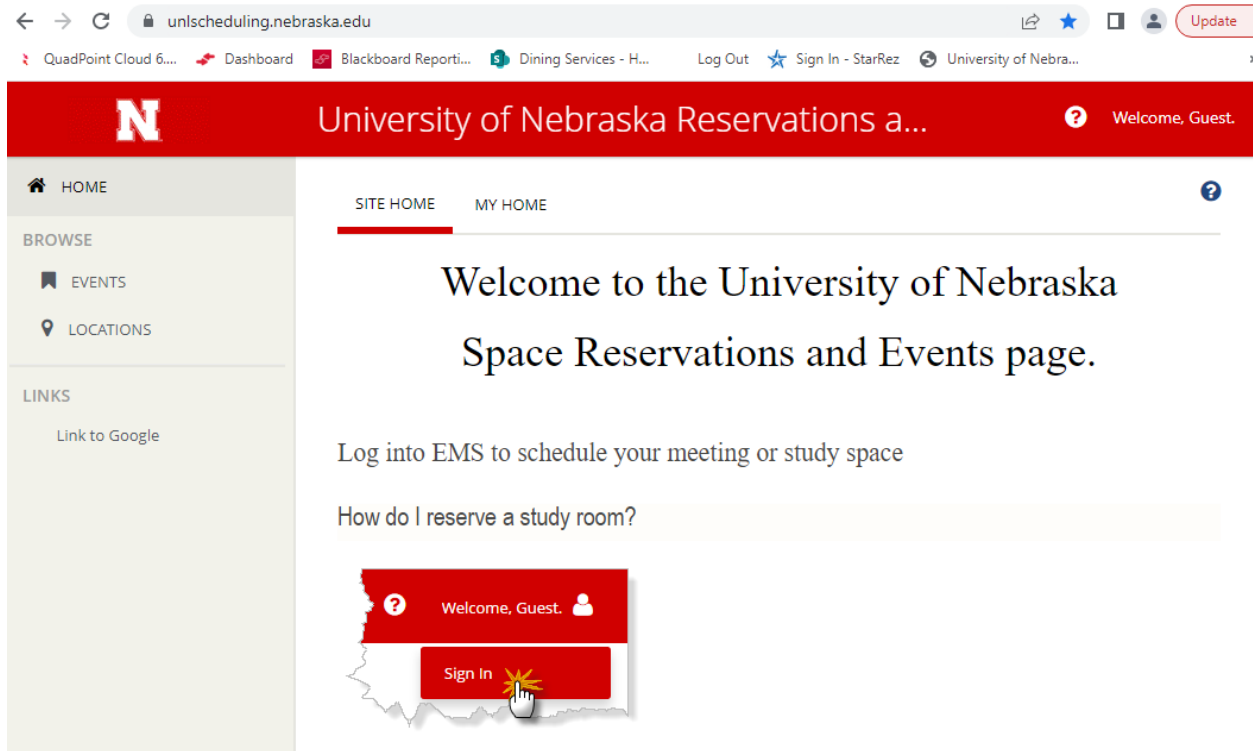


# EMS How-to

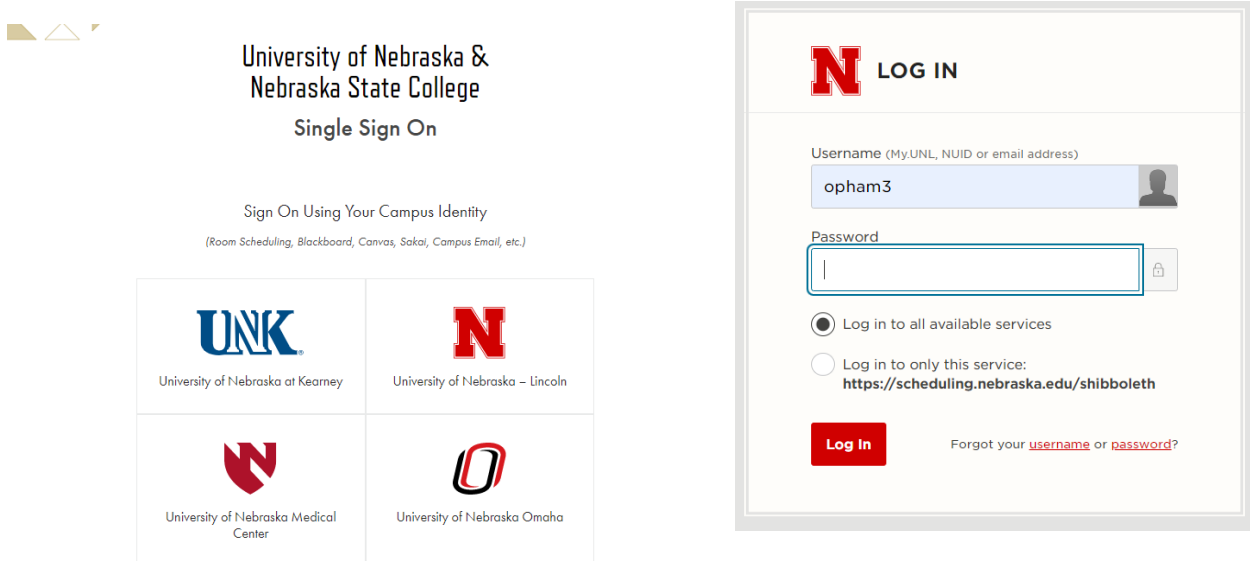
## Requesting Paper Tickets for Group Events

<https://unscheduling.nebraska.edu/> is the official link to request meal tickets for Cather, East, and Harper Dining Center.

- Meal requesters will need to log in with their UNL staff log-in information to continue.



- Click on the “Welcome Guest” and select “Sign In” to begin.



# EMS How-to

- Click “Book now” button next to “UNL Housing Meal Ticket Request Form.”

The screenshot shows the EMS website interface. On the left is a sidebar with navigation links: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE (EVENTS, LOCATIONS), and LINKS. The main content area has tabs for SITE HOME and MY HOME. Under 'My Reservation Templates', there is a list of reservation options. The 'UNL Housing Meal Ticket Request Form' is highlighted with a red arrow pointing to its 'book now' button.

Reservation Template	book now	about
UNL - ENREC Christenson Bldg & Area Use Request	book now	about
UNL - Reserve Huskertech Studio-One Button Studio	book now	about
UNL General Purpose Classroom Event Request	book now	about
UNL Housing Meal Ticket Request Form	book now	about

- You will be sent to the page below:

The screenshot shows the 'Create A Reservation' page for the 'UNL Housing Meal Ticket Request Form'. The page has a red header with the 'N' logo and the text 'Create A Reservation'. Below the header, there is a navigation bar with '1 Rooms', '2 Services', and '3 Reservation Details'. The '1 Rooms' step is active. The main content area is divided into two columns. The left column contains a search form with fields for Date, Start Time, End Time, and Location. The right column contains a 'Selected Rooms' section and a 'Room Search Results' section. The 'Room Search Results' section is currently empty.

**Search Form:**

- Date: Sat 02/04/2023 (with a calendar icon) and a 'Recurrence' button.
- Start Time: 6:00 AM (with a clock icon).
- End Time: 7:00 AM (with a clock icon).
- Create booking in this time zone: Central Time (dropdown menu).
- Locations: UNL - Housing Meal Tickets (with an 'Add/Remove' button).
- Search button.

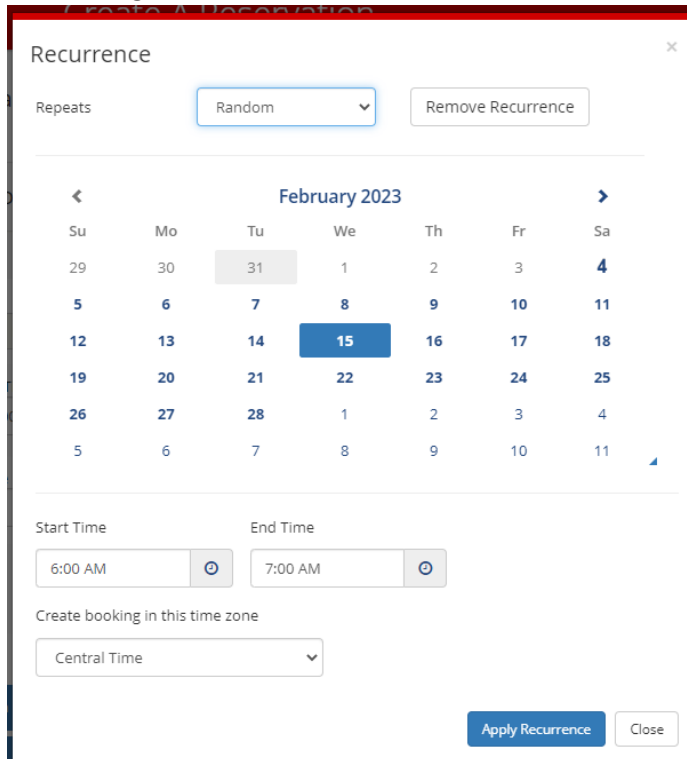
**Room Search Results:**

- Let Me Search For A Room (radio button).
- I Know What Room I Want (radio button).
- Room Name input field with a search icon.

- First Select the “Date” box if this is a one-day event. Click “Recurrence” if your event is on multiple days.
- The following examples and images are for multiple day’s events.

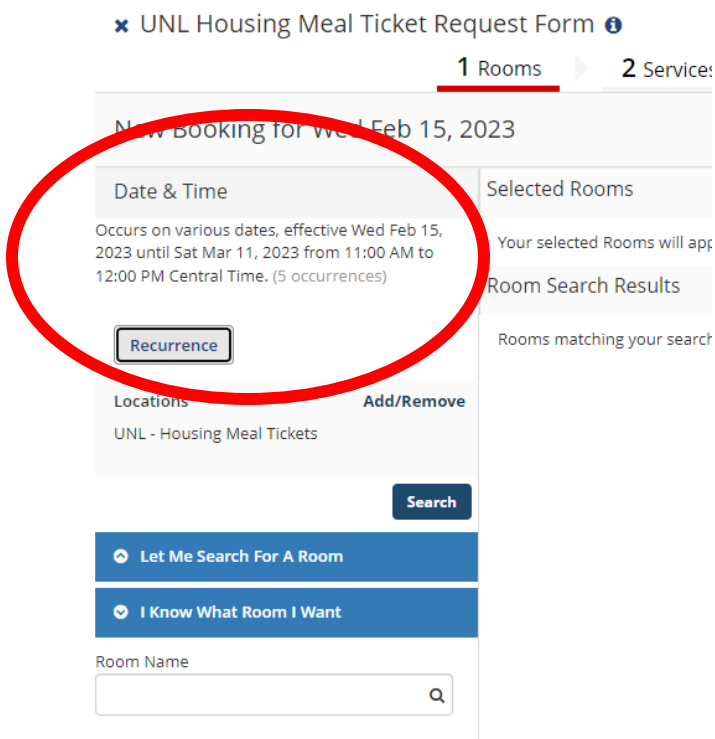
# EMS How-to

- If “Recurrence” is selected, a small calendar window will pop-up allowing you to select multiple dates along with the event times.



The image shows a 'Recurrence' modal window. At the top, there's a 'Repeats' dropdown menu set to 'Random' and a 'Remove Recurrence' button. Below this is a calendar for February 2023. The date '15' is selected and highlighted in blue. Under the calendar, there are fields for 'Start Time' (6:00 AM) and 'End Time' (7:00 AM), each with a clock icon. Below these is a 'Create booking in this time zone' dropdown menu set to 'Central Time'. At the bottom right, there are 'Apply Recurrence' and 'Close' buttons.

- Click “Apply Recurrence” once you have selected all the event’s date. You will see the listed time and date on your main screen as shown below.



The image shows a main booking screen for 'UNL Housing Meal Ticket Request Form'. At the top, there are tabs for '1 Rooms' and '2 Services'. Below the tabs, the title 'New Booking for Wed Feb 15, 2023' is displayed. The 'Date & Time' section is highlighted with a red circle and contains the text: 'Occurs on various dates, effective Wed Feb 15, 2023 until Sat Mar 11, 2023 from 11:00 AM to 12:00 PM Central Time. (5 occurrences)'. Below this text is a 'Recurrence' button. To the right of the 'Date & Time' section is the 'Selected Rooms' section. Below the 'Date & Time' section is the 'Locations' section, which lists 'UNL - Housing Meal Tickets' and has an 'Add/Remove' button. At the bottom, there is a 'Search' button and two blue buttons: 'Let Me Search For A Room' and 'I Know What Room I Want'. Below these buttons is a 'Room Name' search bar with a magnifying glass icon.

# EMS How-to

- Next, click the “Search” button in Dark blue to search for a Dining Centers available for your event(s). Make Sure you have the word “List” underline.

Date & Time

Occurs on various dates, effective Wed Feb 15, 2023 until Sat Mar 11, 2023 from 11:00 AM to 12:00 PM Central Time, (5 occurrences)

Recurrence

Locations

UNL - Housing Meal Tickets

Add/Remove

**Search**

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

☐ Favorite Rooms only.

Find A Room

**Search**

Room	Available	Location	Floor	TZ	Cap	Price	Filter Match
Rooms You Can Request							
+ Abel Dining Center	5/5	UNL - Abel-Sandoz Welcome Center	1st Floor	CT	300		<input type="checkbox"/>
+ Harper Dining Center	5/5	UNL - Harper Dining Center	2nd Floor	CT	300		<input type="checkbox"/>
+ Selleck Dining Room	5/5	UNL - Selleck Quadrangle	(none)	CT	0		<input type="checkbox"/>
+ East Campus Dining Center	4/5	UNL - Nebraska East Union	2nd Floor	CT	200		<input type="checkbox"/>
+ Willa Cather Dining Center	4/5	UNL - Willa S. Cather Dining Complex	2nd Floor	CT	300		<input type="checkbox"/>

- Click on the green “+” on the Dining Centers you would like your group to attend for your meals.
- Click “Next Step” to move on.

Services For Your Reservation

**Next Step**

UNL - Housing Meal Tickets

Breakfast

Admissions Office (Breakfast) | Departmental Recruitment (Brea...

Honors Program (Breakfast) | Non-University (Breakfast)

University Department (Breakfast)

Brunch

Admissions Office (Brunch) | Departmental Recruitment (Brun...

Non-University (Brunch) | University Department (Brunch)

Lunch

Admissions Office (Lunch) | Departmental Recruitment (Lunc...

Honors Program (Lunch) | Non-University (Lunch)

University Department (Lunch)

Dinner

Admissions Office (Dinner) | Departmental Recruitment (Dinn...

Honors Program (Brunch) | Honors Program (Dinner)

Non-University (Dinner) | University Department (Dinner)

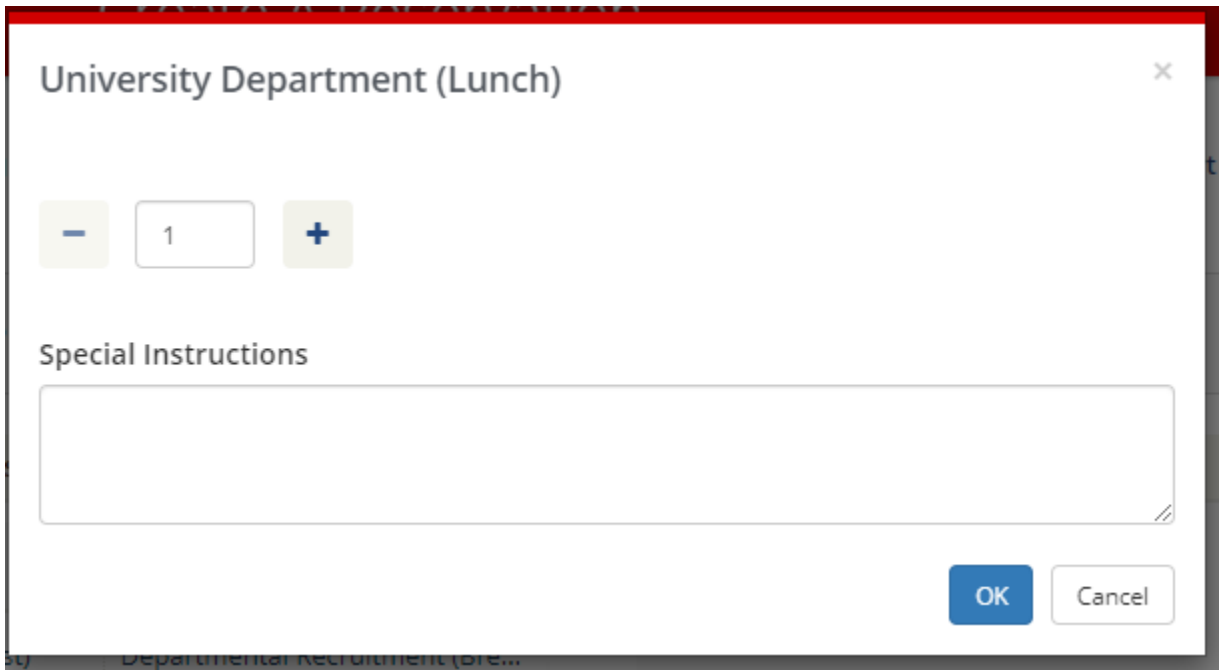
Billing Information

Cost Object \*

Services Summary

- Select the type of meals and type of events for your group.
- Break, Lunch, Dinner, or multiple meals for your groups are optional as well.
- Put additional information in the instruction box that popped up (Please include tax – if your CO needs to be taxed)

# EMS How-to



University Department (Lunch) ×

– 1 +

Special Instructions

OK Cancel

- A small pop-up box will allow you enter the number of tickets and any additional instructions we might need to know about your group.
- In the small box with the number 1 – you can click the “+” button or manually type in the number of tickets you would like to request.
- Enter your department’s CO or type in “Foundation” if your department is paying with foundation funds.
- Click “OK” and Click “Next Step” to move on.
- The next page is all about your contact information and how you would like to receive the tickets.
- You must contact the email address below separately to reserve the Lark Room for it belongs to Cather Dining Center and is not scheduled by Central.

# EMS How-to

## Event Details

Event Name \*

Testing

Event Type \*

Meal Tickets

## Group Details

Group \*

Housing Dining Service

1st Contact

(temporary contact)

1st Contact Name \*

Tina Pham

1st Contact Phone \*

4024729046

1st Contact Fax

1st Contact Email Address \*

opham3@unl.edu

2nd Contact

(none)

2nd Contact Phone

2nd Contact Fax

2nd Contact Email Address

## Additional Information

How do you want to receive your tickets? \*

Willa Cather 3rd Floor Front Desk

Reservation for the Lark room inside the Cather Dining will need to be made separately through Erendira Beesley (ebeesley2@unl.edu ) \*

I understand

## Billing Information

Cost Object \*

testing

Go Back

# EMS How-to

## Edit Event's Information

- The instruction below will guide requesters on how to edit the Meal Request form they have recently submitted.
- If the event is last minute or had already happened, you will no longer be able to change your submitted information. Send [Opham3@unl.edu](mailto:Opham3@unl.edu) for further assistance if you are unable to do so.

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

LINKS

Link to Google

SITE HOME

MY HOME

My Reservation Templates

UNL - ENREC Christenson Bldg & Area Use Request

UNL - Reserve Huskertech Studio-One Button Studio

UNL General Purpose Classroom Event Request

UNL Housing Meal Ticket Request Form

My Bookings

Testing	Wed Feb 15, 2023/ Thu Mar 9, 2023 (multi-booking)	UNL - Willa S. Cather Dining Complex - Willa Cather Dining Center	Housing Dining Service ✓	1143027	Shared Space Internal
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- Log back into the EMS page as instructed on the first step.
- Click "My EVENTS" on the left-hand side menu.
- Select the Event you would like to edit.

# EMS How-to

- You will be land on the page below to make changes to Reservation details and bookings.

◀ My Events / Testing beginning Feb 15, 2023 (1143027)

RESERVATION DETAILS

ADDITIONAL INFORMATION

Edit Reservation Details

Event NameTesting

Event TypeMeal Tickets

GroupHousing Dining Service

1st Contact NameTina Pham

Reservation Tasks

Add Services

Cancel Services

Booking Tools

✕ Cancel Reservation

View Reservation Summary

View Service Availability

Send Invitation

Bookings

CURRENT

PAST

☐ Include cancelled bookings

Cancel Bookings

Booking Tools

New Booking

Edit	Remove	Date ^	Start Time	End Time	Time Zone	Location	Status
		Wed Feb 15, 2023	11:00 AM	12:00 PM	CT	UNL - Willa S. Cather Dining Complex - Willa Cather Dining Center	Shared Space Internal
<div><div>Warning: Booking in conflict status or had a resource quantity reset</div><div>View Services   Manage Services</div></div>							
		Fri Feb 24, 2023	11:00 AM	12:00 PM	CT	UNL - Willa S. Cather Dining Complex - Willa Cather Dining Center	Shared Space Internal
<div><div>Warning: Booking in conflict status or had a resource quantity reset</div><div>View Services   Manage Services</div></div>							
		Tue Feb 28, 2023	11:00 AM	12:00 PM	CT	UNL - Willa S. Cather Dining Complex - Willa Cather Dining Center	Shared Space Internal
<div><div>Warning: Booking in conflict status or had a resource quantity reset</div><div>View Services   Manage Services</div></div>							
		Thu Mar 9, 2023	11:00 AM	12:00 PM	CT	UNL - Willa S. Cather Dining Complex - Willa Cather Dining Center	Shared Space Internal
<div><div>Warning: Booking in conflict status or had a resource quantity reset</div><div>View Services   Manage Services</div></div>							

- Click the Pen Icon to change information on the specific dates.
- In this example, the requesters need to have different tickets for different dates. This information will affect the total number of tickets requested.
- Dining Staff will be notified of the changes and forward the information to the Dining Centers so they can prepare enough food and staff for students and incoming guest.
- The Image below is the results from the manual adjustments.



# EMS How-to

University of Nebraska Housing  
1115 N 16th St  
Lincoln NE 68588-0622  
402-472-3561 / 402-817-4952

## Request Summary (Do Not Reply or Forward)

Group	Reservation 1143027		
Tina Pham Housing Dining Service	Event Name: Testing Cost Object testing Status: Shared Space Internal		
bookings	Quantity	Price	Amount
Cost Object Allocation			
testing 100.00 %			
UNL - Housing - Ticket Pick up			
Willa Cather 3rd Floor Front Desk			
UNL - Housing Lark Room			
I understand			
<b><u>Wednesday, February 15, 2023</u></b>			
11:00 AM - 12:00 PM Testing (Shared Space Internal) WDCDC Willa Cather Dining Center			
Special Instructions for 1			
UNL - Housing Meal Tickets:			
University Department (Lunch)	10	\$8.40	\$84.00
Tina Testing			
<b><u>Friday, February 24, 2023</u></b>			
11:00 AM - 12:00 PM Testing (Shared Space Internal) WDCDC Willa Cather Dining Center			
Special Instructions for 1			
UNL - Housing Meal Tickets:			
University Department (Lunch)	16	\$8.40	\$134.40
Tina Testing			
<b><u>Tuesday, February 28, 2023</u></b>			
11:00 AM - 12:00 PM Testing (Shared Space Internal) WDCDC Willa Cather Dining Center			
Special Instructions for 1			
UNL - Housing Meal Tickets:			
University Department (Lunch)	5	\$8.40	\$42.00
Tina Testing			
<b><u>Thursday, March 9, 2023</u></b>			
11:00 AM - 12:00 PM Testing (Shared Space Internal) WDCDC Willa Cather Dining Center			
Special Instructions for 1			
UNL - Housing Meal Tickets:			
University Department (Lunch)	50	\$8.40	\$420.00
Tina Testing			

- The price is not our actual price.
- You will see a "Booking Conflict" error, this can be ignored – we are using the same system as the university room reservation and system thinks we are unable to have more than one event in the dining room. That is false, we can have more than one event in our dining center!
- Do not Forward your reservation email to us. If you must, please change the subject and remove some of the content in the body, otherwise, your email will be moved to the receipt copy file and buried. As a result, our staff will not be able to answer your inquiries.