

If you have never submitted a reservation request before, please make sure you review the “**HOW TO REQUEST SPACE ON CAMPUS**” tutorial, as this tutorial is a supplement to that tutorial.

This is a tutorial on how to enter submission information for a recurring event. A recurrence is any meeting or event that meets on multiple dates; whether those dates be on a regular daily, weekly, or monthly interval OR those dates are more random. To request space on campus go out to VEMS (<https://ems.drake.edu/EmsWebApp/>) and Log In.

The screenshot shows the EMS Room Request interface. At the top, there's a navigation bar with the EMS logo and 'Room Request'. Below it, a breadcrumb trail shows '1 Rooms', '2 Services', and '3 Reservation Details'. The main heading is 'New Booking for Sat Dec 22, 2018'. Under 'Date & Time', there's a date picker set to 'Sat 12/22/2018' and a 'Recurrence' button highlighted with a red arrow. Below this are fields for 'Start Time' (8:00 AM) and 'End Time' (8:30 AM). There are also sections for 'Locations' and 'Setup Types'. At the bottom, there are search buttons and a section for 'Number of People'.

When you enter the reservation system before you enter any search information click the “**RECURRENCE**” button.

The screenshot shows a 'Recurrence' pop-up box over the main form. The box has a title bar and a close button. It contains several sections: 'Repeats' with a dropdown set to 'Daily' and a 'Remove Recurrence' button; 'Every' with a value of '1' and 'day(s)'; 'Weekdays Only' with a radio button; 'Start Date' with a date picker set to 'Sat 12/22/2018'; 'End Date' with a date picker set to 'Sun 12/23/2018' and '(2 occurrences)'; 'End after' with a value of '1' and 'occurrence(s)'; 'Start Time' and 'End Time' fields set to '8:00 AM' and '8:30 AM' respectively; and a 'Create booking in this time zone' dropdown set to 'Central Time'. At the bottom are 'Apply Recurrence' and 'Close' buttons.

When you click the “**RECURRENCE**” button the pop-up box below will appear. This is where you will set the parameters of your recurrence.

## RANDOM RECURRENCE

EXAMPLE: I have a meeting that meets 6 times on different dates in January.

- I will need to set my repeating pattern to **RANDOM** from the drop down box.
- Then I select the dates we will be meeting
- Set your **START TIME** and **END TIME** (the default time zone is Central Time – this should not be changed)
- Click “**APPLY RECURRENCE**”
- This brings you back to your beginning screen where you can input your room search criteria. You will know that the system accepted your recurrence as it will recap your recurrence directly under the Date & Time heading

**Recurrence**

Repeats: **Random** Remove Recurrence

January 2019

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 30 | 31 | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |

Start Time: 10:00 AM End Time: 11:00 AM

Create booking in this time zone: Central Time

**Apply Recurrence** Close

**Date & Time**

Occurs on various dates, effective Tue Jan 1, 2019 until Wed Jan 30, 2019 from 10:00 AM to 11:00 AM Central Time. (6 occurrences)

**Recurrence**

**Locations** Add/Remove  
(all)

**Search**

**Let Me Search For A Room**

**Setup Types** Add/Remove  
(no preference)

**Number of People**  
0

**Search**

**I Know What Room I Want**

## DAILY RECURRENCE

EXAMPLE: I have a meeting that occurs M-F for 2 weeks.

- I will need to set my repeating pattern to **DAILY** from the drop down box. Since it is M-F I would select **WEEKDAYS ONLY**
- Set your **START DATE**. Once you set your **START DATE**, you can either specify a specific **END DATE** or you can have your recurrence **END AFTER** a specific **NUMBER OF OCCURRENCES**. Since my event is M-F for 2 weeks that would be 10 occurrences
- Set you **START TIME** and **END TIME** (the default time zone is Central Time – this should not be changed)
- Click “**APPLY RECCURRENCE**”
- This brings you back to your beginning screen where you can input your room search criteria. You will know that the system accepted your recurrence as it will recap you recurrence directly under the Date & Time heading

The screenshot shows a 'Recurrence' dialog box with the following fields and red arrows indicating the setup process:

- Repeats:** A dropdown menu set to 'Daily'.
- Weekdays Only:** A radio button that is selected.
- Start Date:** A date picker set to 'Sat 12/22/2018'.
- End after:** A field set to '10' occurrences.
- Start Time:** A time picker set to '10:00 AM'.
- End Time:** A time picker set to '11:00 AM'.
- Create booking in this time zone:** A dropdown menu set to 'Central Time'.
- Buttons:** 'Apply Recurrence' and 'Close' at the bottom.

The screenshot shows the main search interface with the following sections and red arrows indicating the recurrence summary:

- Date & Time:** A section showing the recurrence summary: 'Occurs every Monday, Tuesday, Wednesday, Thursday and Friday, effective Mon Jan 7, 2019 until Fri Jan 18, 2019 from 10:00 AM to 11:00 AM Central Time. (10 occurrences)'. A red arrow points to this text.
- Recurrence:** A button labeled 'Recurrence'.
- Locations:** A section labeled 'Locations (all)' with an 'Add/Remove' button.
- Search:** A blue button labeled 'Search'.
- Let Me Search For A Room:** A blue button with a search icon.
- Setup Types:** A section labeled 'Setup Types (no preference)' with an 'Add/Remove' button.
- Number of People:** A field set to '0'.
- Search:** A blue button labeled 'Search'.
- I Know What Room I Want:** A blue button with a search icon.

## WEEKLY RECURRENCE

EXAMPLE: I have a meeting that meets every other Wednesday from Jan. 9 to May 1.

- I will need to set my repeating pattern to **WEEKLY** from the drop down box. Since it is Wednesday every other week. **EVERY 2 WEEKS ON Wednesday**
- Set your **START DATE**. Once you set your **START DATE**, you can either specify a specific **END DATE** or you can have your recurrence **END AFTER** a specific **NUMBER OF OCCURRENCES**. Since I know the date of my last meeting, I have set the **END DATE**.
- Set you **START TIME** and **END TIME** (the default time zone is Central Time – this should not be changed)
- Click “**APPLY RECURRENCE**”
- This brings you back to your beginning screen where you can input your room search criteria. You will know that the system accepted your recurrence as it will recap you recurrence directly under the **Date & Time** heading

The screenshot shows a 'Recurrence' dialog box with the following fields and red arrows indicating key settings:

- Repeats:** A dropdown menu set to 'Weekly'.
- Every:** A text input field set to '2' with the unit 'week(s)'.
- On:** A row of day buttons (Sun, Mon, Tue, Wed, Thu, Fri, Sat) with 'Wed' selected.
- Start Date:** A date picker set to 'Wed 01/09/2019'.
- End Date:** A date picker set to 'Wed 05/01/2019' with '(9 occurrences)' next to it.
- End after:** A text input field set to '1' with the unit 'occurrence(s)'.
- Start Time:** A time picker set to '10:00 AM'.
- End Time:** A time picker set to '11:00 AM'.
- Create booking in this time zone:** A dropdown menu set to 'Central Time'.
- Buttons:** 'Apply Recurrence' and 'Close' at the bottom.

The screenshot shows the main search interface with the following sections and red arrows indicating the recurrence summary:

- Date & Time:** A summary text: 'Occurs every 2 weeks on Wednesday, effective Wed Jan 9, 2019 until Wed May 1, 2019 from 10:00 AM to 11:00 AM Central Time. (9 occurrences)'. A red arrow points from this text to the 'Recurrence' button below.
- Recurrence:** A button with a blue border.
- Locations:** A section with '(all)' and an 'Add/Remove' link.
- Search:** A blue button.
- Let Me Search For A Room:** A blue button with a magnifying glass icon.
- Setup Types:** A section with '(no preference)' and an 'Add/Remove' link.
- Number of People:** A text input field set to '0'.
- Search:** A blue button.
- I Know What Room I Want:** A blue button with a magnifying glass icon.

## MONTHLY RECURRENCE

EXAMPLE: I have a meeting that meets the 2<sup>nd</sup> Tuesday of the month.

- I will need to set my repeating pattern to **MONTHLY** from the drop down box. Since my meeting is on the 2<sup>nd</sup> Tuesday of every month, I will use the 2<sup>ND</sup> set of occurrence patterns and select **SECOND TUESDAY** of every 1 MONTH.
- Set your **START DATE**. Once you set your **START DATE**, you can either specify a specific **END DATE** or you can have your recurrence **END AFTER** a specific **NUMBER OF OCCURRENCES**. I want to meet 9 times, so that is what I will set
- Set your **START TIME** and **END TIME** (the default time zone is Central Time – this should not be changed)
- Click “**APPLY RECCURRENCE**”
- This brings you back to your beginning screen where you can input your room search criteria. You will know that the system accepted your recurrence as it will recap you recurrence directly under the **Date & Time** heading

**Recurrence**

Repeats: Monthly (dropdown) Remove Recurrence

☐ On day: 17 of every 1 month(s)

☒ On the: Second (dropdown) Tue (dropdown) of every 1 month(s)

Start Date: Tue 01/08/2019 (calendar icon)

☐ End Date: Tue 09/10/2019 (calendar icon)

☒ End after: 9 occurrence(s)

Start Time: 10:00 AM (clock icon) End Time: 11:00 AM (clock icon)

Create booking in this time zone: Central Time (dropdown)

Apply Recurrence Close

**Date & Time**

Occurs on the second Tuesday of every month, effective Tue Jan 8, 2019 until Tue Sep 10, 2019 from 10:00 AM to 11:00 AM Central Time. (9 occurrences)

Recurrence (button)

**Locations** Add/Remove

(all)

Search

Let Me Search For A Room

Setup Types Add/Remove

(no preference)

Number of People

0

Search

I Know What Room I Want

After you have submitted your recurrence and room search criteria. The system will return a list of options that work with your search criteria. Under the **AVAILABLE** column it will indicate how many times the space is available based on your occurrence criteria.

Date & Time

Occurs every week on Wednesday, effective Tue Jan 1, 2019 until Wed Mar 20, 2019 from 10:00 AM to 11:00 AM Central Time. (12 occurrences)

Recurrence

Locations

Olmsted Center

Add/Remove

Search

Let Me Search For A Room

Setup Types

Conference Style

Number of People

10

Search

I Know What Room I Want

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST

Favorite Roo...

Find A Room

Search

| Room                         | Available | Location       | Floor  | TZ | Cap | Price | Filter Match |
|------------------------------|-----------|----------------|--------|----|-----|-------|--------------|
| Rooms You Can Request        |           |                |        |    |     |       |              |
| + Parents Hall               | 12/12     | Olmsted Center | (none) | CT | 50  |       |              |
| + Parents Hall North         | 12/12     | Olmsted Center | (none) | CT | 60  |       |              |
| + Parents Hall South         | 12/12     | Olmsted Center | (none) | CT | 50  |       |              |
| + Pomerantz Conference Room  | 12/12     | Olmsted Center | (none) | CT | 15  |       |              |
| + Pomerantz Stage            | 12/12     | Olmsted Center | (none) | CT | 30  |       |              |
| + TMR 133                    | 12/12     | Olmsted Center | (none) | CT | 16  |       |              |
| + CR310, CR311, CR312, CR313 | 11/12     | Olmsted Center | (none) | CT | 30  |       |              |
| + CR310 & CR311              | 11/12     | Olmsted Center | (none) | CT | 25  |       |              |
| + CR312 & CR313              | 11/12     | Olmsted Center | (none) | CT | 25  |       |              |
| + CR 310                     | 11/12     | Olmsted Center | (none) | CT | 26  |       |              |
| + CR 311                     | 11/12     | Olmsted Center | (none) | CT | 26  |       |              |
| + CR 312                     | 11/12     | Olmsted Center | (none) | CT | 26  |       |              |
| + CR 313                     | 11/12     | Olmsted Center | (none) | CT | 26  |       |              |
| + Drake Room                 | 11/12     | Olmsted Center | (none) | CT | 25  |       |              |
| + TMR 132                    | 10/12     | Olmsted Center | (none) | CT | 18  |       |              |