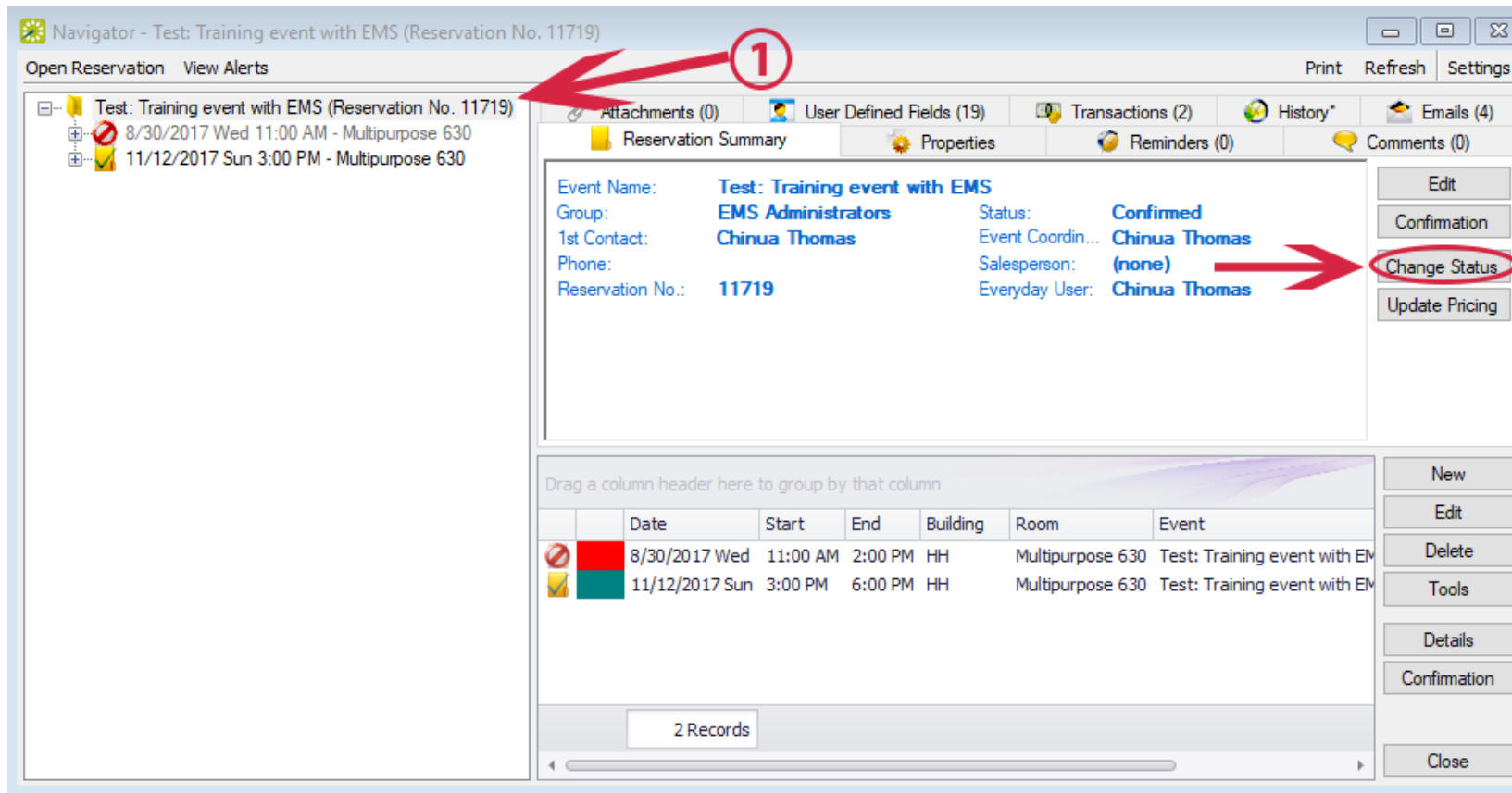


EMS Client User Guide

Change Status



- 1) From the Navigator, make sure you have the Reservation selected in the left panel and click the **Change Status** button to the right.

Status: **2** Pending Approval Current Reservation Status: Confirmed

Reconfirm Date:

Update Reservation Status: ☒ **3**

Send Confirmation If Successful: ☐ **4**

- 2) Select the new status from the dropdown menu.
- 3) If you want to change the status for only some of the bookings in the reservation and not of the reservation itself, uncheck **Update Reservation Status**.
- 4) If you want to generate a confirmation document at this time, select **Send Confirmation if Successful**.

(Reservation No. 11710) - Change Booking Status

Select Bookings: **5**

Date	Weekday	Start	End	Building	Room	Event	Status	Service Orders
11/12/2017 ...	Sunday	3:00 PM	6:00 PM	HH	Multipurpose 630	Test: Training event with EMS	Confirmed	Yes

6 **7**

Hide Cancelled Bookings: ☐ Hide Old Bookings: ☒ Select All Unselect All

Cancel < Previous Finish

- 5) A list of bookings will appear. Select the bookings you want to change. Note the **Select All** and **Unselect All** buttons under the list.
- *Tip:* To select a group of contiguous bookings, hold **SHIFT** on your keyboard as you choose multiple bookings from the list. To choose multiple non-contiguous bookings, hold **CTRL** as you select each booking from the list.
- 6) If there are cancelled bookings you don't want to change, check **Hide Cancelled Bookings**.
- 7) If the date of the bookings you want to change has already passed, be sure **Hide Old Bookings** is unchecked.

(Reservation No. 11719) - Change Booking Status Results

Date	Start	End	Time Zone	Building	Room	Event	Status	Results
11/12/2017 Sun	3:00 PM	6:00 PM	ET	HH	Multipurpose 630	Test: Training event with EMS	Pending Approval	Change Successful

☐ Show Unchanged Only

Go To

Close

- 8) A results window will appear notifying you of any errors.
- 9) If you selected **Send Confirmation if Successful** during Step 4, refer to the *Sending a Confirmation* guide.