



The Mather Room Reservation System (EMS)

This is a very powerful system that allows you to reserve a room at Mather. The basic approach is to specify what you need with the date, time, and number of attendees and then search for available rooms. The system will then present you with the rooms that meet your needs.

In the first part we show you how to logon to the system with your HUID.

The second part shows you how to display a calendar view of reservations for all or selected rooms over different time periods.

The third part shows you how to reserve a room and allows you to book recurrent events.

Once a request is made it is reviewed by the administrator. An email is sent to confirm if the event has been accepted or declined.

Logging in:

- 1) Go to [Roombook](#). You can also access it from our [room reservation page](#).
- 2) If your are not logged in enter your HUID and password.

- 3) You will see the Roombook home screen:



To See the big picture¹

To see a calendar with the events²,

- Click on browse in the upper left corner.
- Select Browse events
- If not already done, click on filter on the right side of the page
 - Select from facilities, Mather House
 - Select the a room if you want
 - Check the save box
 - Click on **Apply**
- Hover over a reservation to get more information

Below is a month view with a popup over one of the events.

The screenshot shows a web-based calendar interface for September 2014. At the top, there are navigation tabs: 'Daily List', 'Weekly List', 'Monthly List', 'Weekly Calendar', and 'Monthly Calendar' (which is selected). Below the tabs, the calendar header shows 'September, 2014' and a 'Filter' button. The calendar grid displays days from Sunday to Saturday. Key events are visible: 'Labor Day' on Monday (9/1), 'First Day of Fall Classes' on Tuesday (9/2), a 'test' at 'Mather House - Tranquility Room' on Wednesday (9/17) from 7:30 PM to 8:30 PM, 'Rosh Hashanah begins at sundown' on Thursday (9/24), and a 'French Table' meeting at 'Mather House - DH Private room alcove' on Thursday (9/25) from 5:30 PM to 6:30 PM. A popup window is overlaid on the Thursday 25th event, displaying the following details:

Event Name	French Table
Event Type	Meeting
Location	Mather House - DH Private room alcove
Event Time	5:30 PM - 6:30 PM
Group	FAS^FCOL^Mather-Oth
1st Contact Name	Rosengarten, Michael
Phone	
Email	rosengar@fas.harvard.edu

¹ Be sure to enable popups on your browser

² Due to security issues this view is not available to undergrads. A new module is being authored that will allow access for undergrads to a similar screen.

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Reserving a Room:

4) Under the reservations tab, select Mather House Rooms



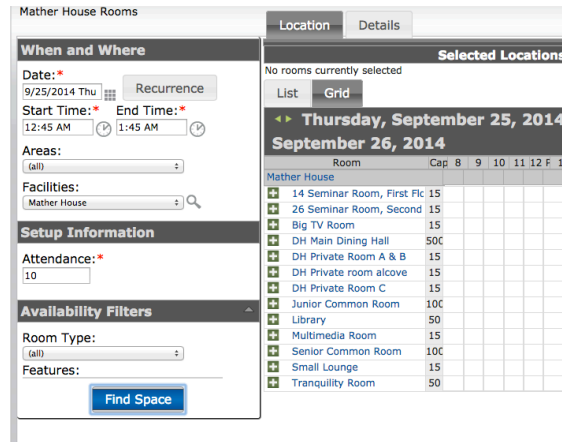
6) Put in the date, start and end times, attendance (number of attendees). The room type is optional.

For recurrent Events: click on the **Recurrence** button and select the date range.

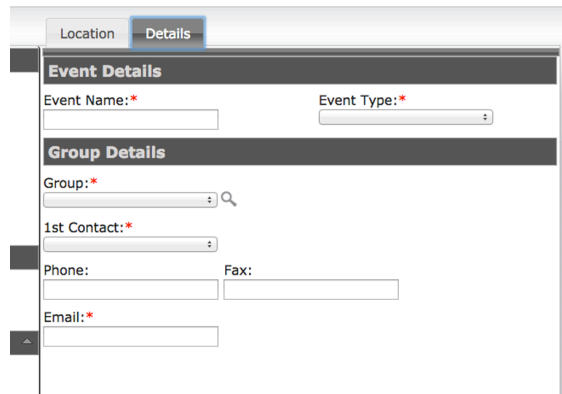
7) Click on **Find Space**

8) Select grid. This will show you the available rooms that meet your requirement. Click on the **+** to select the room you want.

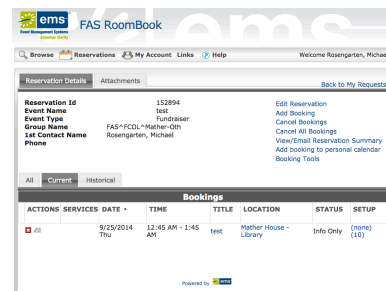
8) Click **Continue**



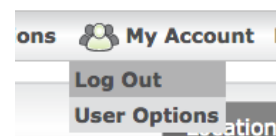
9) Fill in the contact details. Your event name, Event type, Group (Mather House Residents) and email.



10) Then click on **Submit** and to see a summary of your request.



11) Logging off: Click **Log out** under the My Account menu.



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12) Below are some screen shots of the mobile client app. It is easier to use than the full client page. Your mobile device will automatically default to this view, but if you wish you can switch to the full client page.

- 1) [Log on](#)
- 2) Choose Mather House
- 3) Reserve a room

