

Before Reserving a room, Please Note:

These rooms are a courtesy for our students. Treat them with respect and leave them in the condition you found them.

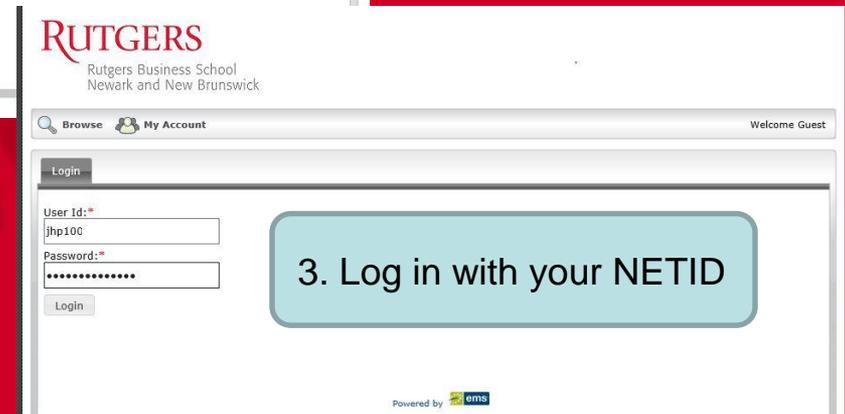
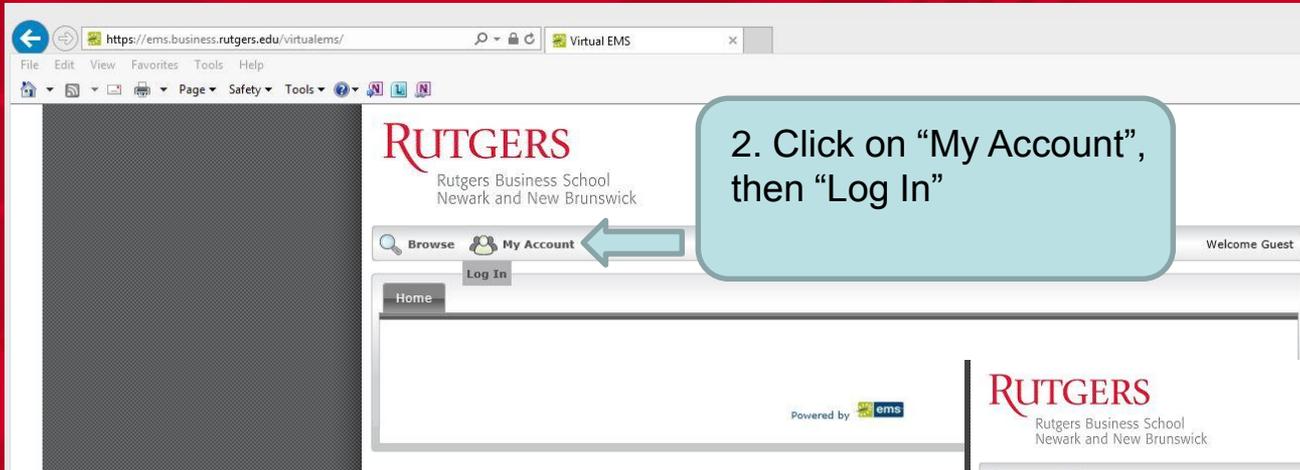
Rooms are normally locked, bring your confirmation to the Concierge's Desk to pick up the room key. You will be subject to a \$100 financial hold on your Rutgers' account for unreturned keys.

To be fair to all 4,000 RBS students, rooms are reserved in 1 hour increments, up to 4 hours per week. Multiple reservations are required to create a block of up to 4 consecutive hours in one day.

Please report any rooms issues to the Concierge's Desk.

Reserving an RBS Team Room

1. Using your web browser, go to <https://ems.business.rutgers.edu>



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

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

5. Fill in everything with the orange * then click “Find Space”

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

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

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9. Click on the First Green Plus to select "Student Study Group", then scroll to the bottom and click "Done"

8. Click on "Details" then Click on the magnifying glass

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Item Lookup

Organizations you can book for
You currently do not have any Organizations for which you can book

Organization name starts with:

Top 100 matching Organizations

ADD	ORGANIZATION NAME	ORGANIZATION TYPE	CITY
	Student	Student Study Group	
	Accounting (AIS)	Rutgers Business School	
	Ahmed, Rahnuma	(none)	
	aib2008, 0	(none)	
	akpsi pr, 0	(none)	
	akpsi, 0	(none)	
	Akunne, Chiamaca		
	Albanese, MaryAnn		

Organization:

1st Contact:

10. Click in the "Organization" box or use the pulldown arrow choose "student"

Reserve a Team Room

When and Where

Date:* Recurrence
Start Time:* End Time:*
Facilities:

Setup Information

Attendance:*

Location

Details

Event Details

Event Name:* Event Type:*

Organization Details

Organization:*
1st Contact:* **Step 11**
Phone:* Fax:
Email:* **Step 12**
Step 13

Step 14

11. Click on the pulldown in 1st contact and choose "Student".
12. Fill in your phone
13. Fill in an email address which we may contact you at for confirmation or cancellations
14. Click submit



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Finished!

Browse
 Reservations
 My Account
 Help

Reservation Details
Attachments
[Back to My Requests](#)

Reservation Id	6044	Organization Name	Student	
Event Name	Group Study	1st Contact Name	(none)	Edit Reservation
Event Type	Study	Phone	8484452328	Add Booking
				Cancel Bookings
				Cancel All Bookings
				View Reservation Summary
				Add booking to personal calendar
				Booking Tools

All
Current
Historical

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		10/21/2013 Mon	6:00 PM - 7:00 PM	Group Study	100R - 2020 Team Room	Confirmed	(none) (6)

✕

Your Team Room has been successfully reserved

* If you're unable to utilize this reservation please be sure to cancel it.

Canceling an RBS Team Room Reservation

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Reserve a Team Room **View My Requests** Step 2

Reservation Id: Event Name: Quick Search Show Cancelled

ID	NAME	ORGANIZATION	FIRST BOOKING	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
9759	Group Study	Student	1/23/2014 Thu	1/23/2014 Thu	Confirmed	100R - 2007 Team Room	No

Step 3

Powered by ems

1. Log on in as in steps 1 thru 3
2. Click "View My Requests"
3. Click on the reservation you'd like to cancel

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Reservation Details Attachments [Back to My Requests](#)

Reservation Id 9768 **Organization Name** Student
Event Name Group Study **1st Contact Name** Joe Bassano
Event Type Study **Phone** 5-0430

[Edit Reservation](#)
[Add Booking](#)
[Cancel Bookings](#) ← Step 4
[Cancel All Bookings](#)
[View Reservation Summary](#)
[Add booking to personal calendar](#)
[Booking Tools](#)

All Current Historical

ACTIONS	SERVICES	DATE	TIME	TITLE	LOCATION	STATUS	SETUP
		1/23/2014 Thu	3:00 PM - 4:00 PM	Group Study	100R - 2005	Confirmed	(none) (4)

4. Click on Cancel Bookings

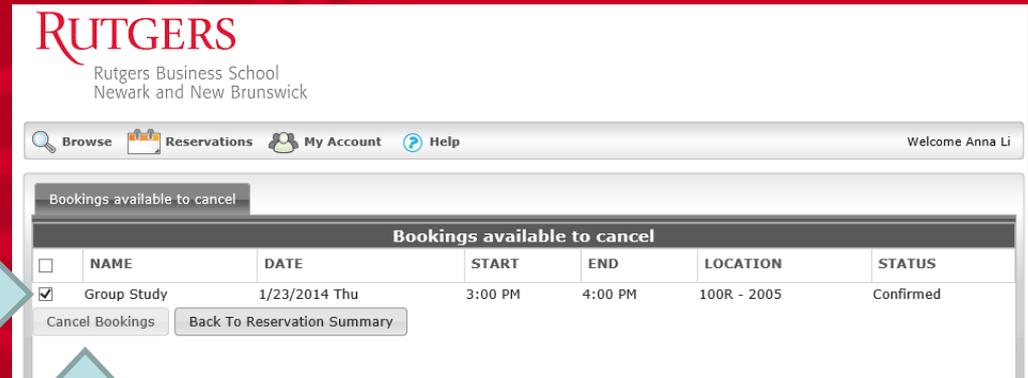
Canceling an RBS Team Room Reservation

5. Click the box to make a check mark next to the booking you'd like to cancel

6. Click "Cancel Bookings",

7. Click "Cancel Bookings" again on the confirmation window.

Note: If you click "cancel" here you will go back to step 5 and the booking is not cancelled



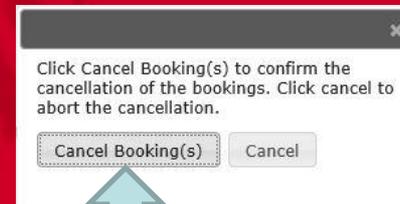
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Bookings available to cancel

	NAME	DATE	START	END	LOCATION	STATUS
<input checked="" type="checkbox"/>	Group Study	1/23/2014 Thu	3:00 PM	4:00 PM	100R - 2005	Confirmed

Cancel Bookings Back To Reservation Summary

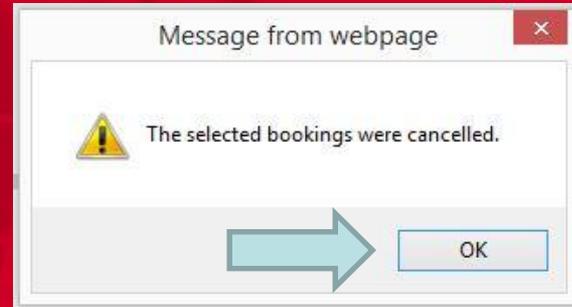


Click Cancel Booking(s) to confirm the cancellation of the bookings. Click cancel to abort the cancellation.

Cancel Booking(s) Cancel

Cancelling an RBS TeamRoom Reservation

8. Click ok on the notification box and you will be returned to your reservation list



You may click Log Out or go back to the beginning and make another reservation

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Log Out

Reservation Details Attachments Back to My Requests

Reservation Id	9768	Organization Name	Student	Add Booking
Event Name	Group Study	1st Contact Name	Joe Bassano	View Reservation Summary
Event Type	Study	Phone	5-0430	Add booking to personal calendar
				Booking Tools

All Current Historical

ACTIONS	SERVICES	DATE	TIME	TITLE	LOCATION	STATUS	TIP
		1/23/2014 Thu	3:00 PM - 4:00 PM	Group Study	100R - 2005	Web Cancel	

Note your reservation status is now "Web Cancel"