3 Reservation Details

Next Step

Services For Your Reservation

RBS Catering Info

Start Time [ET]

End Time [ET]

Service Type

9:00 AM

10:00 AM

(Select Service Type)

☐ I have read and agree to the terms and conditions

RBS Catering Info




RBS IT Support/Equipment

RBS IT Support/Equipment

Services Summary

11. If you desire to serve food, please provide start time, end time, and service type.

RBS Catering Info

Start Time [ET]	End Time [ET]	Service Type
9:00 AM 	10:00 AM 	(Select Service Type) 

☐ I have read and agree to the terms and conditions

12. Please check to confirm that you have read and agree to the terms and conditions.



13. Select an option from RBS Catering Info that matches your service type.

RBS Catering Info

Start Time [ET]

9:00 AM

End Time [ET]

10:00 AM

Service Type

(Select Service Type)

☐ I have read and agree to the terms and conditions

RBS Catering Info

Food - (Costco, Supermarket, etc).	Food - (Panera Bread or Equivalent)
Food - (provided by Meeting Host)	Food - Caterer (Food Architects)
Food - RU Gourmet Dining	

Food - RU Gourmet Dining

-

1

+

Special Instructions

OK

Cancel



14. For IT Support and/or Equipment, please choose a selection from the menu.

RBS IT Support/Equipment

RBS IT Support/Equipment		▼
IT Support	Lapel Mic	
Local Presentation	Remote Presentation / WebEx	
Webex Host Info		

15. Please indicate Special Instructions, if any.

IT Support

− 1 +

Special Instructions

OK Cancel



16. Complete all required fields represented by asterisk (*)

17. Click on “Create Reservation” when you are ready to submit your request.

✕ TEST-RBS ℹ

🛒 My Cart (1) Create Reservation

1 Rooms 2 Services 3 Reservation Details

Reservation Details

Event Details

Event Name *

Event Type *

Client Details

Client *

1st Contact

1st Contact Name *

1st Contact undefined *

1st Contact Email Address *

1st Contact undefined



Help ×

Your room request has been successfully submitted. Please allow 24 - 48 hours for your request to be acted on.

To check your request status, hit 'My Events'.

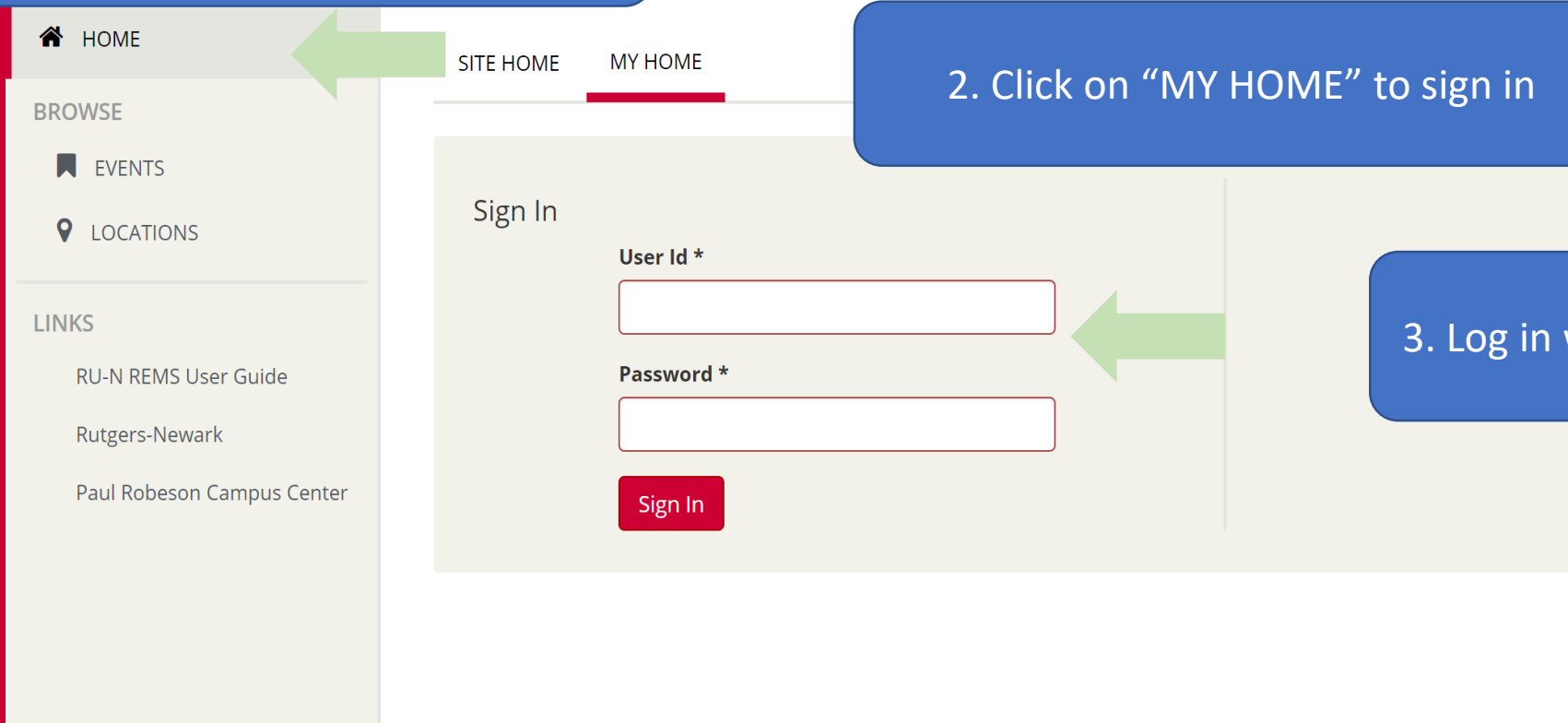
If you have any questions or concerns, please contact the RBS Facilities Team at RBS-Facilities@business.rutgers.edu

OK



How to Cancel an Event/Meeting

1. Using your web browser, go to <https://reserve.newark.rutgers.edu/emswebapp/> Reservation and Event Management ...



HOME

BROWSE

EVENTS

LOCATIONS

LINKS

RU-N REMS User Guide

Rutgers-Newark

Paul Robeson Campus Center

SITE HOME MY HOME

Sign In

User Id *

Password *

Sign In

2. Click on “MY HOME” to sign in

3. Log in with your NETID



- 4.Click “My Events”
5. Click on the reservation you’d like to cancel

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

LINKS

RU-N REMS User Guide

Rutgers-Newark

Paul Robeson Campus Center

RESERVATIONS

BOOKINGS

Search Reservations

☐ Include cancelled reservations

Step 4.

CURRENT

PAST

Name	First/Last Booking ^	Location	Client	Services	ID	Status
Tutorial Meeting	Wed Dec 9, 2020/ Wed Dec 9, 2020 (single booking)	1 Washington Park - 1WP 1027	RUTGE...		336735	Pending Departmenta...
Team Meeting	Thu Dec 10, 2020/ Thu Dec 10, 2020 (single booking)	1 Washington Park - 1WP 1123	RUTGE...		336736	Pending Departmenta...

Step 5.

6. Click on “x Cancel Reservation”

ION

Team Meeting

Meeting

RUTGERS BUSINESS SCHOOL-NWK

Daquan

19733532830

Reservation Tasks

Add Services

x

Cancel Reservation

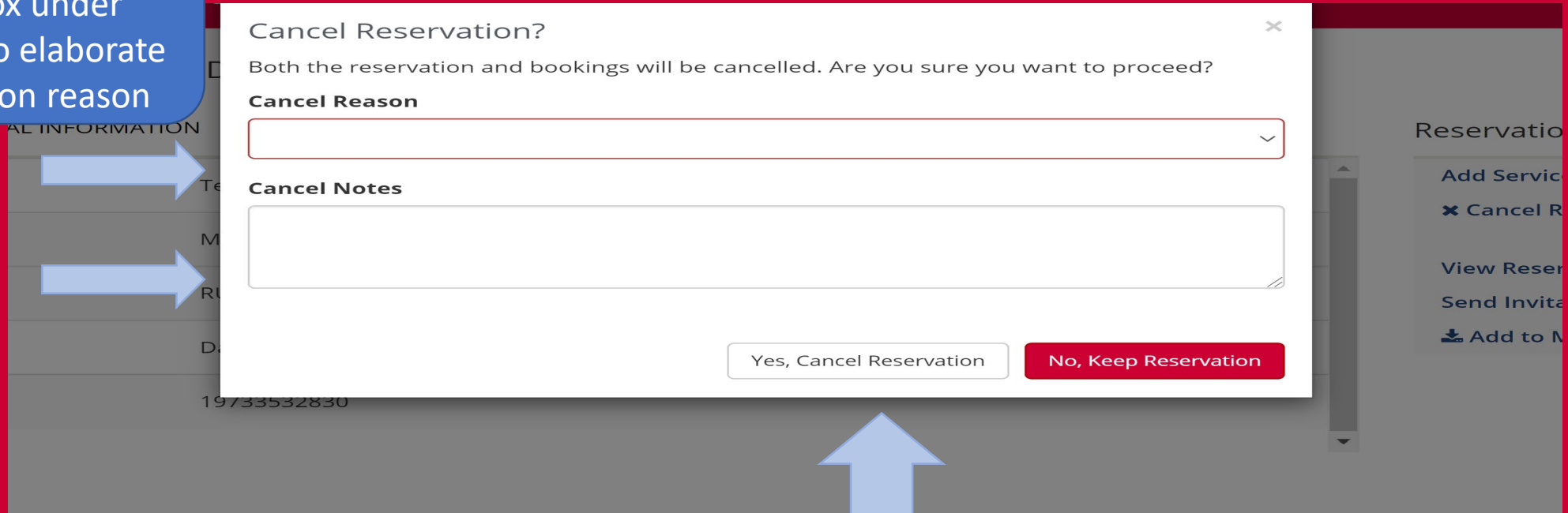
View Reservation Summary

Send Invitation

Add to My Calendar

☐ Include cancelled bookings

7. Click on the arrow to choose the “Cancel Reason”
8. Click the box under “Cancel Notes” to elaborate on the cancellation reason



The screenshot shows a web interface with a modal dialog box titled "Cancel Reservation?". The dialog contains the text "Both the reservation and bookings will be cancelled. Are you sure you want to proceed?". Below this, there are two fields: "Cancel Reason" with a dropdown arrow and "Cancel Notes" with a text input box. At the bottom of the dialog are two buttons: "Yes, Cancel Reservation" and "No, Keep Reservation". In the background, a reservation list is visible with columns for reservation details and actions. Two blue arrows point from the instructional text on the left to the "Cancel Reason" dropdown and the "Cancel Notes" text box. A third blue arrow points from the instructional text at the bottom to the "Yes, Cancel Reservation" button.

Cancel Reservation?

Both the reservation and bookings will be cancelled. Are you sure you want to proceed?

Cancel Reason

Cancel Notes

Yes, Cancel Reservation No, Keep Reservation

9. Click “Yes, Cancel Reservation” to confirm the cancellation and it will return you to your reservation list



RUTGERS

My Events

?

KOOGER, MICHELLE M

< My Events / Group Study beginning Aug 23, 2017 (130483)

RESERVATION DETAILS

Event Name

Group Study

Event Type

Study

Client

RBS Student-KOOGER,MICHELLE

1st Contact Name

Mich

Phone

1233455645

Reservation Tasks

View Reservation Summary

Send Invitation

Add to My Calendar

Bookings

CURRENT

PAST

☒ Include cancelled bookings

Date ^	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Wed Aug 23, 2017	4:00 PM	5:00 PM	ET	100 Rockefeller Road - 100BRR 2005 (Collaborative Team Rm)	1	Chairs and Tables	Web Cancelled



You may Log Out by using the arrow in the top right corner of your screen or you may go back to the beginning and make another reservation

Note your reservation status is now “Web Cancel”



How to Book a Video Conference



Note : Reservations must be at least 15 minutes out from the time you are making the request!!

- 1.Select Date and Time then click “Search”
2. Select buildings and click on the Green Plus next to the room you would like. It will then appear at the top as “Selected Rooms”

RUTGERS

Room Request

TEST-RBS

My Cart (0) Create Reservation

1 Rooms2 Services3 Reservation Details

Next Step

Date & Time

Date

Thu 04/23/2020

Start Time

9:00 AM

End Time

10:00 AM

Create booking in this time zone

Eastern Time

Locations

1 Washington Park

Let Me Search For A Room

I Know What Room I Want

Room Name

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST

SCHEDULE

Favorite Rooms...

Find A Room

Search

Rooms You Can Request

		7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7
1 Washington Park (ET)	Cap													
+ 1 Washington Par...	18													
+ 1 Washington Par...	18													
+ 1 Washington Par...	10													
+ 1 Washington Par...	116													
+ 1 Washington Par...	14													

3. Enter the number of attendees and Click “Add Room”

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

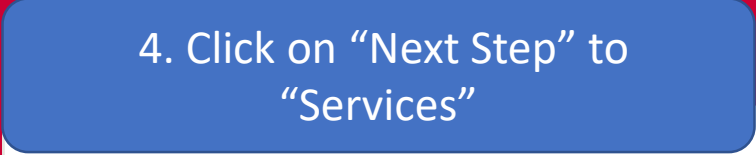
No. of Attendees *

0

Setup Type *

Fixed

Add RoomCancel

[illegible]

5. If you desire to serve food, please provide start time, end time, and service type.

RBS Catering Info

Start Time [ET]

9:00 AM

End Time [ET]

10:00 AM

Service Type

(Select Service Type)

☐ I have read and agree to the terms and conditions

6. Please check to confirm that you have read and agree to the terms and conditions.



7. Select an option from RBS Catering Info that matches your service type.


8. Please indicate Special Instructions, if any.

RBS Catering Info

Start Time [ET] 9:00 AM **End Time [ET]** 10:00 AM **Service Type** (Select Service Type) ▼

☐ I have read and agree to the terms and conditions

RBS Catering Info ▼	
Food - (Costco, Supermarket, etc).	Food - (Panera Bread or Equivalent)
Food - (provided by Meeting Host)	Food - Caterer (Food Architects)
Food - RU Gourmet Dining	



Food - RU Gourmet Dining ✕

− 1 +

Special Instructions

OK Cancel



9. For IT Support and/or Equipment, please choose a selection from the menu.

RBS IT Support/Equipment

RBS IT Support/Equipment ▼	
IT Support	Lapel Mic
Local Presentation	Remote Presentation / WebEx
Webex Host Info	

10. Please indicate Special Instructions, if any.

IT Support

– 1 +

Special Instructions

OK Cancel



11. Click on “Next Step” to
“Reservation Details”

My Cart (2) Create Reservation

1 Rooms 2 Services 3 Reservation Details

New Booking for Fri Jan 1, 2021

Date & Time

Date: Fri 01/01/2021 Recurrence

Start Time: 9:00 AM End Time: 10:00 AM

Create booking in this time zone: Eastern Time

Locations: RBS (100RR & 1WP) Add/Remove

Search

Let Me Search For A Room

I Know What Room I Want

Selected Rooms Attendance & Setup Type

1WP 1102A (Executive Board Room) 100BRR 3095 (Conference Room)

Room Search Results

LIST SCHEDULE

Favorite Ro...

Find A Room Search

Rooms You Can Request

		7 AM	8	9	10	11	12 PM	1	2	3	4	5
1 Washington Park (ET)	Cap											
+ 1WP 1027	18											
+ 1WP 1102A (Execu...	18											
+ 1WP 1123	18											
+ 1WP 118 (Berson ...	98											

12. Complete all required fields
represented by asterisk (*).

Reservation Details

Event Details

Event Name * Title

Event Type * Meeting

Client Details

Client * RUTGERS BUSINESS SCHOOL-NWK

1st Contact (temporary contact)

1st Contact Name *

1st Contact undefined *

1st Contact undefined

1st Contact Email Address *

13. Read and agree to terms and conditions
then Click on “Create Reservation”

☐ I have read and agree to the terms and conditions



Help ×

Your room request has been successfully submitted. Please allow 24 - 48 hours for your request to be acted on.

To check your request status, hit 'My Events'.

If you have any questions or concerns, please contact the RBS Facilities Team at RBS-Facilities@business.rutgers.edu

OK




How to Book a Recurring Series





Note : Reservations must be at least 15 minutes out from the time you are making the request!!


1. Click on “Recurrence”

Date & Time

Date
Fri 01/01/2021  **Recurrence**

Start Time
9:00 AM 


End Time
10:00 AM 


Create booking in this time zone
Eastern Time 

Locations **Add/Remove**
RBS (100RR & 1WP)


Search


2. Select type of Repeats, Date and Time then click “Apply Recurrence”


Recurrence 


Repeats
☒ Daily  **Remove Recurrence**


☒ Every 1 day(s)
☐ Weekdays Only

Start Date
Fri 01/01/2021 

☒ End Date Sat 01/02/2021  (2 occurrences)
☐ End after 1 occurrence(s)

Start Time
9:00 AM 

End Time
10:00 AM 

Create booking in this time zone
Eastern Time 

Apply Recurrence **Close**

3. Click “Search” for location of room.

Locations **Add/Remove**
RBS (100RR & 1WP)

Search



4. Click on the Green Plus next to the room you would like. It will then appear at the top as “Selected Rooms”

TEST-RBS

My Cart (0)Create Reservation

New Booking for Thu Apr 23, 2020

Next Step

Date & Time

Date

Thu 04/23/2020

Start Time

9:00 AM

End Time

10:00 AM

Create booking in this time zone

Eastern Time

Locations

1 Washington Park

Add/Remove

Let Me Search For A Room

I Know What Room I Want

Room Name

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST

SCHEDULE

☐ Favorite Rooms...

Find A Room

Search

Rooms You Can Request

	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7
1 Washington Park (ET)														
+ 1 Washington Par...	18													
+ 1 Washington Par...	18													
+ 1 Washington Par...	18													
+ 1 Washington Par...	10													
+ 1 Washington Par...	116													
+ 1 Washington Par...	14													

5. Enter the number of attendees and Click “Add Room”

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees *

0

Setup Type *

Fixed

Add Room

Cancel

6. Click on “Next Step” to add services

Services For Your Reservation

RBS Catering Info

Start Time [ET]

9:00 AM

End Time [ET]

10:00 AM

Service Type

(Select Service Type)

☐ I have read and agree to the terms and conditions

RBS Catering Info

RBS IT Support/Equipment

RBS IT Support/Equipment



7. Click on “Next Step” to add reservation details by completing the required fields represented by asterisk (*).

✕ TEST-RBS ⓘ

1 Rooms 2 Services 3 Reservation Details

My Cart (1) Create Reservation

Reservation Details

Event Details

Event Name *

Title

Event Type *

Meeting

Client Details

Client *

RUTGERS BUSINESS SCHOOL-NWK

1st Contact

(temporary contact)

1st Contact Name *

1st Contact undefined *

1st Contact undefined

1st Contact Email Address *

8. Read and agree to terms and conditions then Click on “Create Reservation”

☐ I have read and agree to the terms and conditions



Help ×

Your room request has been successfully submitted. Please allow 24 - 48 hours for your request to be acted on.

To check your request status, hit 'My Events'.

If you have any questions or concerns, please contact the RBS Facilities Team at RBS-Facilities@busines.rutgers.edu

OK