EMS MOBILE APP

User Guide

V44.1

Last Updated: January 16, 2018

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EMS Mobile App User Guide

EMS Mobile App enables easy booking and scheduling on-the-go for mobile devices by enabling you to manage space on mobile devices, such as tablets and smartphones. Simple touchscreen gestures on mobile devices allow you to scan QR codes for rooms and to cancel, end, or check in to meetings.

Introduction

EMS Mobile App enables easy booking and scheduling on-the-go for mobile devices by enabling you to manage space on mobile devices, such as tablets and smartphones. Simple touchscreen gestures on mobile devices allow you to scan QR codes for rooms and to cancel, end, or check in to meetings.

SYSTEM REQUIREMENTS FOR EMS MOBILE APP

The EMS Mobile App—which includes the EMS Platform Services—has specific requirements on top of the general EMS server and database requirements.

> **NOTE:** You must upgrade to EMS V44.1 (released June 30, 2016) to

> have the EMS Mobile App. It is not available for earlier versions of EMS.

Supported Platforms
Android 4.4, 5.0, 6.0
iOS 9.x, 10.x, 11.x

Prerequisites

To host and install EMS Mobile App, you will need the following:

- EMS database server, web server and Platform Services (see Requirements)
- Mobile phone(s)

EMS MOBILE OR EMS MOBILE WEB APP: WHAT'S THE DIFFERENCE?

Although their names are similar and they share the same databases, these products have very different applications.

EMS MOBILE APP = EMS APPLICATION FOR MOBILE DEVICES

This is a separate software application EMS produces specifically to run on mobile devices such as smartphones.

FEATURES OF EMS MOBILE APP (WHICH ARE NOT IN EMS WEB APP)

- Ultra-compact display designed for smartphones
- Two factor authentication method
- QR Code functionality

EMS MOBILE APP = EMS WEB APP ON A MOBILE BROWSER

This is the EMS Web App as it displays when running on a web browser on a mobile device, such as a tablet.

FEATURES OF EMS WEB APP (WHICH ARE NOT IN EMS MOBILE APP)

- Browse Events
- Browse People
- Act As (delegation feature)
- Edit Account Details
- Edit Delegates
- Edit Everyday User Process templates

HOW DO I INSTALL IT?

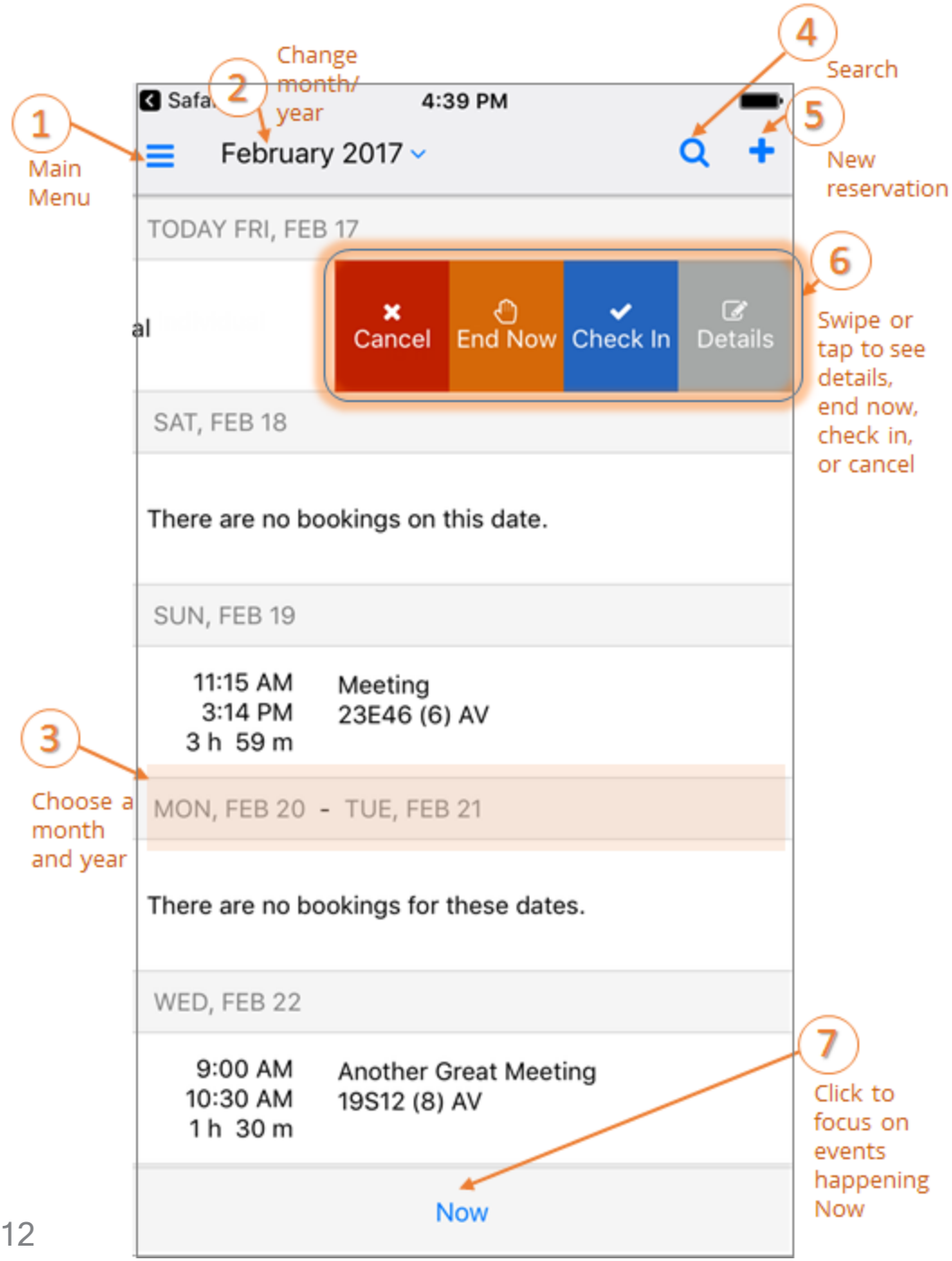
If your organization has EMS Web Users licensing, no additional license for EMS Mobile App is required. Your administrator will need to:

1. Download the installation files from the EMS Customer Portal.
2. Install EMS Platform Services and connect to your organization's web server.
3. Set up user authentication.

Once these components are in place, users at your organization can add EMS Mobile App to their mobile devices (as a private or public deployment) and enter your server URL and (optional) credentials to authenticate.

HOW DO I USE IT?

Once you've logged in, you can follow the tips below to interact with your calendar and see your events. Your calendar shows only current and upcoming events.


1
Main Menu
2
Change month/ year
4
Search
5
New reservation
6
Swipe or tap to see details, end now, check in, or cancel
3
Choose a month and year
7
Click to focus on events happening Now
4:39 PM
February 2017
TODAY FRI, FEB 17
Cancel
End Now
Check In
Details
SAT, FEB 18
There are no bookings on this date.
SUN, FEB 19
11:15 AM
3:14 PM
3 h 59 m
Meeting
23E46 (6) AV
MON, FEB 20 - TUE, FEB 21
There are no bookings for these dates.
WED, FEB 22
9:00 AM
10:30 AM
1 h 30 m
Another Great Meeting
19S12 (8) AV
Now

TIP: Get up to speed fast using ourEMS Mobile App Video Tutorials:

- Booking a Desk or Meeting
- Booking a Meeting By Scanning a QR Code

What's New

DESIGNED FOR EVERYDAY USERS ON THE GO

EMS Mobile App, available on iOS and Android smartphones, is designed primarily for everyday users "on the go." It allows users to make simple reservations in unmanaged spaces (i.e., spaces without services and approvals), such as workspaces and open conference rooms. For example, everyday users may want to:

- Book a meeting space with a few attendees while traveling from their hotel room
- Change the time and/or room for an existing booking
- View where their upcoming meeting is located
- Check-in to or cancel their upcoming meeting

EMS Mobile App uses your phone's hardware features. You can use your phone's camera to scan a QR code to book or check-in to meetings. Administrators can set a proximity-based check-in distance so that users will be able to check-in to their meeting when they are within a certain distance of the building.

Although EMS Mobile App contains many features available on the desktop-browser based EMS Web App, there are some key differences between the two.

EMS MOBILE APP FEATURES NOT IN EMS WEB APP

- Hardware: location, camera
- Offline capability
- Ability to integrate with other mobile apps (e.g., Maps)
- Ultra-compact display designed for smartphones
- Two-factor authentication method
- QR Code functionality

- Proximity-based location search
- Proximity-based check-in validation

EMS WEB APP FEATURES NOT IN EMS MOBILE APP

- Browse events and people
- Act As (delegation feature)
- Edit account details
- Edit delegates
- Edit everyday user process template defaults
- Create / edit service orders

WHAT'S NEW IN THE UPDATE 9 RELEASE

This release introduces several enhancements, summarized below (see also: Mobile App Release Notes for Update 9):

PERFORMANCE: CHANGES TO THE TECHNOLOGY STACK

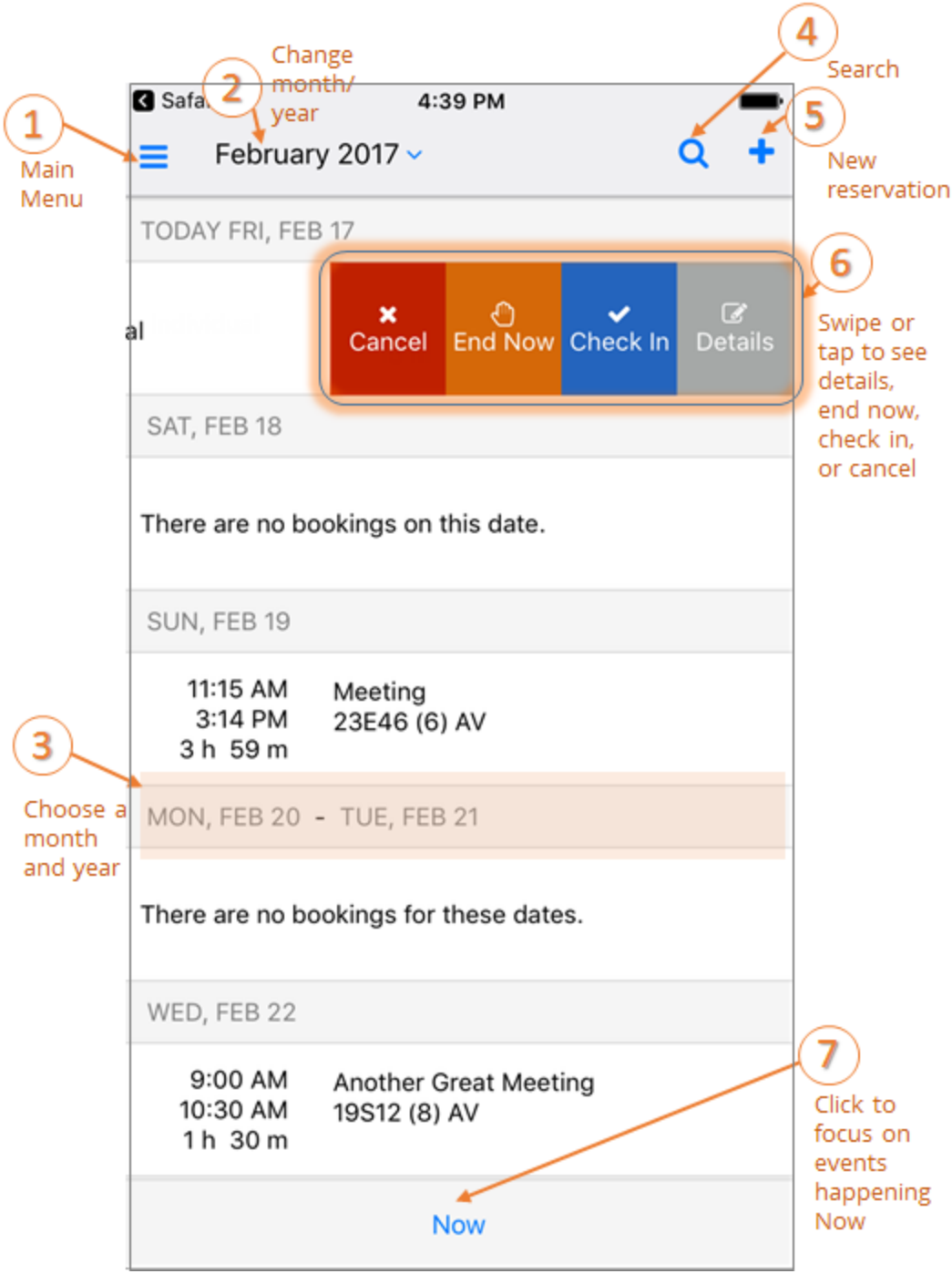
- EMS Mobile API to new Middle-tier product: EMS Platform Services (the first EMS application to consume RESTful API)
- React Native framework for app development
- Updated architecture

FUNCTIONALITY

- New user authentication options: new SSO authentication options, persistent authentication option, new EMS Mobile App Admin page
- Create reservation: enhanced the filter for room search (now filters by Area, Building, Views, Capacity), smart defaults for start time and end time, time zone default to selected location
- List view: removed past bookings, improved user interface improvements
- Favorite rooms: added room filter

Get Started With EMS Mobile

Once you've Log In, Reset Password, or Create an Account, you can follow the tips below to interact with your calendar and see your events. Your calendar shows only current and upcoming events.


1
Main Menu
2
Change month/ year
4
Search
5
New reservation
6
Swipe or tap to see details, end now, check in, or cancel
3
Choose a month and year
7
Click to focus on events happening Now
Safa
4:39 PM
February 2017
TODAY FRI, FEB 17
Cancel
End Now
Check In
Details
SAT, FEB 18
There are no bookings on this date.
SUN, FEB 19
11:15 AM
3:14 PM
3 h 59 m
Meeting
23E46 (6) AV
MON, FEB 20 - TUE, FEB 21
There are no bookings for these dates.
WED, FEB 22
9:00 AM
10:30 AM
1 h 30 m
Another Great Meeting
19S12 (8) AV
Now

Log In, Reset Password, or Create an Account

This section provides instructions on:

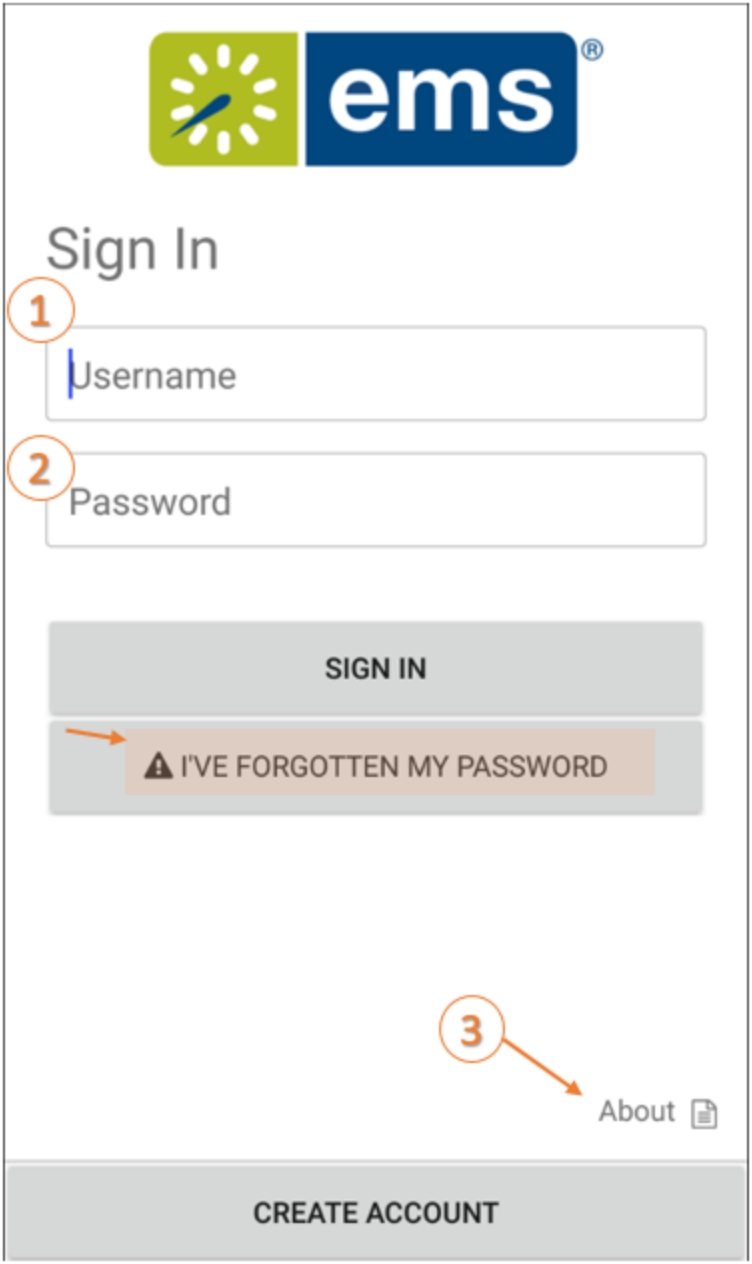
- Log In to EMS Mobile App
- Reset Your Password
- Create an Account

LOG IN TO EMS MOBILE APP

To log in to the EMS Mobile App:

1. Enter your **Username**.

2. Enter your **Password**. Click **Sign In**.


ems
Sign In
1
Username
2
Password
SIGN IN
I'VE FORGOTTEN MY PASSWORD
3
About
CREATE ACCOUNT

3. Click **About** to view the following information:
    - Change API URL
    - Version Information
    - Location Services
    - QR Code Scanner
    - Logs
    - Import SSO Configuration

RESET YOUR PASSWORD

To reset your password:

1. If you've forgotten your password, navigate to the **Sign In** page and click the **I've forgotten my password** link.
2. Provide your **username**:
    - If the username is in the EMS system, an email will be sent to the corresponding email address containing reset password instructions.

» If the username is not in the EMS system, you will receive an error message and no reset instructions will be sent via email.

CREATE AN ACCOUNT

> **TIP:** The Create Account link displays only if your Administrator has enabled it and your EMS Mobile App has retained the EMS Native authentication. The **CREATE ACCOUNT** option is not available for Windows, LDAP, and SSO authentications.

1. Click the **Create Account** link at the bottom of the **Sign In** screen.
2. You will be asked to provide:
    a. Email Address
    b. Password
    c. Re-enter Password
    d. EMS Server URL

e. Name

f. Phone 1

g. Time Zone

h. Additional Details

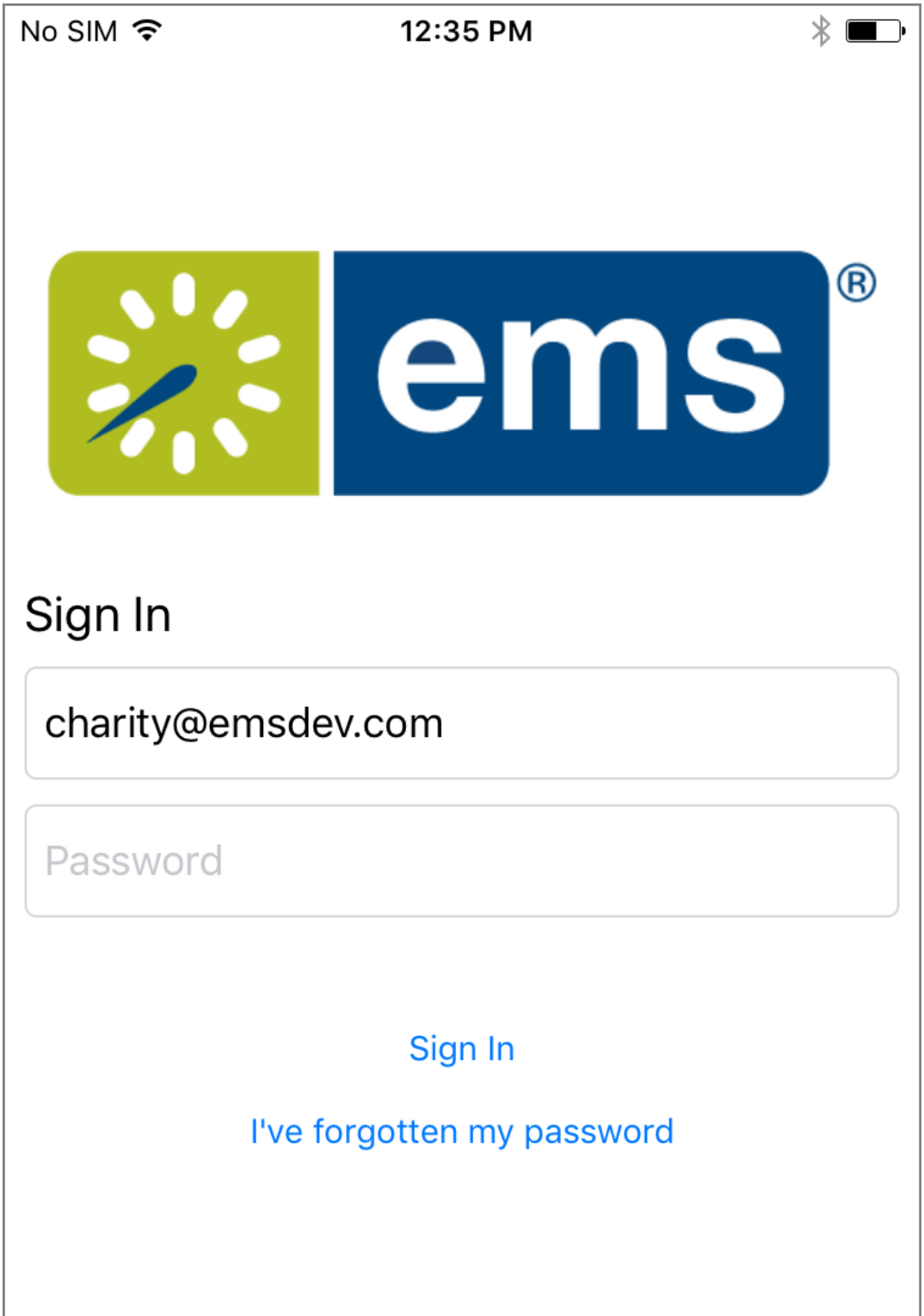
i. Accept the Terms of Use and Create Account

3. Click **Create Account**.

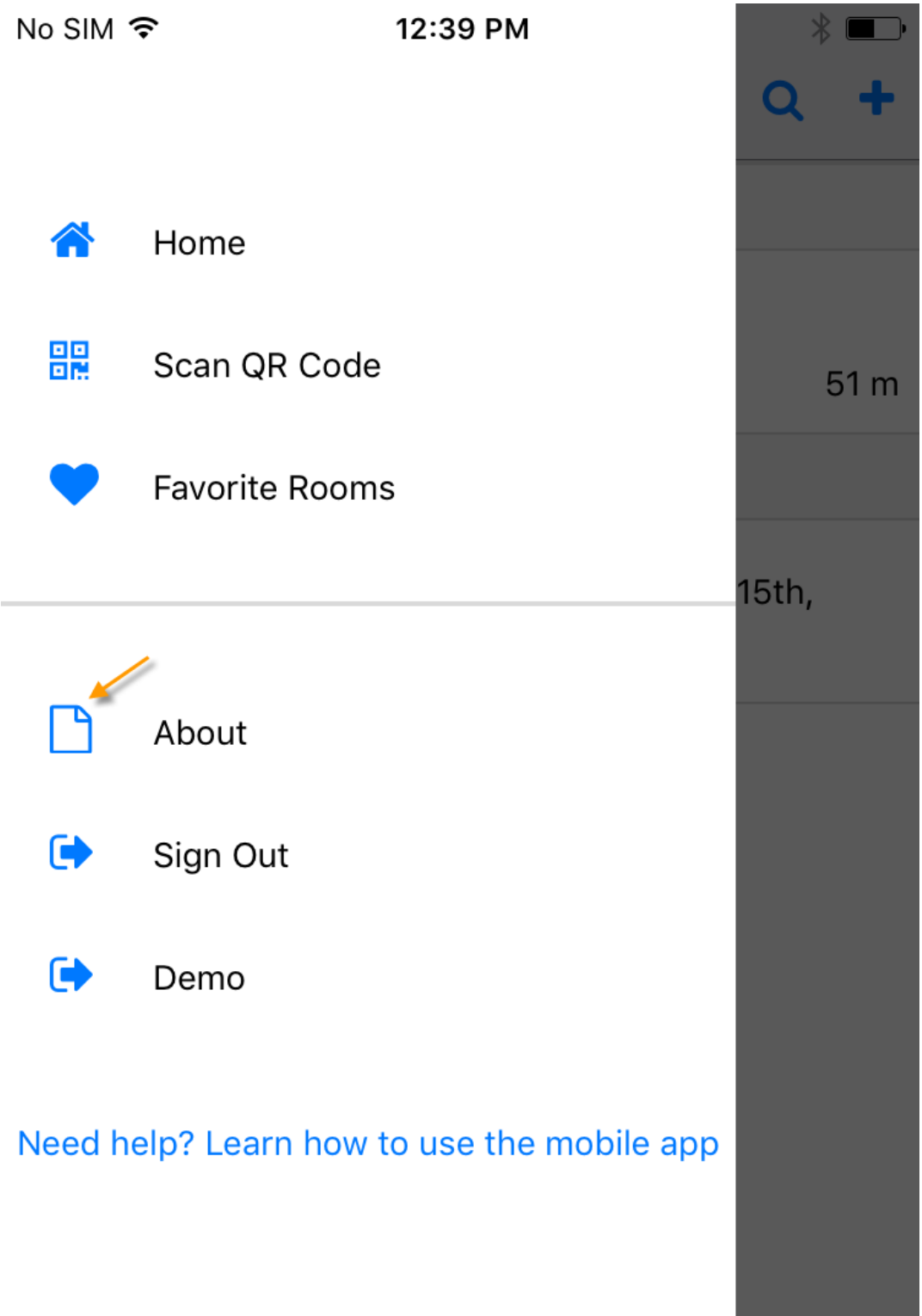
Enter Your Server URL

You can view and/or change the API URL to which your EMS Mobile App points in one of two ways:

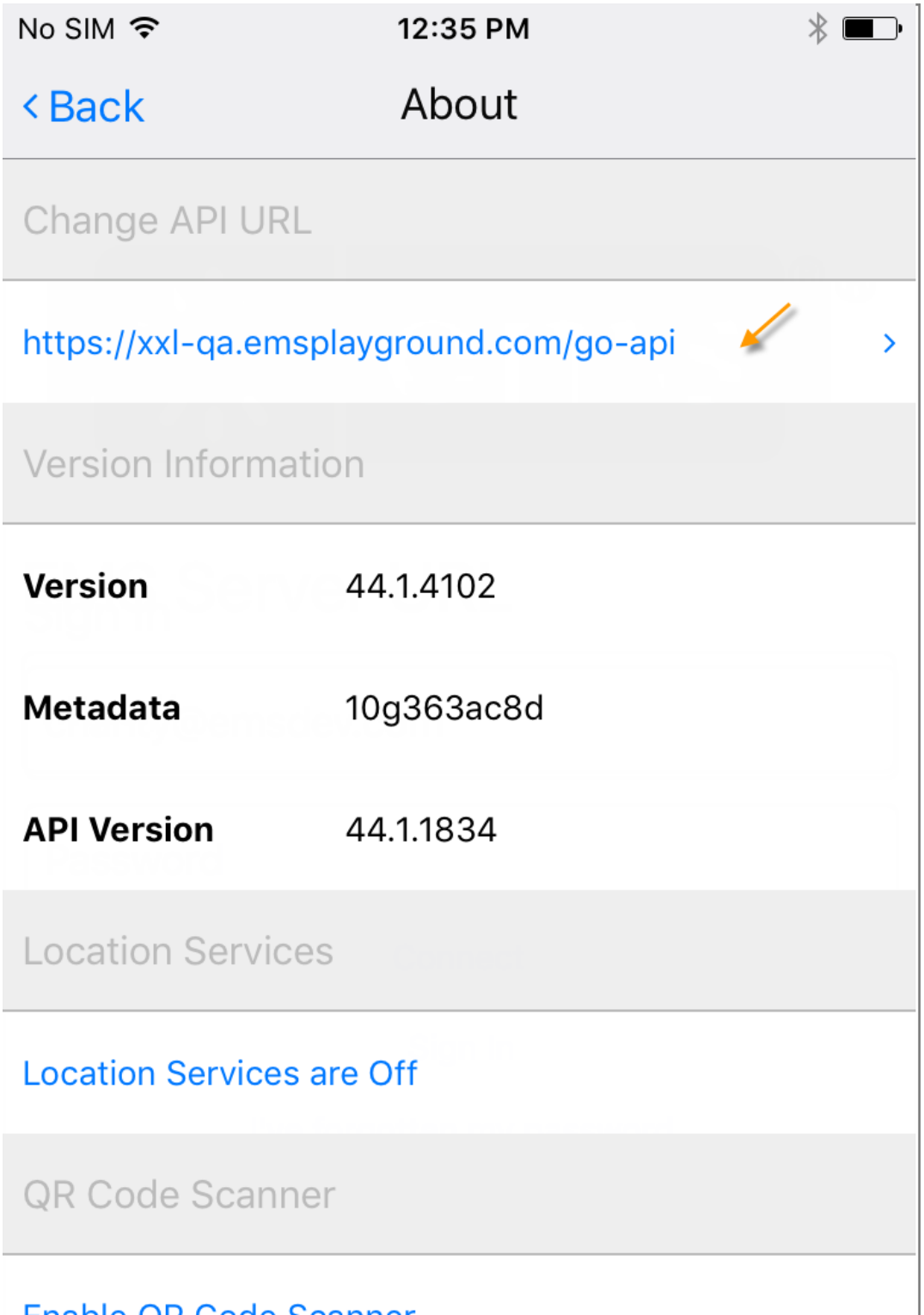
1. From the **Sign in** screen, tap **About** in the lower right-hand corner.


No SIM
12:35 PM
ems
Sign In
charity@emsdev.com
Password
Sign In
I've forgotten my password

2. Once you are signed in, tap on the menu and navigate to the **About** screen.


No SIM
12:39 PM
Home
Scan QR Code
Favorite Rooms
About
Sign Out
Demo
Need help? Learn how to use the mobile app
51 m
15th,

3. Either option will allow you to view, enter, or change the URL. Check with your Administrator for the correct URL.

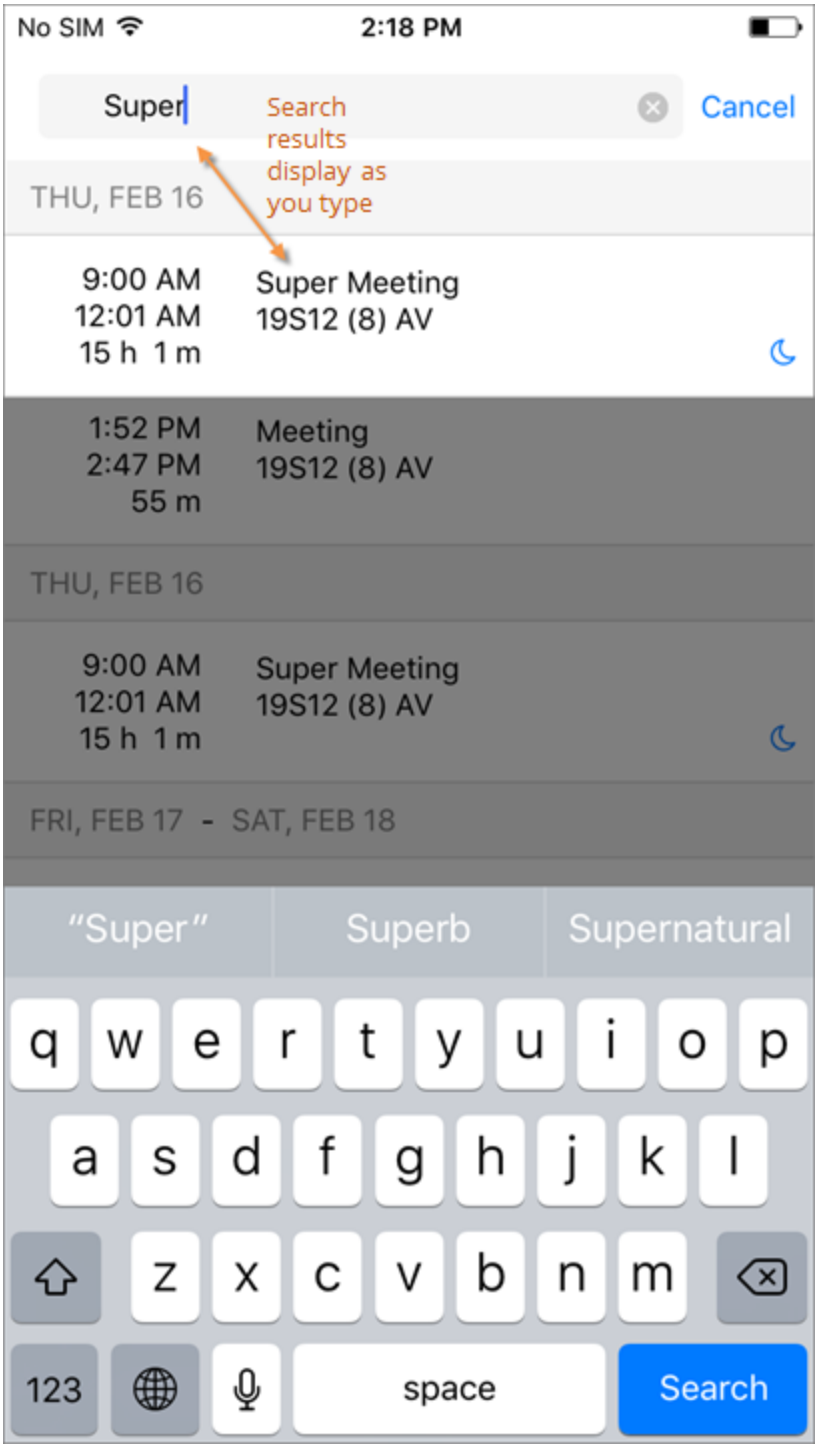

No SIM
12:35 PM
Back
About
Change API URL
https://xxl-qa.emsplayground.com/go-api
Version Information
Version
44.1.4102
Metadata
10g363ac8d
API Version
44.1.1834
Location Services
Location Services are Off
QR Code Scanner

4. Tap **Connect** to finalize the new entry.

Search for Events

To search for existing events:

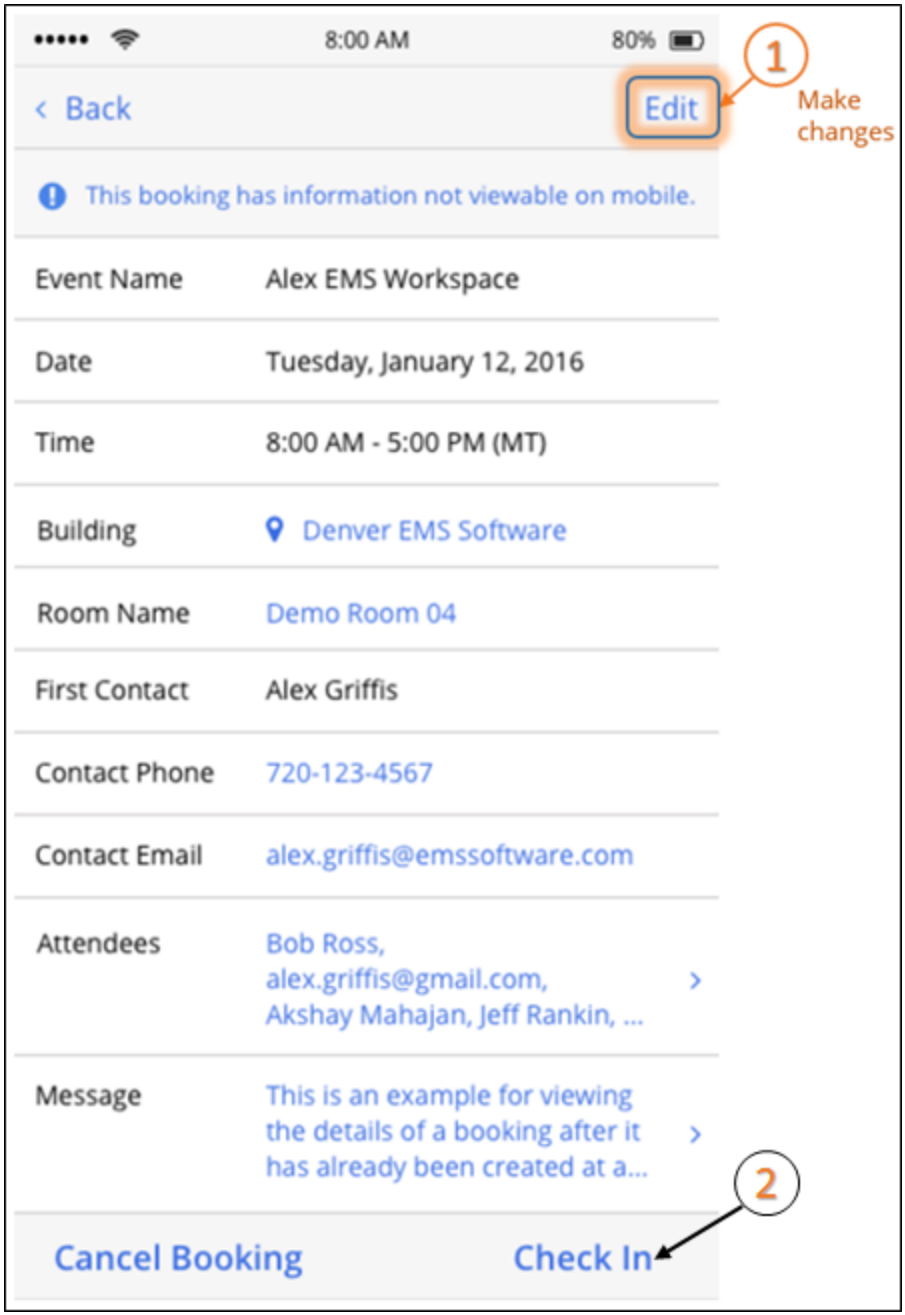
1. Tap the Search icon and enter a keyword in the Search field.


No SIM
2:18 PM
Super
Search results display as you type
Cancel
THU, FEB 16
9:00 AM
12:01 AM
15 h 1 m
Super Meeting
19S12 (8) AV
1:52 PM
2:47 PM
55 m
Meeting
19S12 (8) AV
THU, FEB 16
9:00 AM
12:01 AM
15 h 1 m
Super Meeting
19S12 (8) AV
FRI, FEB 17 - SAT, FEB 18
"Super"
Superb
Supernatural
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123
space
Search

Check In to Meetings

You can Check In to an event in one of two ways:

1. From the Calendar on the **Home** page, locate the event you want to check in to.
    a. If it is with in the pre-determined check-in time period, a **Check In** option will appear when you swipe right. The meeting organizer or booking template usually determines how soon before a meeting you can check in.
2. You can also Check In by opening and/or editing an event.
    a. Tap on the event and click **Edit** in the upper right-hand corner.
    b. Click **Check In**.

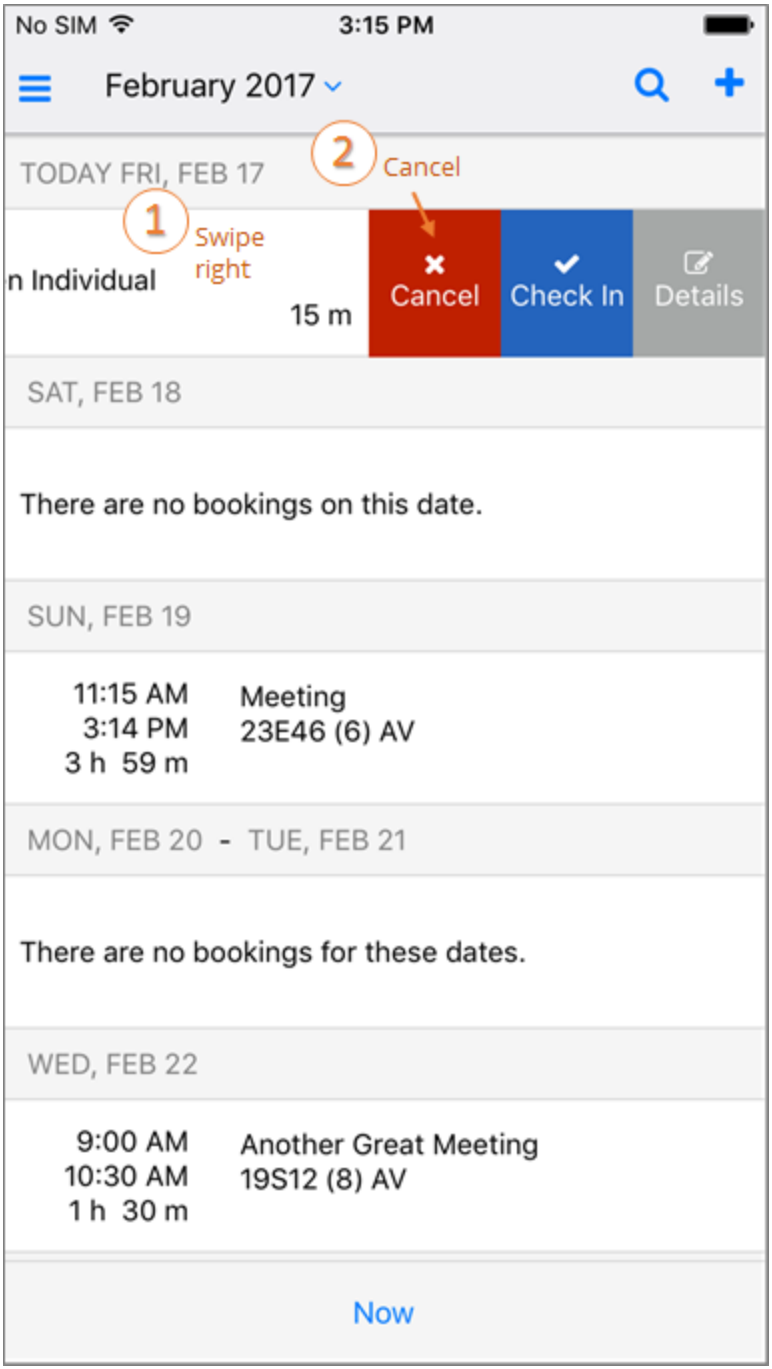

8:00 AM
80%
Back
Edit
1
Make changes
This booking has information not viewable on mobile.
Event Name
Alex EMS Workspace
Date
Tuesday, January 12, 2016
Time
8:00 AM - 5:00 PM (MT)
Building
Denver EMS Software
Room Name
Demo Room 04
First Contact
Alex Griffis
Contact Phone
720-123-4567
Contact Email
alex.griffis@emssoftware.com
Attendees
Bob Ross, alex.griffis@gmail.com, Akshay Mahajan, Jeff Rankin, ...
Message
This is an example for viewing the details of a booking after it has already been created at a...
2
Cancel Booking
Check In

Cancel a Meeting

You can cancel an existing meeting in one of two ways:

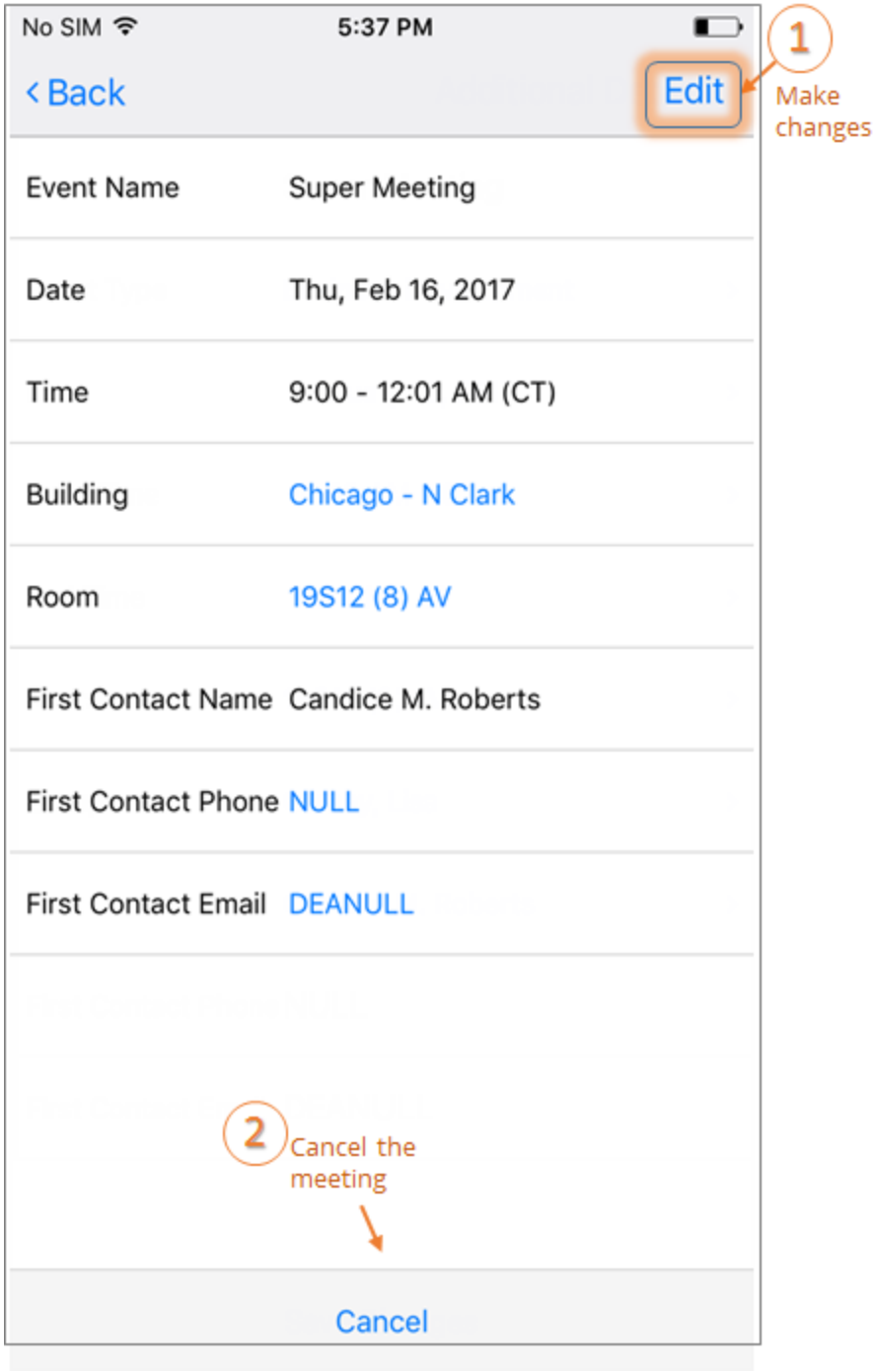
1. From the Calendar on the **Home** page, locate the meeting you want to cancel.
    a. If you are able to Cancel the meeting, a **Cancel** option will appear when you swipe right. The meeting organizer or booking template usually determines your permissions control and whether you can

cancel a meeting. If enabled, attendees will be notified.


No SIM
3:15 PM
February 2017
TODAY FRI, FEB 17
2
Cancel
1
Swipe right
n Individual
15 m
Cancel
Check In
Details
SAT, FEB 18
There are no bookings on this date.
SUN, FEB 19
11:15 AM
3:14 PM
3 h 59 m
Meeting
23E46 (6) AV
MON, FEB 20 - TUE, FEB 21
There are no bookings for these dates.
WED, FEB 22
9:00 AM
10:30 AM
1 h 30 m
Another Great Meeting
19S12 (8) AV
Now

2. You can also Cancel by opening and/or editing an event.

   a. Tap on the event and click **Edit** in the upper right-hand corner. Click **Cancel**.


No SIM
5:37 PM
Back
Edit
1
Make changes
Event Name
Super Meeting
Date
Thu, Feb 16, 2017
Time
9:00 - 12:01 AM (CT)
Building
Chicago - N Clark
Room
19S12 (8) AV
First Contact Name
Candice M. Roberts
First Contact Phone
NULL
First Contact Email
DEANULL
2
Cancel the meeting
Cancel

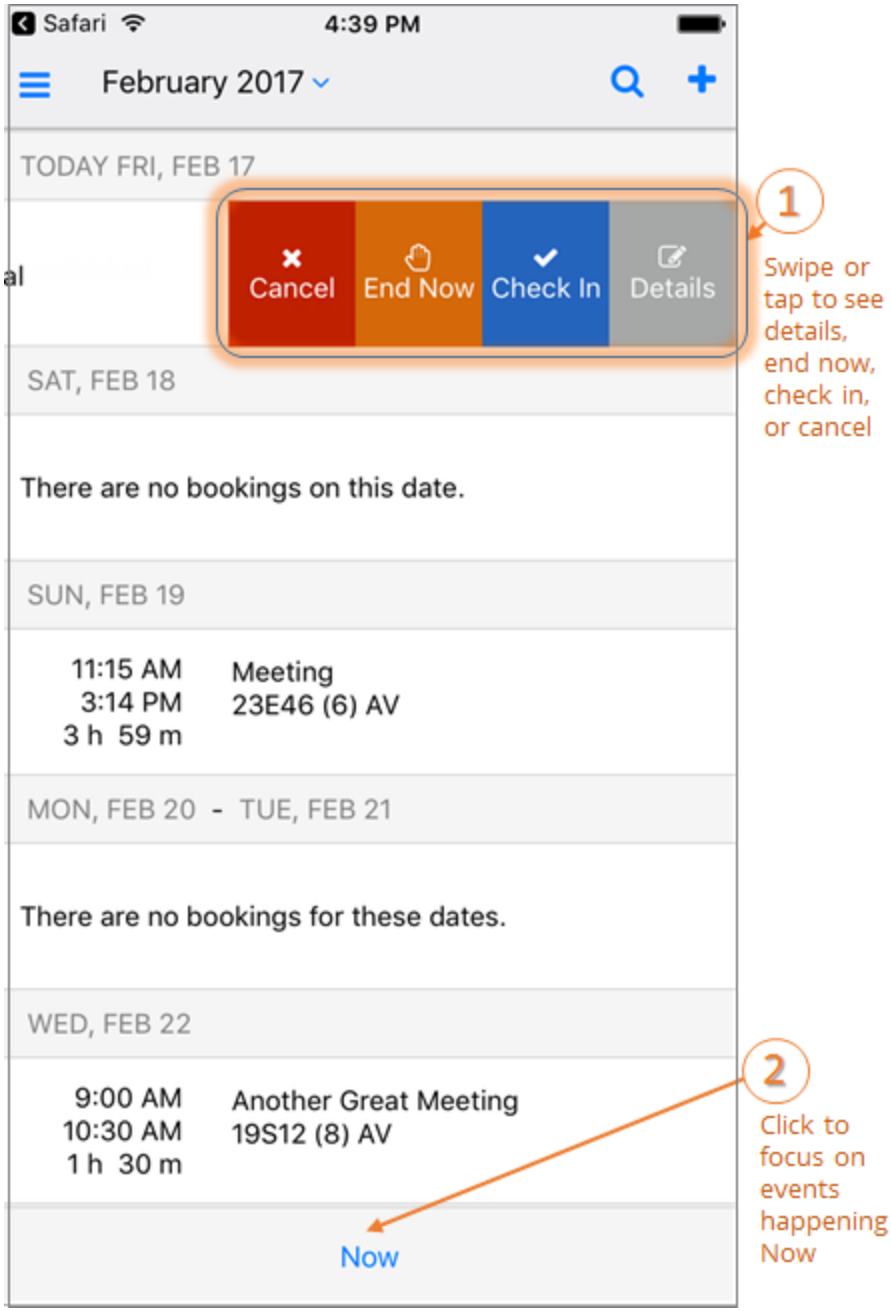
End a Meeting Early

If your meeting has taken less than the reserved time, you can End a meeting early to release the space for others.

You can End a Meeting early in one of two ways:

1. From the Calendar on the **Home** page, locate the meeting you want to **End Now**.
    a. If you are able to End the meeting, an **End Now** option will appear when you swipe right. The meeting organizer or booking template

usually determines whether this option is available.


Safari
4:39 PM
February 2017
TODAY FRI, FEB 17
al
Cancel
End Now
Check In
Details
1
Swipe or tap to see details, end now, check in, or cancel
SAT, FEB 18
There are no bookings on this date.
SUN, FEB 19
11:15 AM
3:14 PM
3 h 59 m
Meeting
23E46 (6) AV
MON, FEB 20 - TUE, FEB 21
There are no bookings for these dates.
WED, FEB 22
9:00 AM
10:30 AM
1 h 30 m
Another Great Meeting
19S12 (8) AV
Now
2
Click to focus on events happening Now

2. You can also End a meeting by opening and/or editing an event.

   b. Tap on the event and click **Edit** in the upper right-hand corner. Click **End Now**.

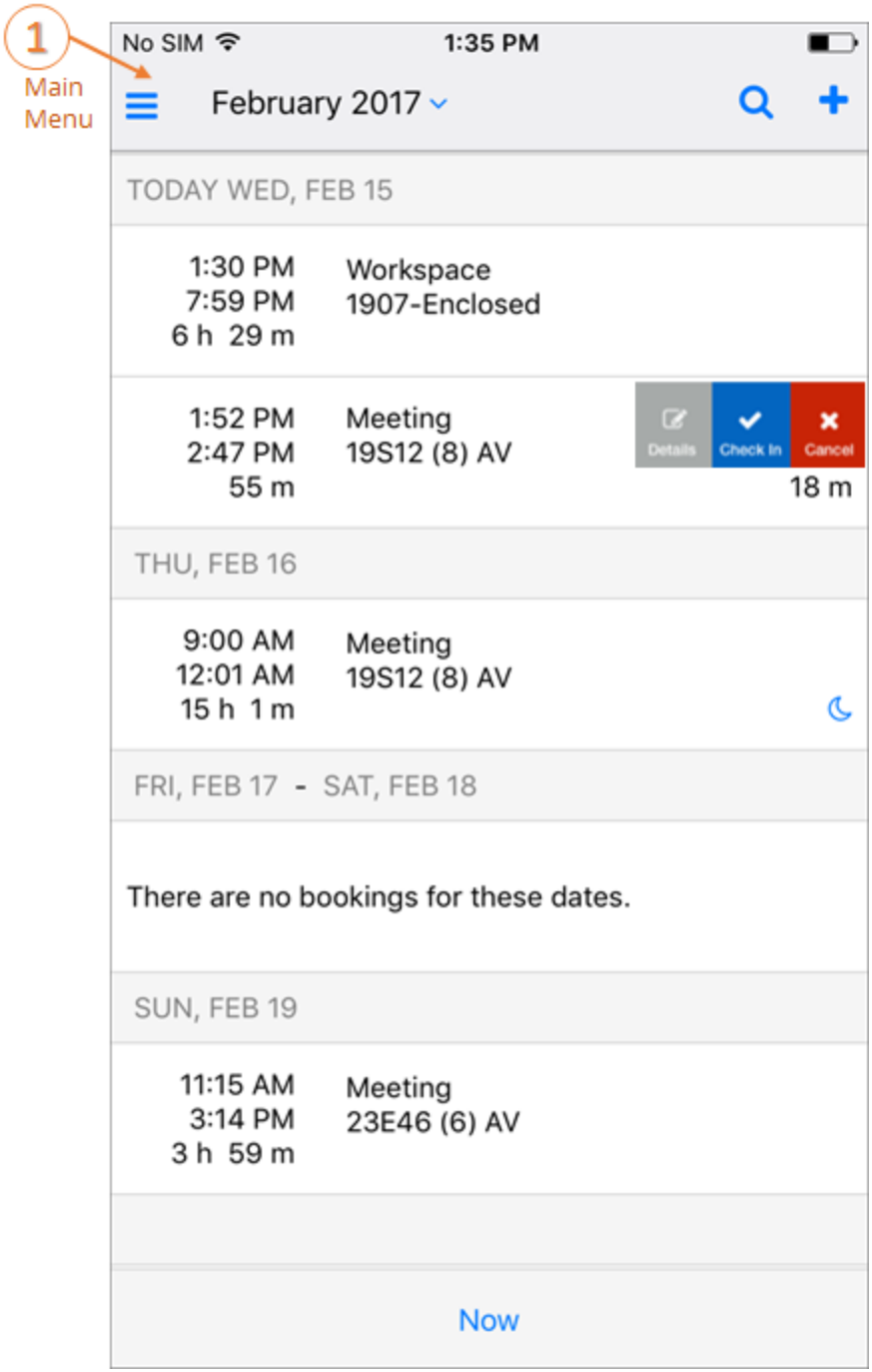
See Also: Invite People

Assign Favorite Locations

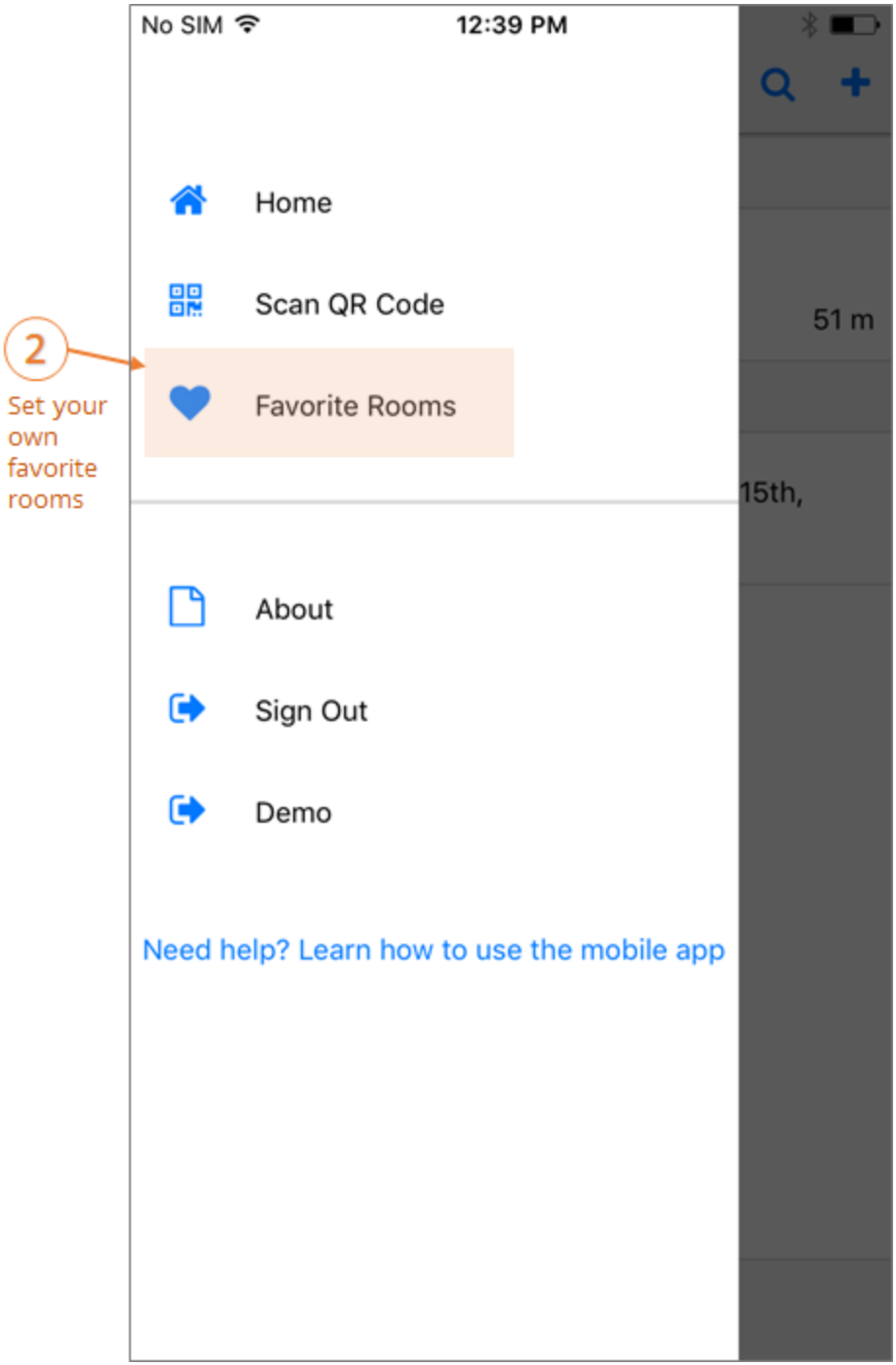
Assigning favorite locations streamlines the booking process and filters your location search results.

To assign a location as a favorite:

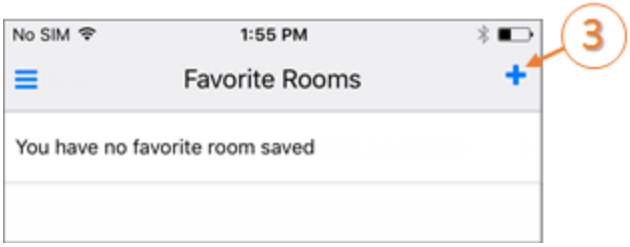
1. Tap the main menu icon in the upper left corner of the **Home** screen.


1
Main Menu
No SIM
1:35 PM
February 2017
TODAY WED, FEB 15
1:30 PM
7:59 PM
6 h 29 m
Workspace
1907-Enclosed
1:52 PM
2:47 PM
55 m
Meeting
19S12 (8) AV
Details
Check In
Cancel
18 m
THU, FEB 16
9:00 AM
12:01 AM
15 h 1 m
Meeting
19S12 (8) AV
FRI, FEB 17 - SAT, FEB 18
There are no bookings for these dates.
SUN, FEB 19
11:15 AM
3:14 PM
3 h 59 m
Meeting
23E46 (6) AV
Now

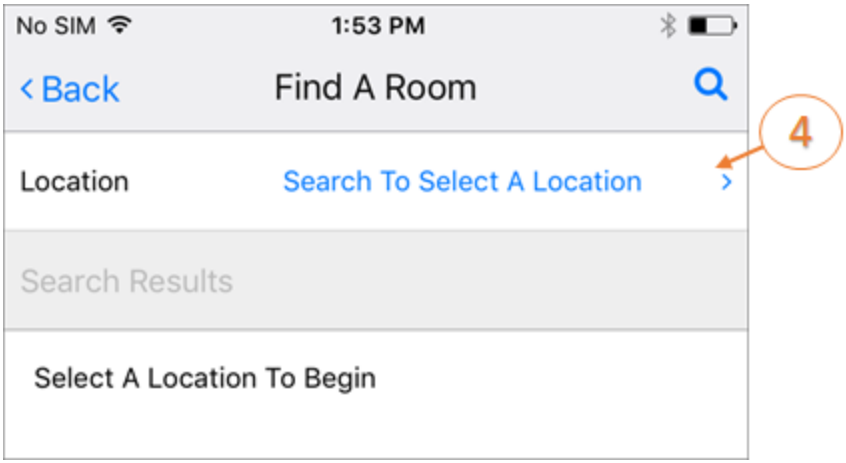
2. Tap **Favorite Locations**.


No SIM
12:39 PM
Home
Scan QR Code
Favorite Rooms
About
Sign Out
Demo
Need help? Learn how to use the mobile app
51 m
15th,
2
Set your own favorite rooms

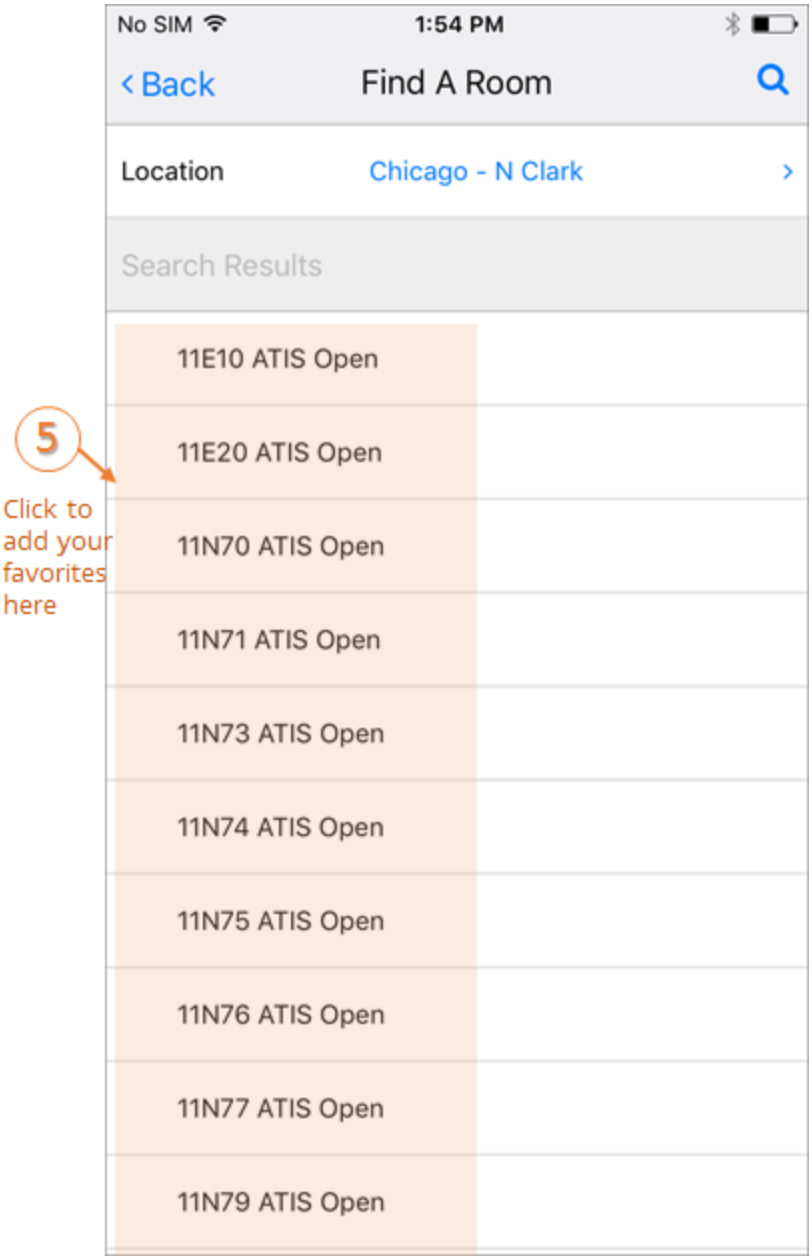
3. Click the + symbol to add Favorites.



4. The Find a Location screen will appear. Search for rooms by **Location**.



5. Choose a location from the Search Results list. When you search for locations during the booking process, those that are in your favorites list will be listed first.

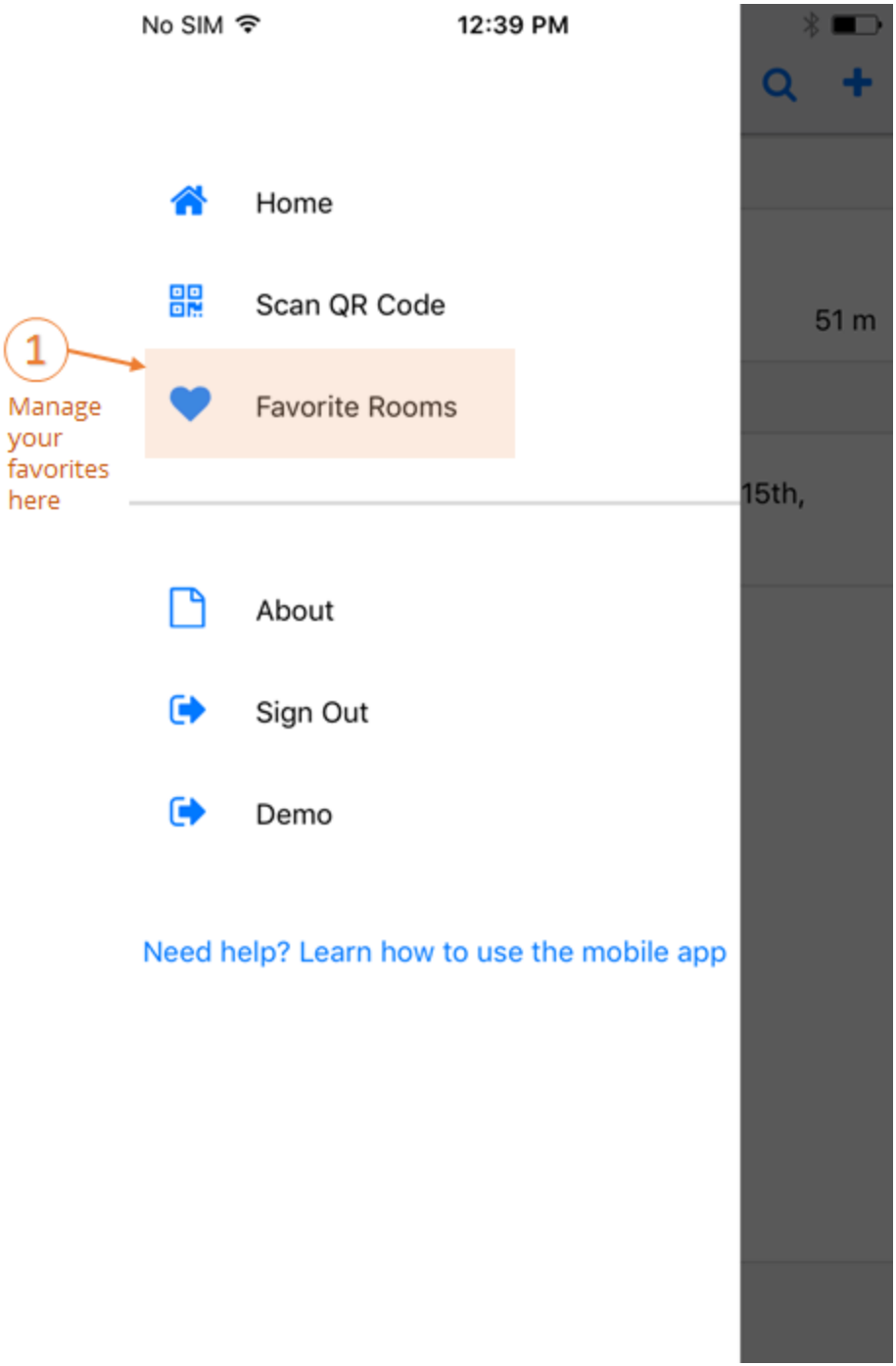

No SIM
1:54 PM
Back
Find A Room
Location
Chicago - N Clark
Search Results
11E10 ATIS Open
11E20 ATIS Open
11N70 ATIS Open
11N71 ATIS Open
11N73 ATIS Open
11N74 ATIS Open
11N75 ATIS Open
11N76 ATIS Open
11N77 ATIS Open
11N79 ATIS Open
5
Click to add your favorites here

Remove a Favorite Location

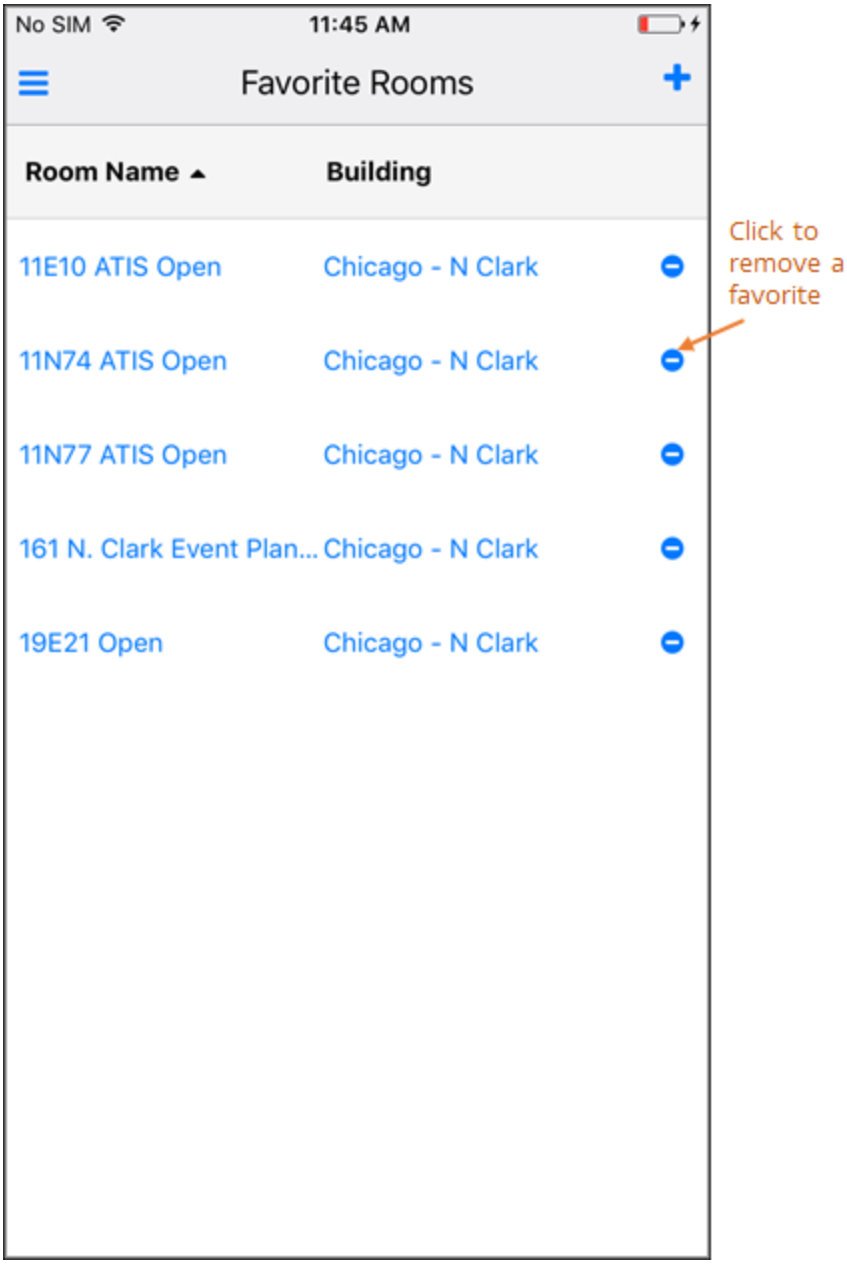
When you no longer wish to see a location listed first in search results, you can remove it from your personalized list.

To remove a Favorite Location:

1. Navigate to your Favorites list by clicking on the main menu in the upper left corner of EMS Mobile App and selecting **Favorite Locations**.


No SIM
12:39 PM
Home
Scan QR Code
1
Manage your favorites here
Favorite Rooms
About
Sign Out
Demo
Need help? Learn how to use the mobile app
51 m
15th,

2. Click the **Remove** icon to remove a Favorite from your list.


No SIM
11:45 AM
Favorite Rooms
Room Name
Building
11E10 ATIS Open
Chicago - N Clark
11N74 ATIS Open
Chicago - N Clark
11N77 ATIS Open
Chicago - N Clark
161 N. Clark Event Plan...
Chicago - N Clark
19E21 Open
Chicago - N Clark
Click to remove a favorite

Scan QR Codes in EMS Mobile App

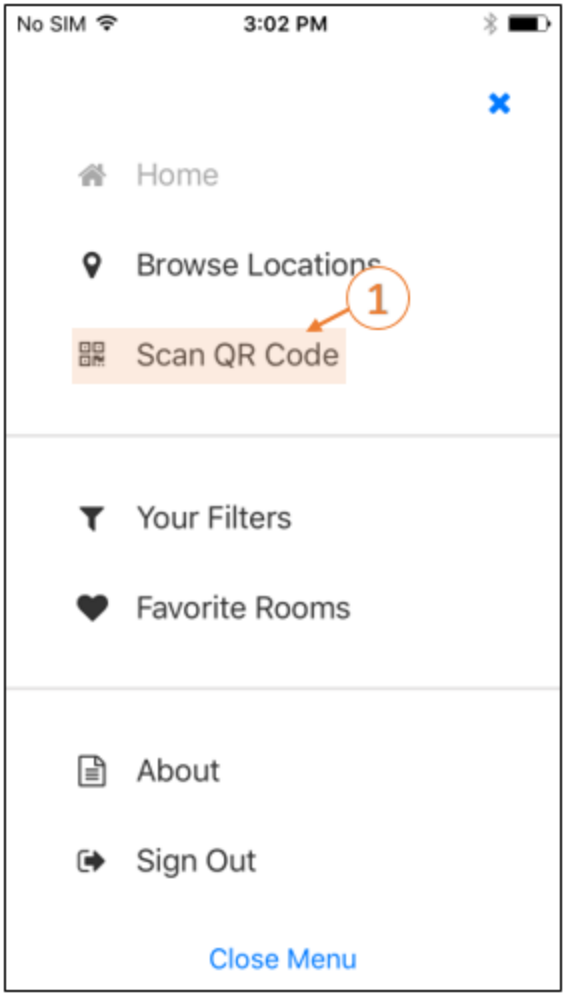
The QR Code Scanner feature of EMS Mobile App allows you to easily create a new booking or check in to a meeting you are hosting.

To create a new booking using the QR Code Scanner:

1. You must first enable this functionality by navigating to the Main Menu on the Mobile App and tapping About.
2. Navigate to the **QR Code Scanner** field and ensure that the QR Code Scan-

ner is enabled.

3. When you are ready to Scan a QR Code using the EMS Mobile App, navigate to the Main Menu and tap **Scan QR Code**.

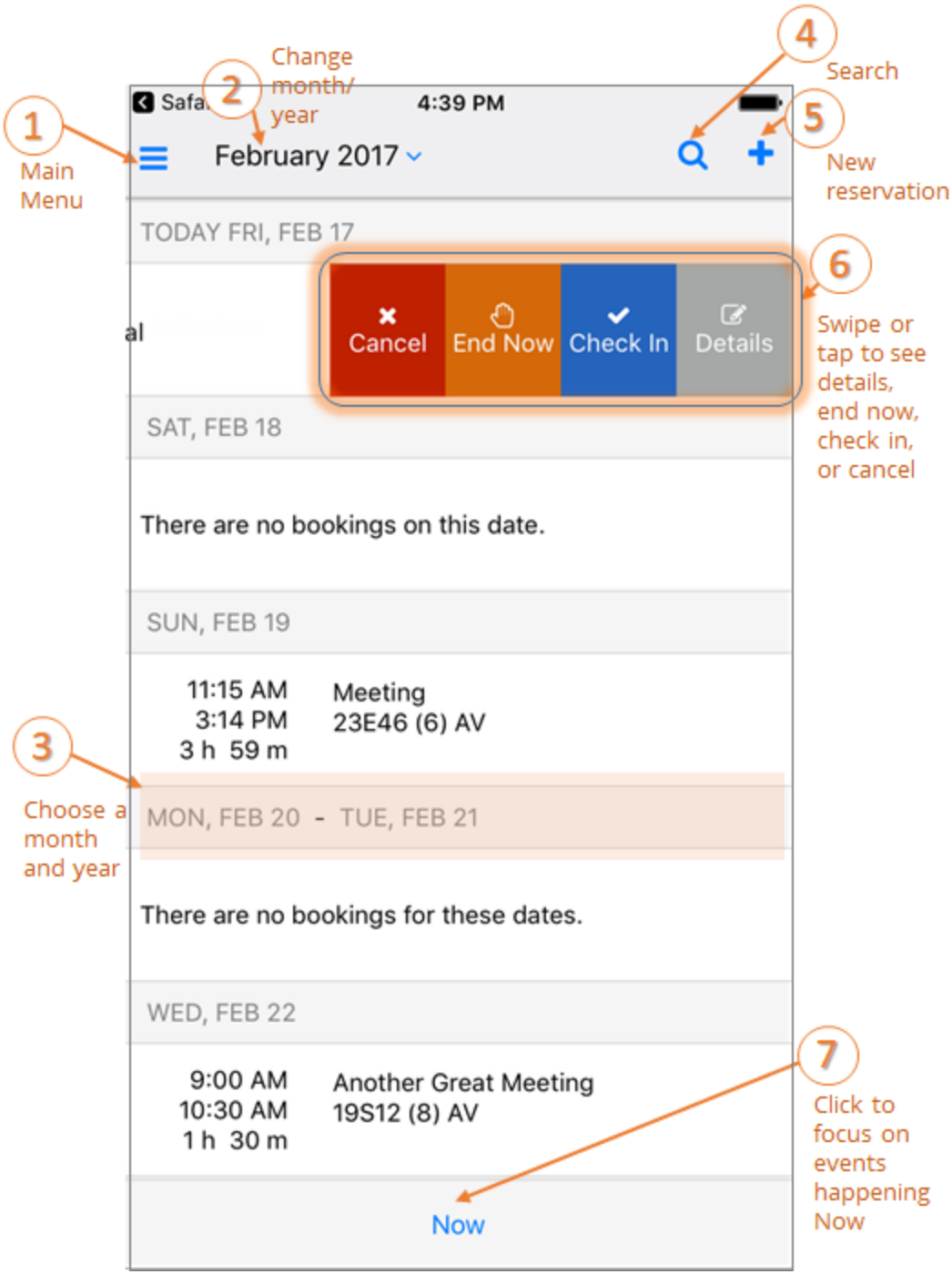

No SIM
3:02 PM
Home
Browse Locations
1
Scan QR Code
Your Filters
Favorite Rooms
About
Sign Out
Close Menu

4. Scan the workspace QR Code. A new booking is created and will appear in your Calendar. From the EMS Mobile App, you can now:
    - Book the room immediately (based on availability) using your assigned booking template(s).
    - Check in to the meeting (if you are the host).

Attend a Meeting

Any events you have been invited to appear on your calendar on the home page of the EMS Mobile App.

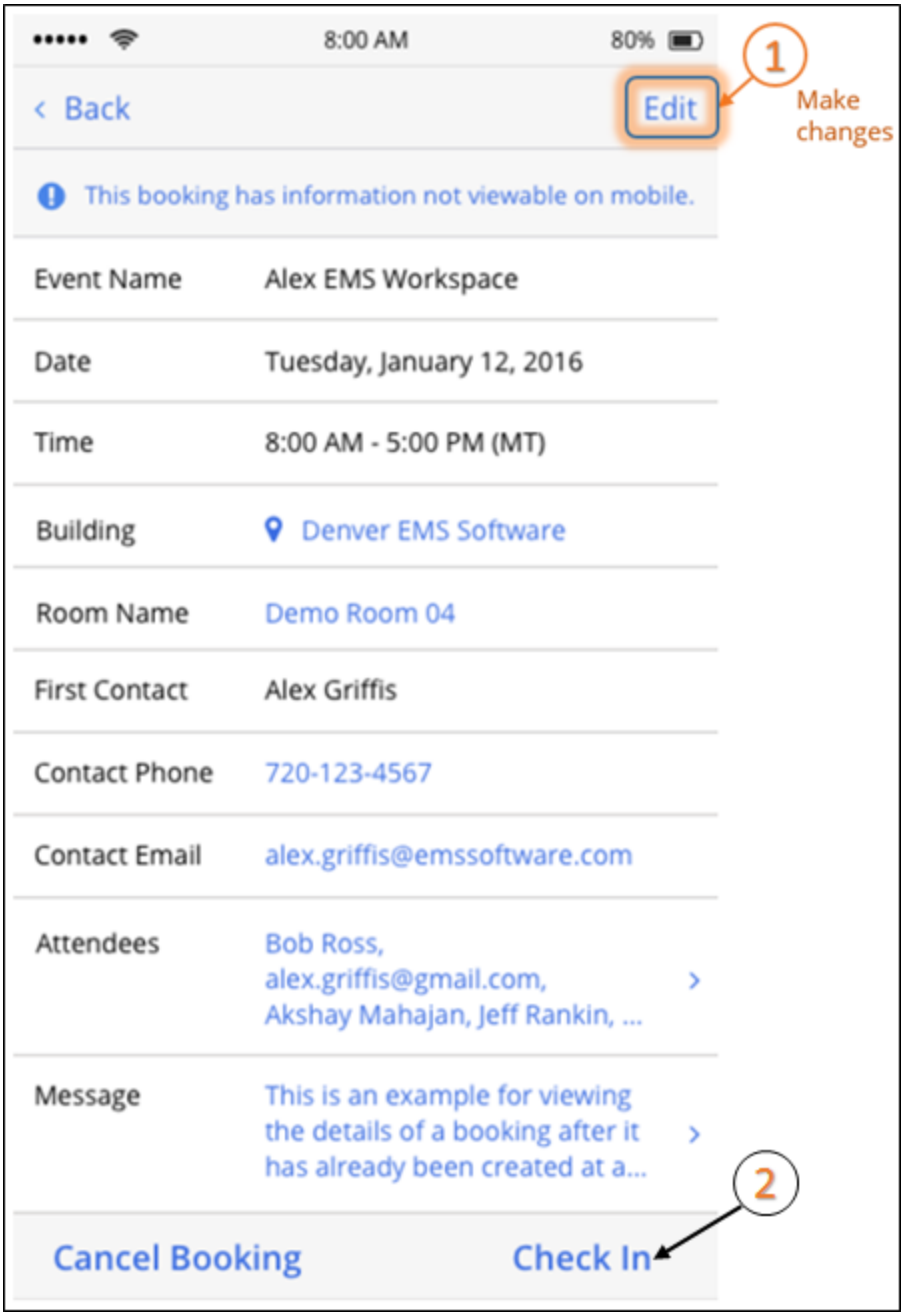
Once you've Log In, Reset Password, or Create an Account, you can follow the tips below to interact with your calendar and see your events. Your calendar shows only current and upcoming events.


1
Main Menu
2
Change month/ year
4
Search
5
New reservation
6
Swipe or tap to see details, end now, check in, or cancel
3
Choose a month and year
7
Click to focus on events happening Now
Safa
4:39 PM
February 2017
TODAY FRI, FEB 17
Cancel
End Now
Check In
Details
SAT, FEB 18
There are no bookings on this date.
SUN, FEB 19
11:15 AM
3:14 PM
3 h 59 m
Meeting
23E46 (6) AV
MON, FEB 20 - TUE, FEB 21
There are no bookings for these dates.
WED, FEB 22
9:00 AM
10:30 AM
1 h 30 m
Another Great Meeting
19S12 (8) AV
Now

CHECK IN TO A MEETING

You can Check In to an event in one of two ways:

1. From the Calendar on the **Home** page, locate the event you want to check in to.
    a. If it is with in the pre-determined check-in time period, a **Check In** option will appear when you swipe right. The meeting organizer or booking template usually determines how soon before a meeting you can check in.
2. You can also Check In by opening and/or editing an event.
    a. Tap on the event and click **Edit** in the upper right-hand corner.
    b. Click **Check In**.


8:00 AM
80%
Back
Edit
1
Make changes
This booking has information not viewable on mobile.
Event Name
Alex EMS Workspace
Date
Tuesday, January 12, 2016
Time
8:00 AM - 5:00 PM (MT)
Building
Denver EMS Software
Room Name
Demo Room 04
First Contact
Alex Griffis
Contact Phone
720-123-4567
Contact Email
alex.griffis@emssoftware.com
Attendees
Bob Ross, alex.griffis@gmail.com, Akshay Mahajan, Jeff Rankin, ...
Message
This is an example for viewing the details of a booking after it has already been created at a...
2
Cancel Booking
Check In

See Also: Invite People

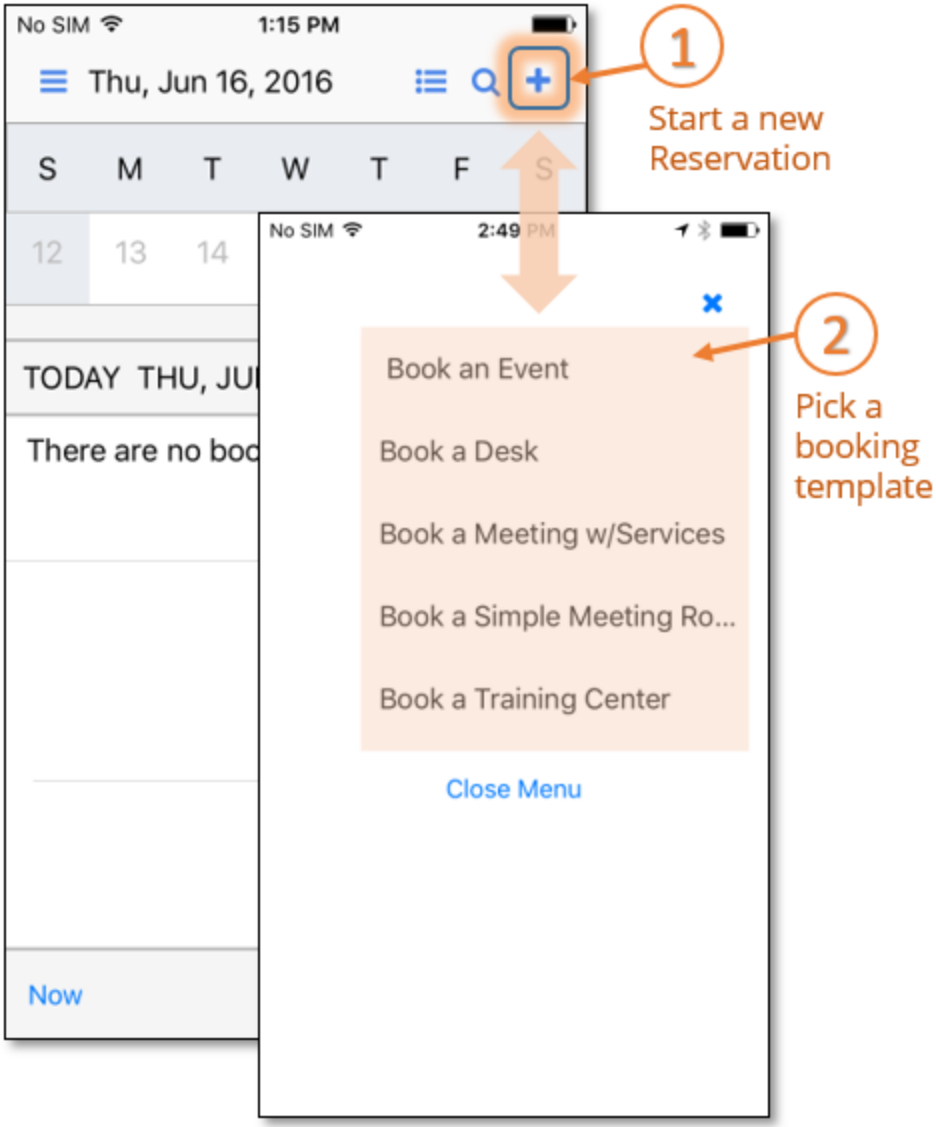
Create a Meeting

The EMS Mobile App allows users to quickly create bookings in unmanaged spaces (or spaces without services and approvals), from the convenience of their mobile device.

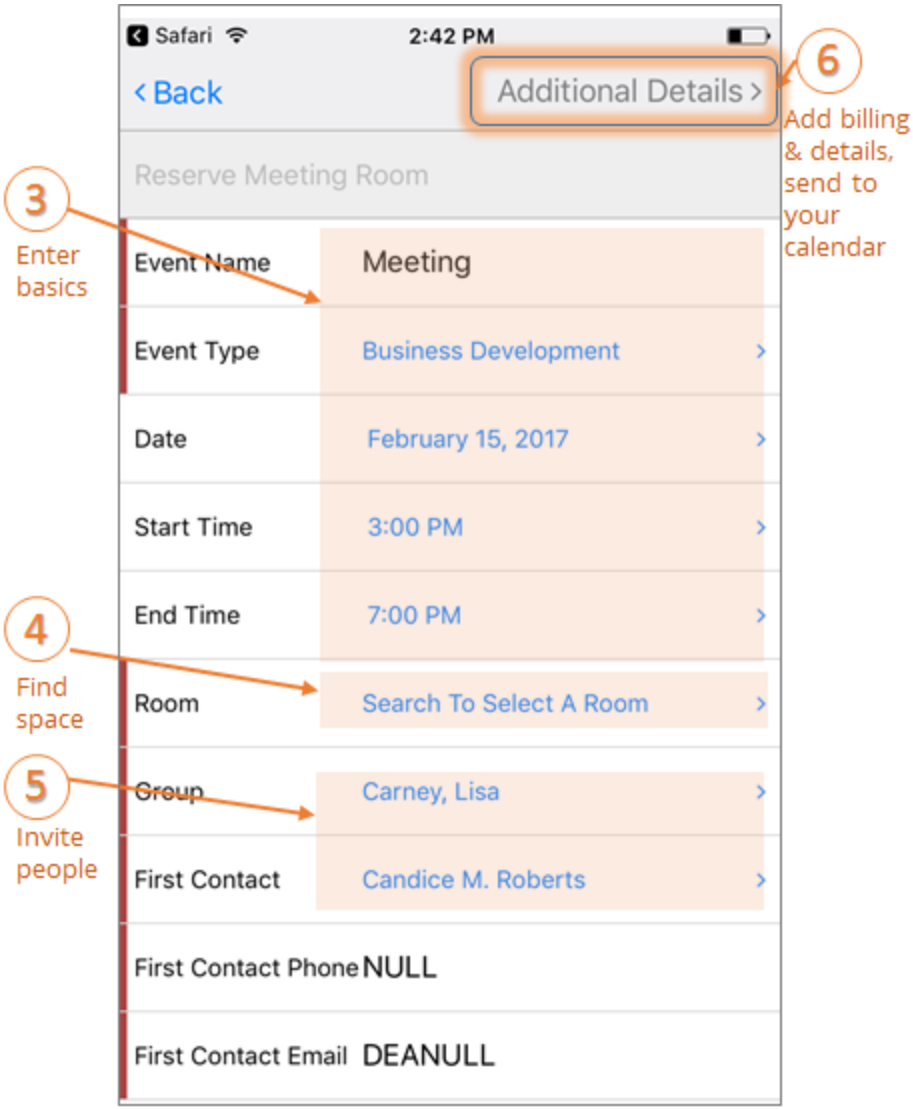
To create a booking in the EMS Mobile App:

1. From the Calendar screen, tap the **New Reservation** (**+**) icon.

2. From the Select A Template screen, choose a booking template.

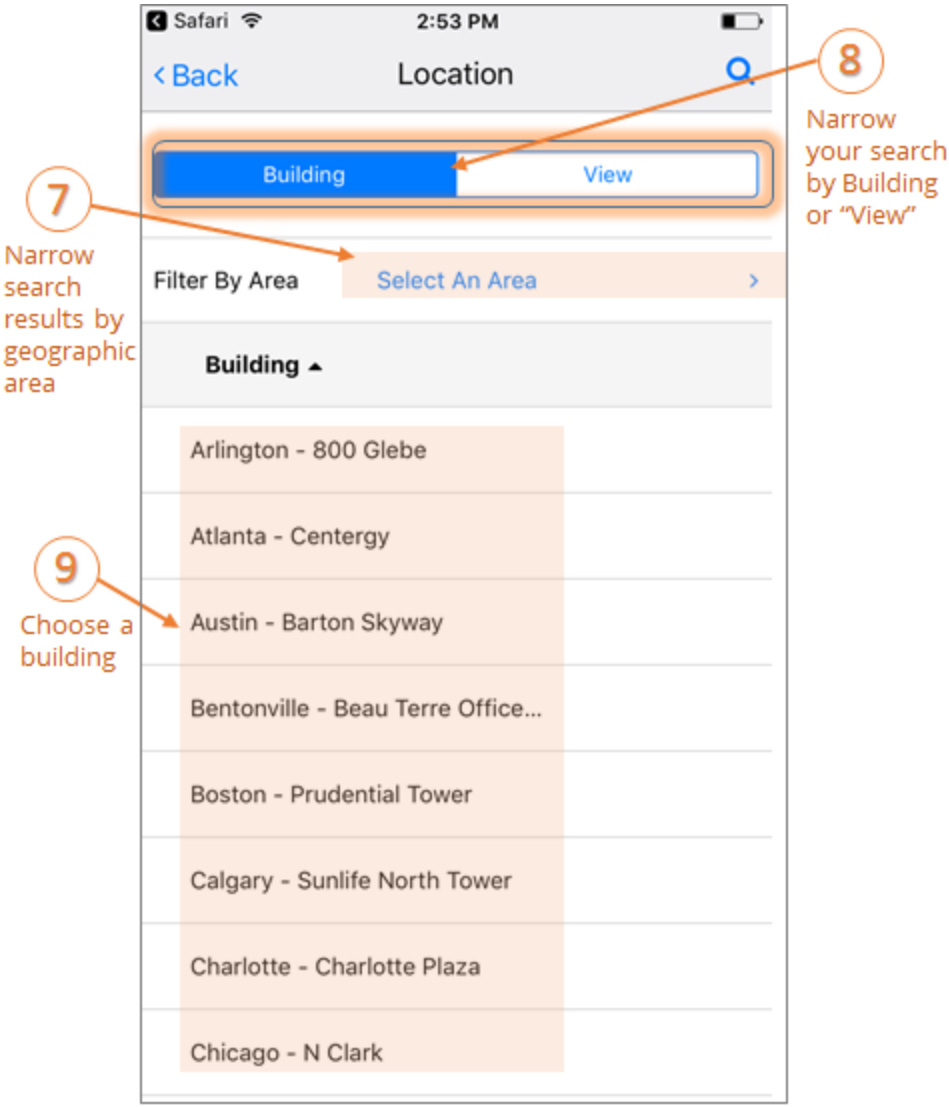

No SIM
1:15 PM
Thu, Jun 16, 2016
S M T W T F S
12 13 14
TODAY THU, JU
There are no boo
Now
1
Start a new Reservation
No SIM
2:49 PM
Book an Event
Book a Desk
Book a Meeting w/Services
Book a Simple Meeting Ro...
Book a Training Center
Close Menu
2
Pick a booking template

3. Enter the required information for your booking (**Event Name**, **Event Type**, **Room**, **Group**, and **First Contact**). Fields that appear here vary depending on your booking template.

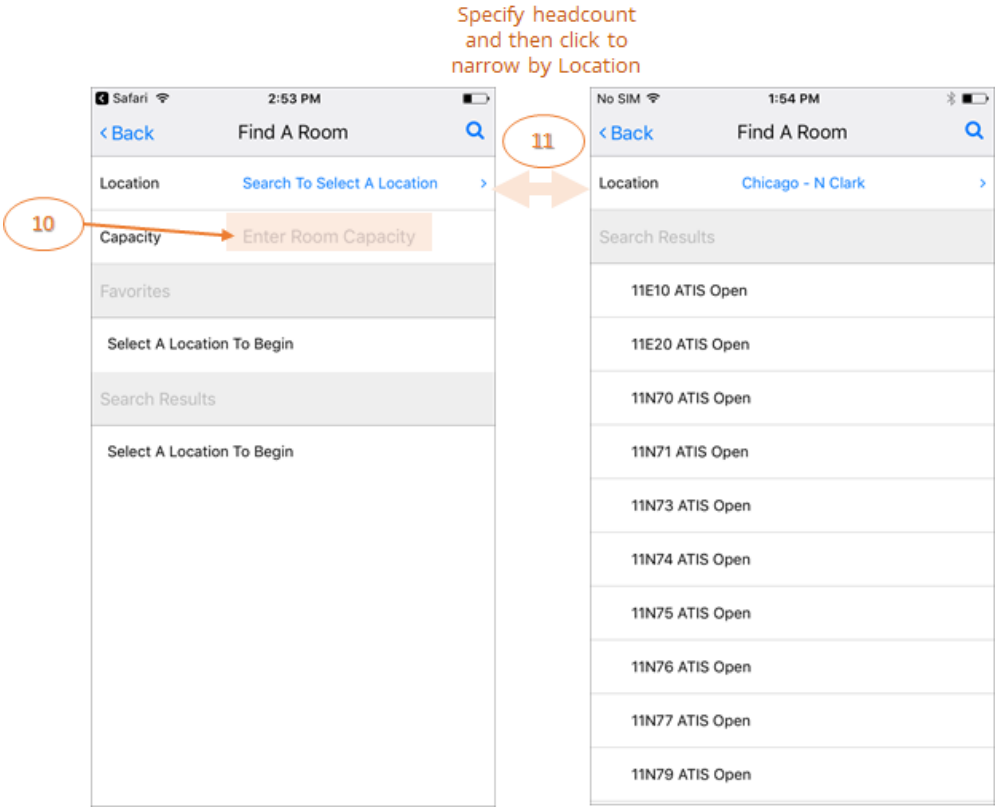

Safari
2:42 PM
Back
Additional Details
6
Add billing & details, send to your calendar
Reserve Meeting Room
3
Enter basics
Event Name
Meeting
Event Type
Business Development
Date
February 15, 2017
Start Time
3:00 PM
End Time
7:00 PM
4
Find space
Room
Search To Select A Room
5
Invite people
Group
Carney, Lisa
First Contact
Candice M. Roberts
First Contact Phone
NULL
First Contact Email
DEANULL

4. During the booking process, search for a room by performing the following steps:
    a. On the New Reservation screen, click the **Room** field.
    b. On the Find a Room screen, search and filter your room criteria by:
        i. **Location**–the geographic or physical location of the space, such as a country, region, district, etc.
        ii. **Building**–the building in which the space is located.
        iii. **View**–the custom grouping your Administrator may have defined to pool and classify types of space, such as Offices, Conference Rooms, Classrooms, or Campuses.
        iv. **Area**–the area of a Building or View in which the space resides, such as floor, plaza, hall, or project.

c. Choose a **Building**.

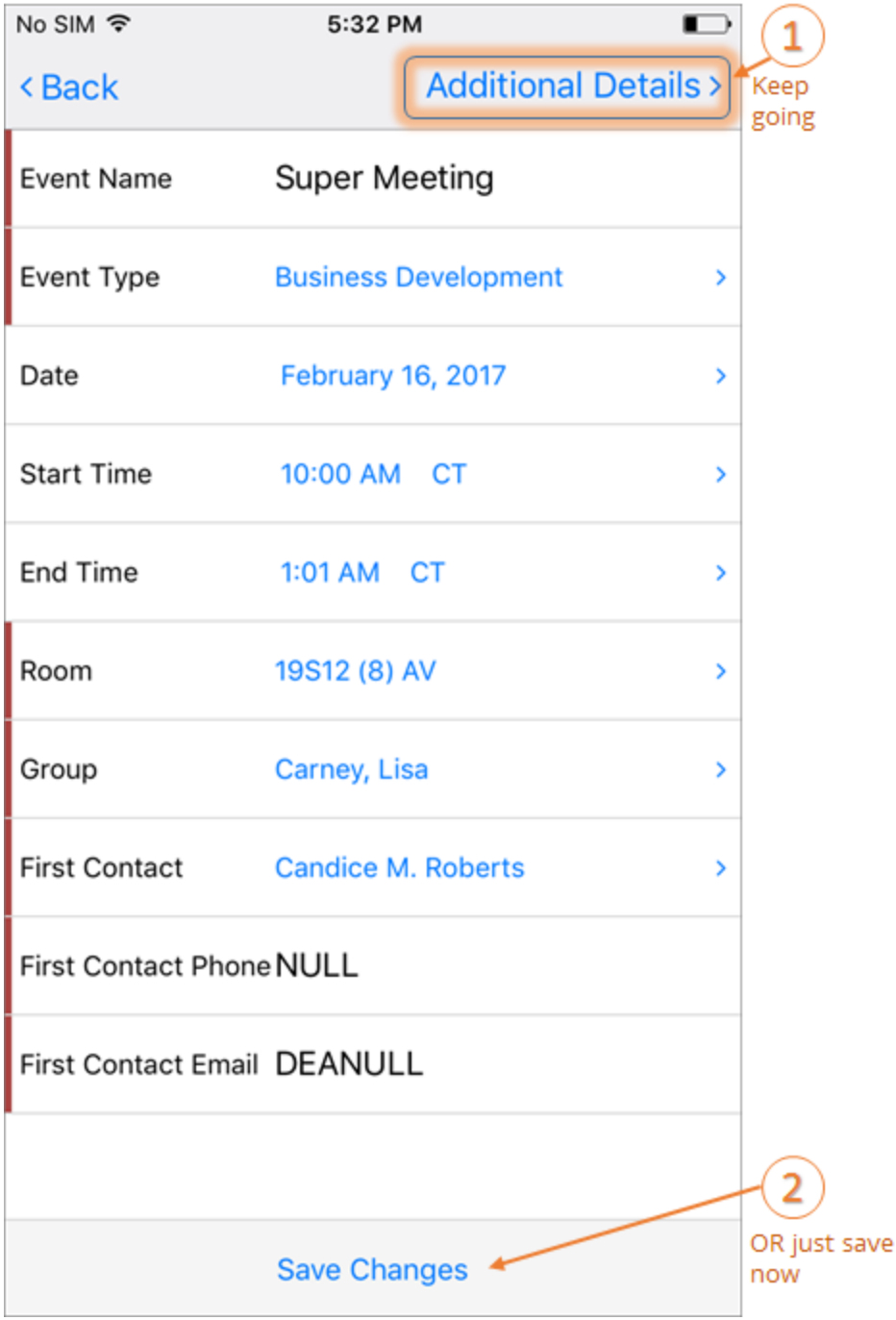

Safari
2:53 PM
Back
Location
8
Narrow your search by Building or "View"
Building
View
7
Narrow search results by geographic area
Filter By Area
Select An Area
Building
Arlington - 800 Glebe
Atlanta - Centergy
9
Choose a building
Austin - Barton Skyway
Bentonville - Beau Terre Office...
Boston - Prudential Tower
Calgary - Sunlife North Tower
Charlotte - Charlotte Plaza
Chicago - N Clark

d. Enter the numeric **Capacity** (total number of attendees) for your meeting to narrow Location search results. Rooms meeting your criteria will appear in the Search Results.

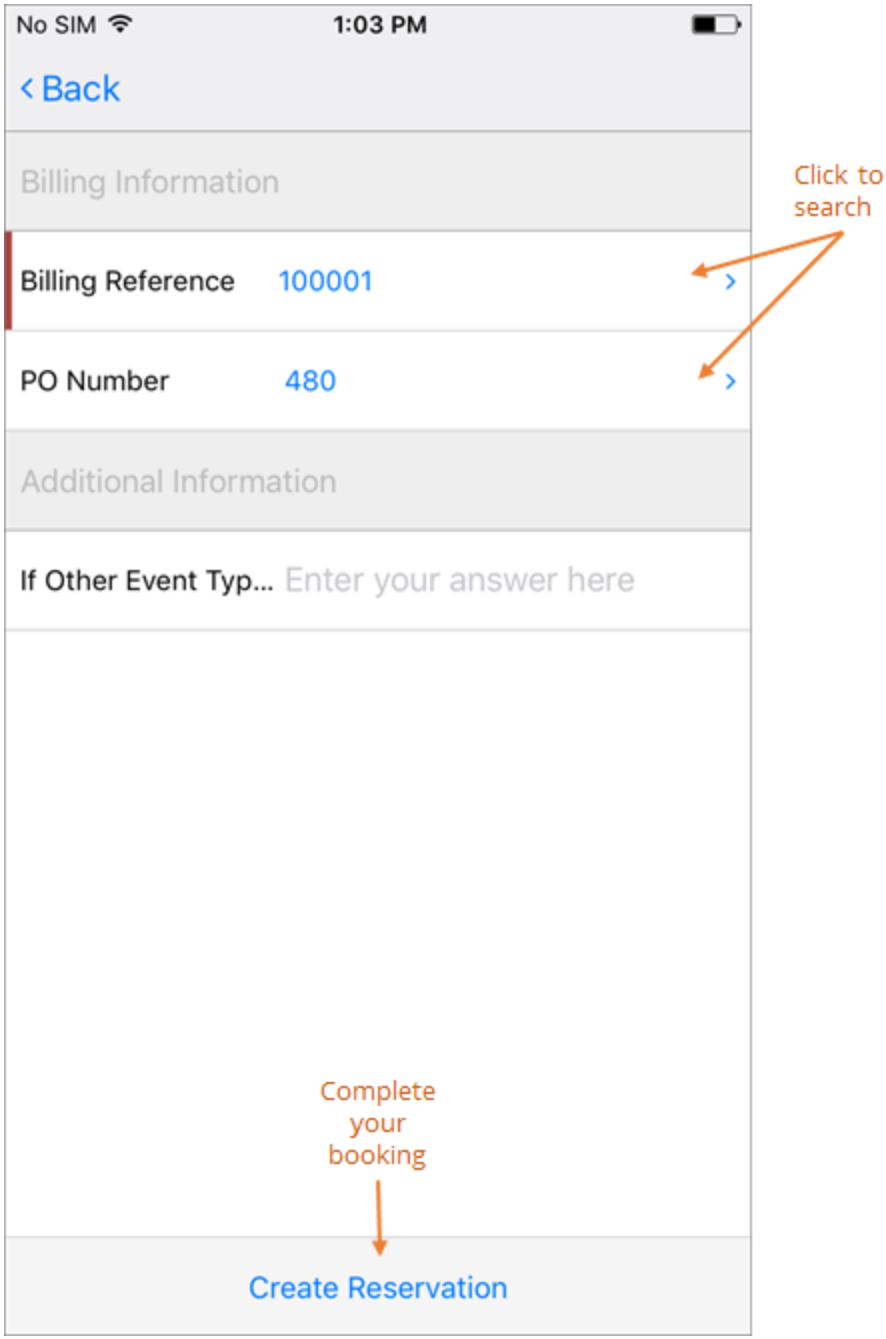


e. When you click to select a room for your meeting, you will be redirected to the booking page and the room you chose will now appear on your meeting.

5. If the template allows, you may save and complete your reservation by clicking **Save Changes**. If the option is not available, continue to the next step.


No SIM
5:32 PM
Back
Additional Details
1
Keep going
Event Name
Super Meeting
Event Type
Business Development
Date
February 16, 2017
Start Time
10:00 AM CT
End Time
1:01 AM CT
Room
19S12 (8) AV
Group
Carney, Lisa
First Contact
Candice M. Roberts
First Contact Phone
NULL
First Contact Email
DEANULL
Save Changes
2
OR just save now

6. Click **Additional Details** to add billing and PO numbers and other information as required.


No SIM
1:03 PM
Back
Billing Information
Billing Reference
100001
PO Number
480
Additional Information
If Other Event Typ...
Enter your answer here
Click to search
Complete your booking
Create Reservation

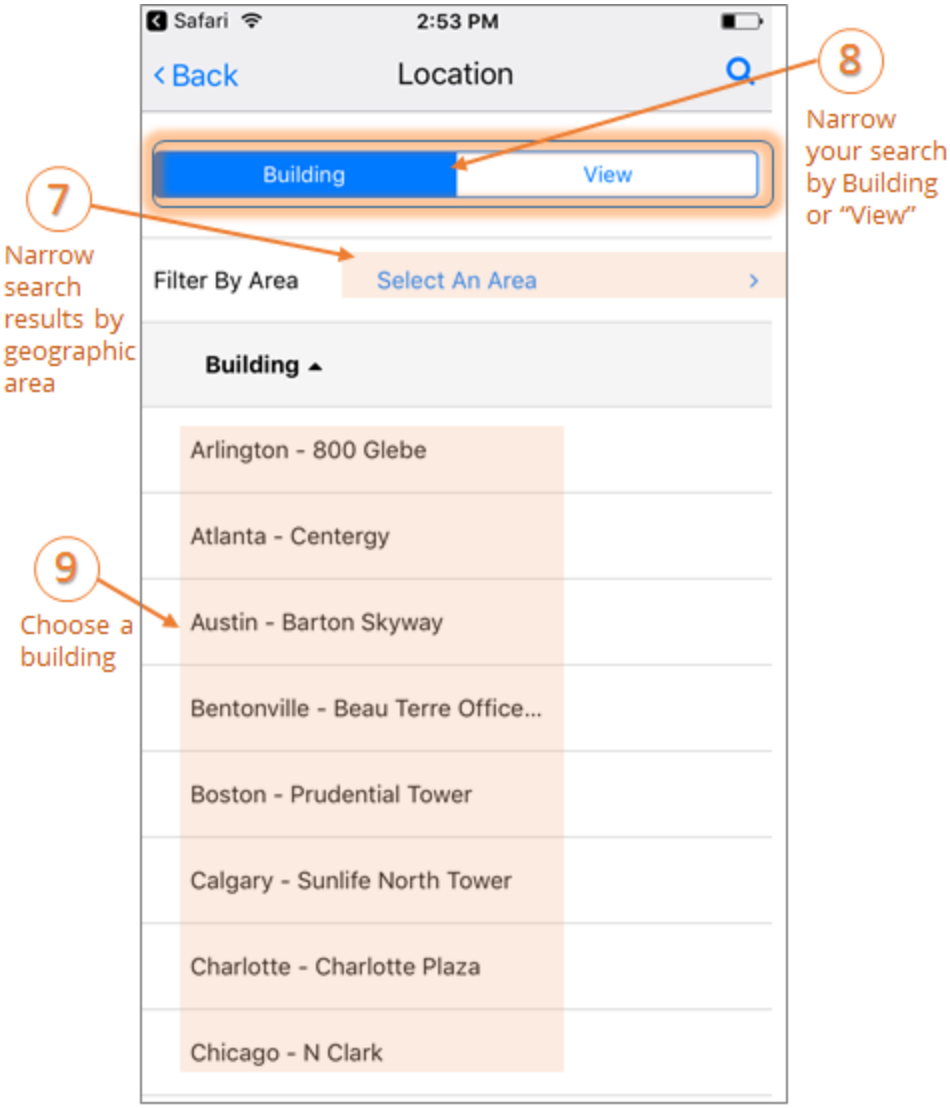
7. When all required information is complete and valid, click **Create Reservation** to finalize your booking and return to the Home page, where your reservation will appear in the calendar.

Find a Room

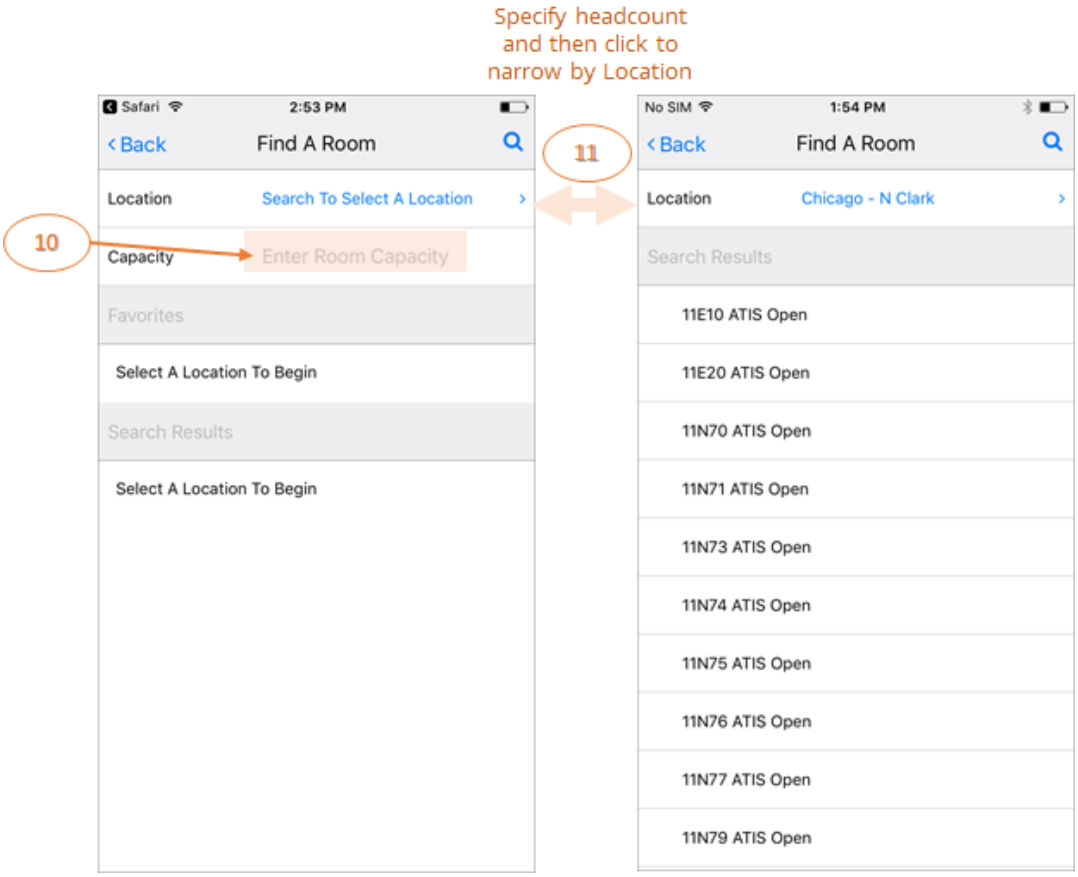
During the booking process, search for a room by performing the following steps:

1. On the New Reservation screen, click the **Room** field.
2. On the Find a Room screen, search and filter your room criteria by:
    a. **Location** = the geographic or physical location of the space, such as a country, region, district, etc.
    b. **Building** = the building in which the space is located.
    c. **View** = the custom grouping your Administrator may have defined to pool and classify types of space, such as Offices, Conference Rooms, Classrooms, or Campuses.
    d. **Area** = the area of a Building or View in which the space resides, such as floor, plaza, hall, or project.

3. Choose a **Building**.


Safari
2:53 PM
Back
Location
Building
View
Filter By Area
Select An Area
Building
Arlington - 800 Glebe
Atlanta - Centergy
Austin - Barton Skyway
Bentonville - Beau Terre Office...
Boston - Prudential Tower
Calgary - Sunlife North Tower
Charlotte - Charlotte Plaza
Chicago - N Clark
7
Narrow search results by geographic area
8
Narrow your search by Building or "View"
9
Choose a building

4. Enter the numeric **Capacity** (total number of attendees) for your meeting to narrow Location search results. Rooms meeting your criteria will appear in the Search Results.



5. When you click to select a room for your meeting, you will be redirected to the booking page, and the room you chose will now appear on your meeting.

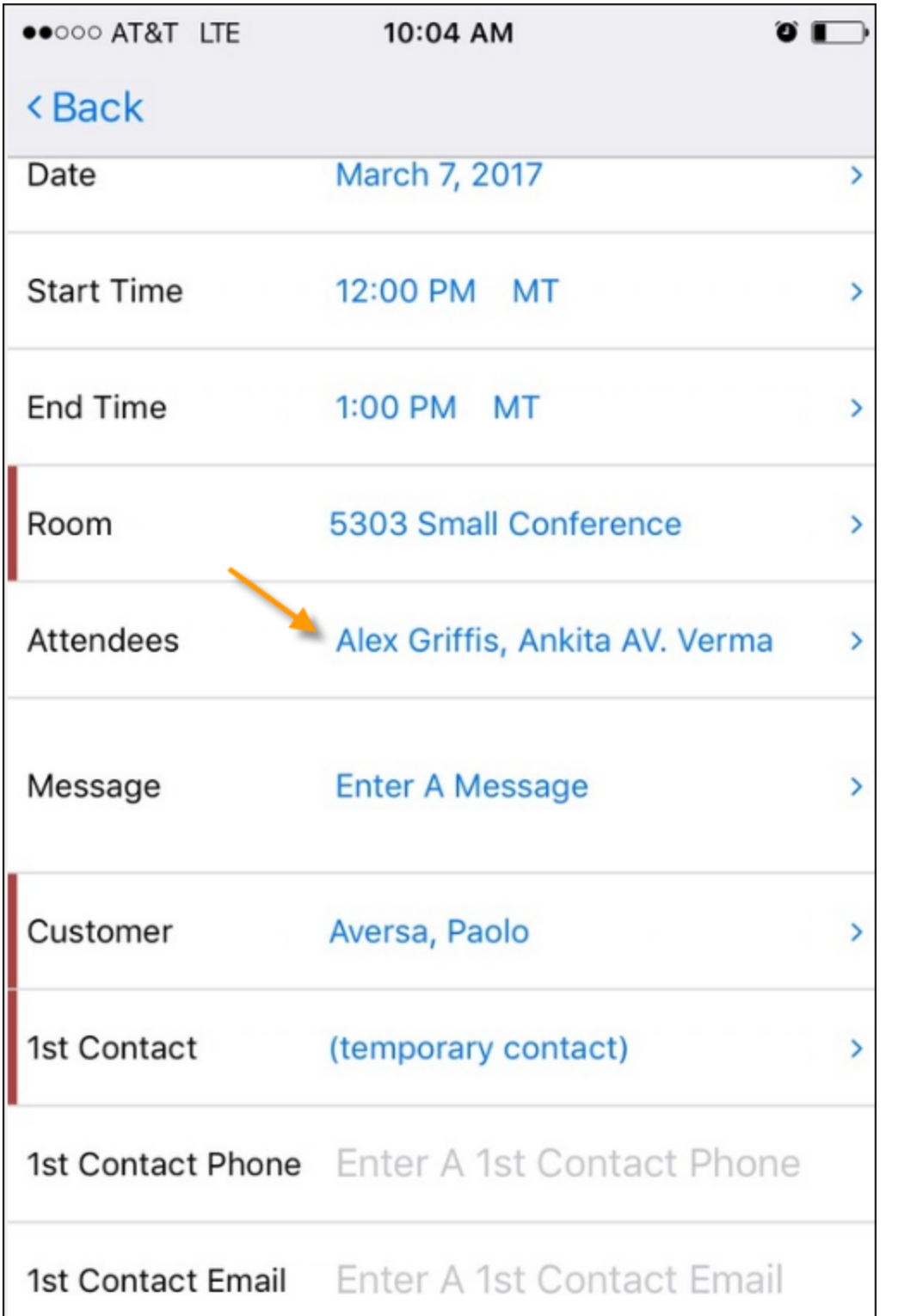
Invite People

When inviting people to your meetings, it is important to understand the difference between Attendees and Groups. **Attendees** are individuals who are invited to meetings. A **Group** is the person(s) responsible for the meeting. Your Administrator sets the label for the Group field, so the name may vary (in the example below, it is labeled "Customer"). A Group can designate a **First Contact** to oversee questions, changes, and updates to the meeting (First Contacts are optional). **First Contacts** will receive notifications regarding any meeting changes.

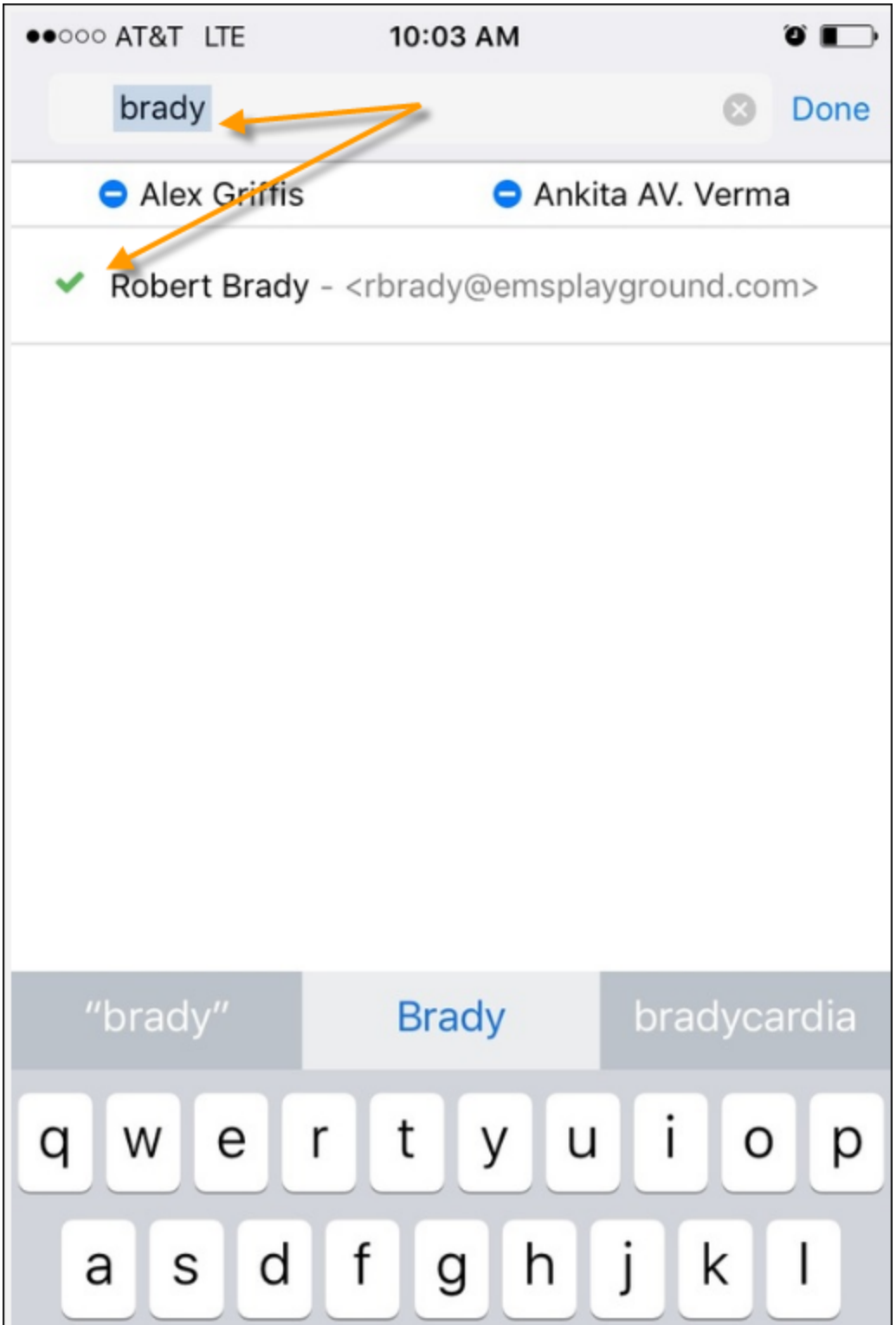
Concept: **Attendees** = Invitees. **Group** or **First Contact** = Meeting Organizers.

To invite people to your meeting:

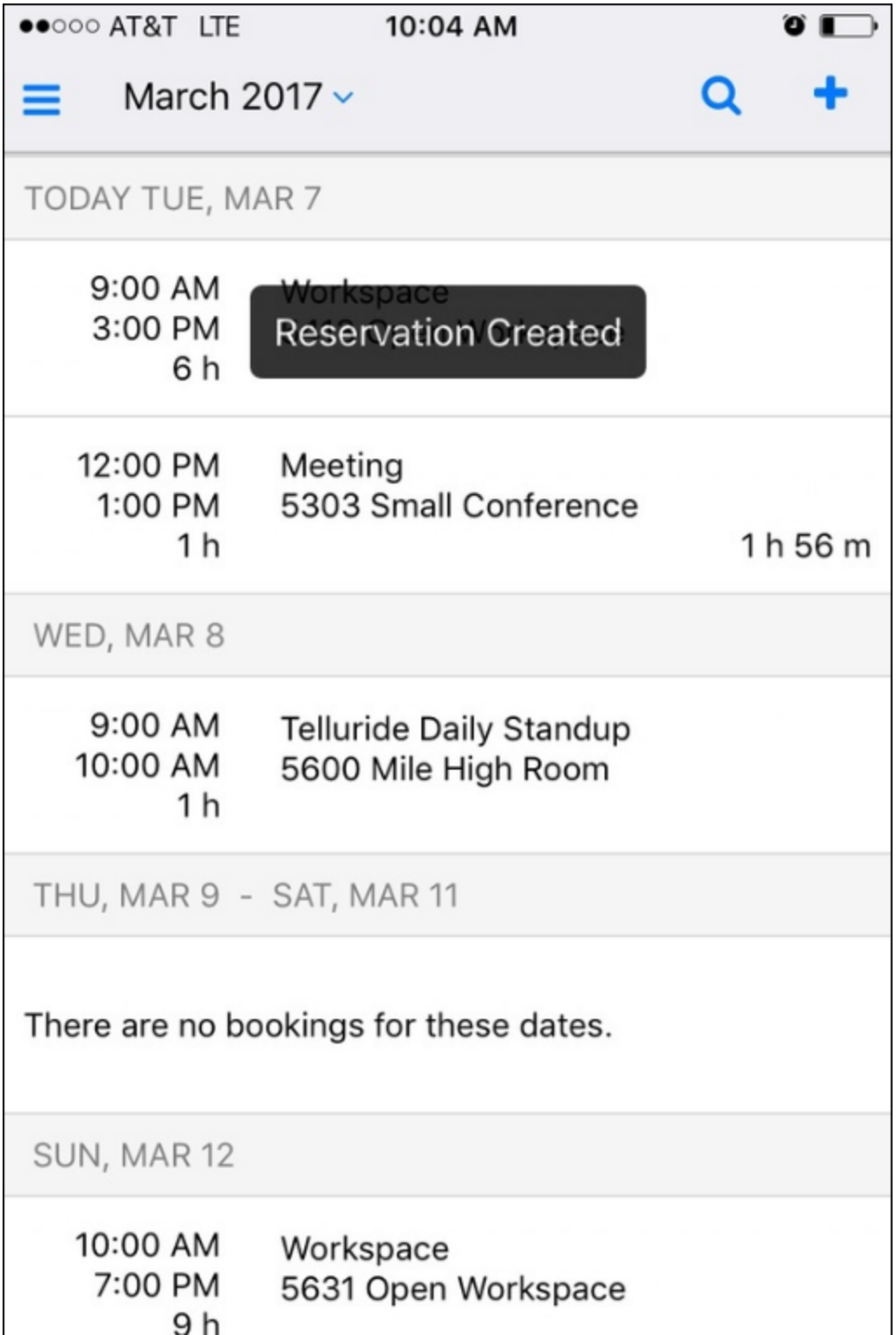
1. During the Create a Meeting, tap the **Attendees** field to invite people to your meeting.


AT&T LTE
10:04 AM
Back
Date
March 7, 2017
Start Time
12:00 PM MT
End Time
1:00 PM MT
Room
5303 Small Conference
Attendees
Alex Griffis, Ankita AV. Verma
Message
Enter A Message
Customer
Aversa, Paolo
1st Contact
(temporary contact)
1st Contact Phone
Enter A 1st Contact Phone
1st Contact Email
Enter A 1st Contact Email

2. Search for people by entering name(s) in the **Search** field and tapping the Search icon. Tap on the names in the Search Results list to add them to the event. The list the system searches from is defined by your Administrator.


AT&T LTE
10:03 AM
brady
Done
Alex Griffis
Ankita AV. Verma
Robert Brady - <rbrady@emsplayground.com>
"brady"
Brady
bradycardia
q w e r t y u i o p
a s d f g h j k l

3. You may be able to add multiple attendees; invitees that are already on the meeting show at the top; you can remove them by tapping the blue **Remove** icon. Tap **Done** when finished.
4. In the **Message** field, enter the message you wish to send about the meeting to attendees.
5. In the **Group** (or **Customer**) field, enter the name of the predefined group or person responsible for the meeting (on whose behalf you can book the meeting).
6. In the **First Contact** field (optional), enter the name of the person who will be the first point of contact for the meeting; they will receive notifications and updates about the meeting if details change.
7. Tap **Save** to complete the reservation. A message displays confirming that your reservation has been created. Your new booking will now appear on your Home page.

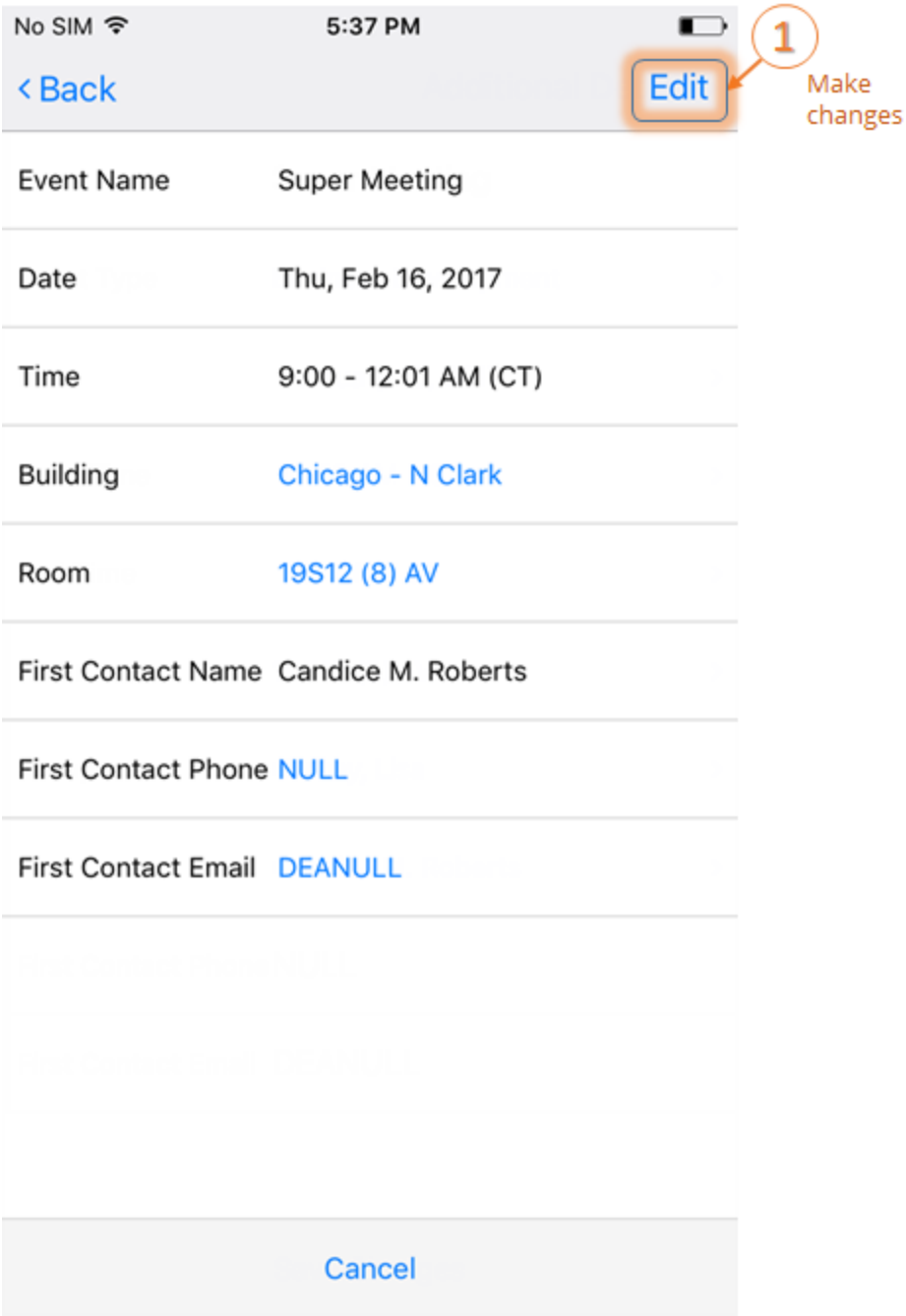

AT&T LTE
10:04 AM
March 2017
TODAY TUE, MAR 7
9:00 AM
3:00 PM
6 h
Workspace
Reservation Created
12:00 PM
1:00 PM
1 h
Meeting
5303 Small Conference
1 h 56 m
WED, MAR 8
9:00 AM
10:00 AM
1 h
Telluride Daily Standup
5600 Mile High Room
THU, MAR 9 - SAT, MAR 11
There are no bookings for these dates.
SUN, MAR 12
10:00 AM
7:00 PM
9 h
Workspace
5631 Open Workspace

Edit a Meeting

To edit a meeting:

1. From your Home screen, tap on the event you wish to change.

2. Click **Edit**.


No SIM
5:37 PM
Back
Edit
1
Make changes
Event Name
Super Meeting
Date
Thu, Feb 16, 2017
Time
9:00 - 12:01 AM (CT)
Building
Chicago - N Clark
Room
19S12 (8) AV
First Contact Name
Candice M. Roberts
First Contact Phone
NULL
First Contact Email
DEANULL
Cancel

3. Make your changes and tap **Additional Details** to edit billing and additional information, or just tap **Save Changes**.

No SIM 5:32 PM

‹ Back Additional Details ›

Event Name	Super Meeting
Event Type	Business Development ›
Date	February 16, 2017 ›
Start Time	10:00 AM CT ›
End Time	1:01 AM CT ›
Room	19S12 (8) AV ›
Group	Carney, Lisa ›
First Contact	Candice M. Roberts ›
First Contact Phone	NULL
First Contact Email	DEANULL

Save Changes

See Also: Check In to Meetings and Invite People

Skype for Business in EMS Mobile App

The EMS integration of Skype for Business in the Mobile App allows users to easily incorporate instant messaging and audio/video conferencing to their meetings without the need for A/V support. Skype for Business is currently available for the EMS Mobile App, EMS Web App, and EMS for Outlook.

Important Notes:

- Skype for Business is **ONLY** available on **Exchange-enabled templates**.
- **Users cannot edit or remove Skype for Business meetings from their reservations. Users can delete the link but the Join link will remain enabled.**
- For more information, see Configure Skype for Business.

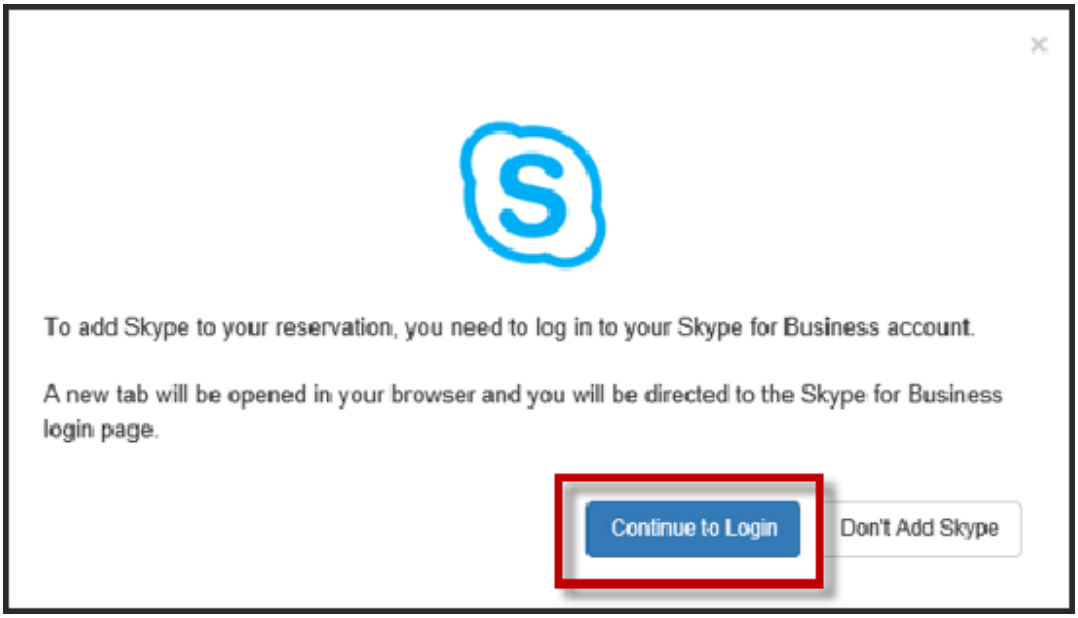
This topic provides information about the following:

» Add Skype for Business to a Reservation
» Join a Skype for Business Meeting

ADD SKYPE FOR BUSINESS TO A RESERVATION

To add Skype for Business to a reservation in EMS Mobile App:

1. Sign into your EMS Mobile App.
2. Create a Meeting. Select a room and Invite People.
3. At the bottom of the screen, there is a **Create a New Skype Meeting** toggle. If this is your first time using Skype for Business, an authentication form will appear.



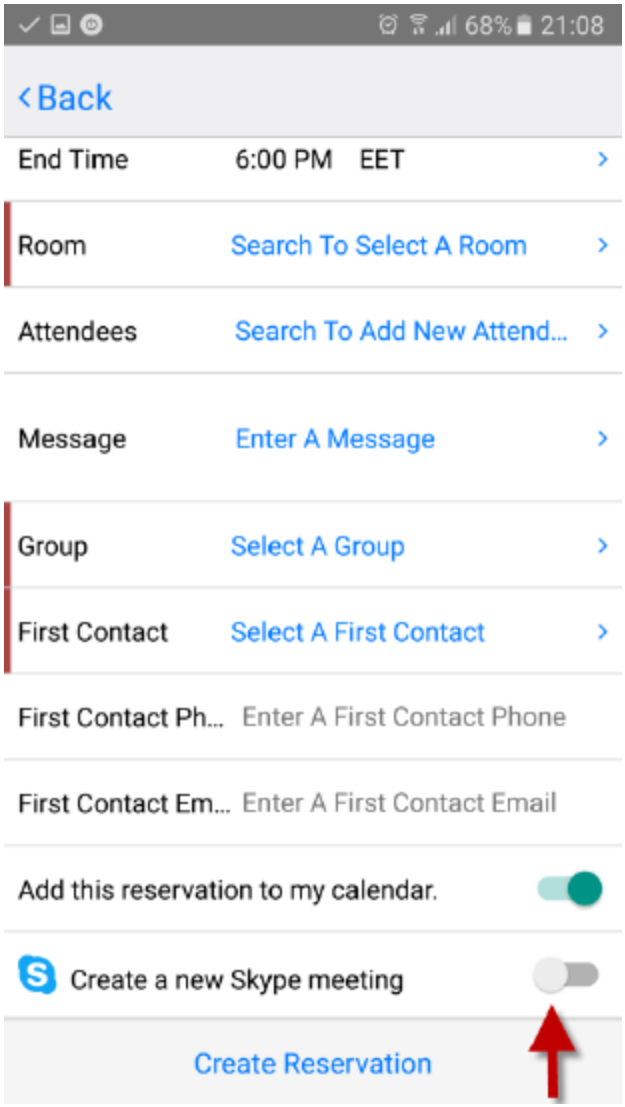
- If the user's Skype account is authenticated, they can continue creating their reservation.
- If the user's Skype account is not authenticated, an authentication modal will appear.
- If the user fails to authenticate their Skype account, the Skype toggle will be disabled.

> Tip: Authentication to Skype is dependent upon the deployment type. There are three deployment types for Skype for Business:

- **On Premise:** This deployment for Skype for Business does not retain a token and requires authentication every 8 hours. As a result, you will be asked to sign in every 8 hours.
- **Online:** This deployment retains the token so only an initial authentication is required.
- **Hybrid:** This deployment has the same authentication method as the Online deployment.

For more information regarding authentications in Skype for Business, please click here.

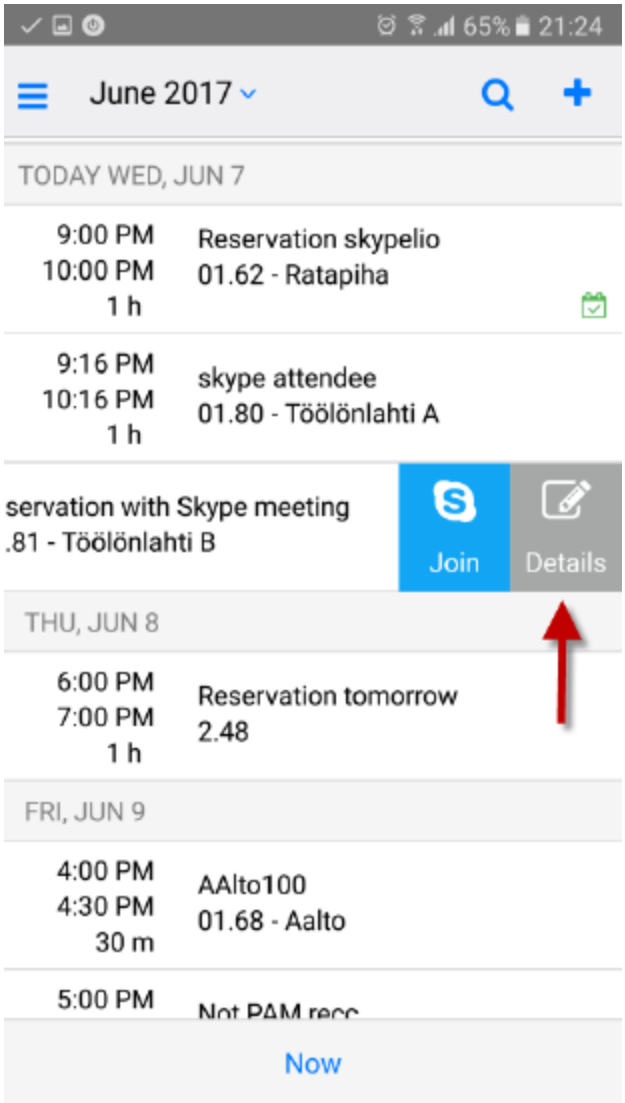
4. Following authentication, slide the **Create a new Skype Meeting** toggle to add Skype for Business to your reservation.


68% 21:08
Back
End Time
6:00 PM EET
Room
Search To Select A Room
Attendees
Search To Add New Attend...
Message
Enter A Message
Group
Select A Group
First Contact
Select A First Contact
First Contact Ph...
Enter A First Contact Phone
First Contact Em...
Enter A First Contact Email
Add this reservation to my calendar.
Create a new Skype meeting
Create Reservation

5. After successful authentication, you should receive a message that Skype has been successfully added to your reservation. To remove Skype from your reservation, slide the **Create a new Skype Meeting** toggle to the disabled position.
6. Click **Create Reservation**. Skype meeting information will appear in your meeting invitation and will be stored on the EMS database.

> Important: Once you have added Skype to your reservation, the meeting attendees will receive an email notification including the Join Skype link and call-in information.

7. Meeting hosts can view reservation details–including Skype meeting information–by navigating to the **Home** page. Swipe to the left of the meeting you wish to view and click **Details**.

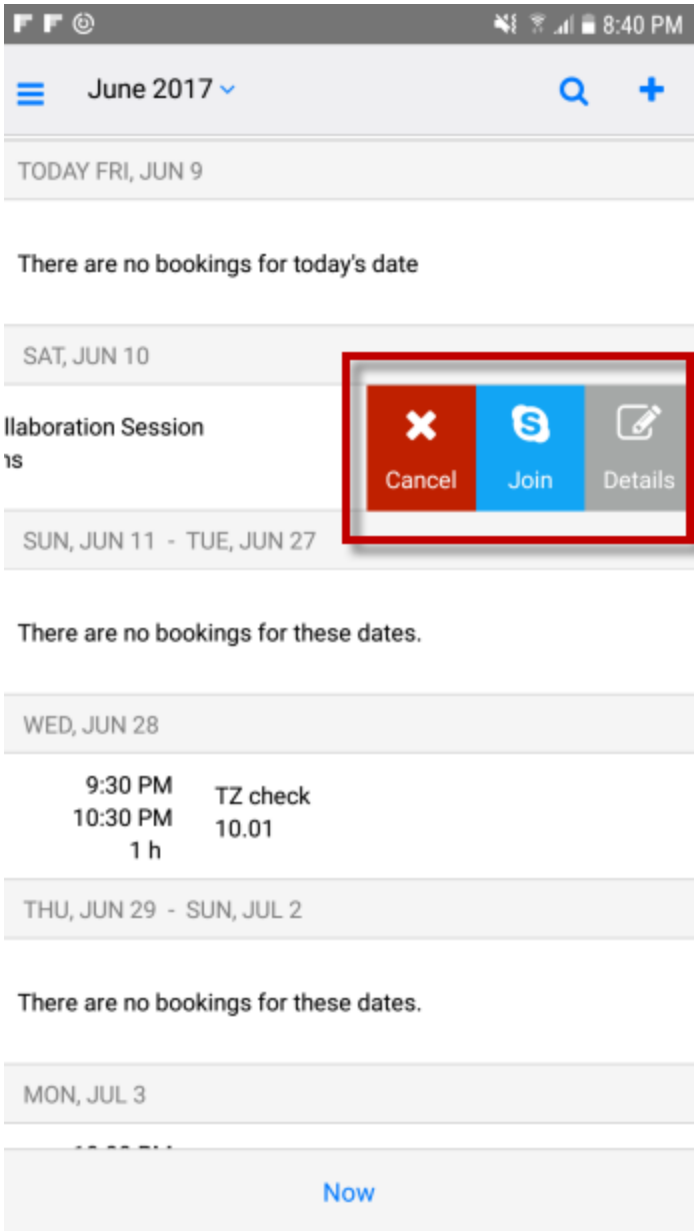

65% 21:24
June 2017
TODAY WED, JUN 7
9:00 PM
10:00 PM
1 h
Reservation skypelio
01.62 - Ratapiha
9:16 PM
10:16 PM
1 h
skype attendee
01.80 - Töölönlahti A
servation with Skype meeting
.81 - Töölönlahti B
Join
Details
THU, JUN 8
6:00 PM
7:00 PM
1 h
Reservation tomorrow
2.48
FRI, JUN 9
4:00 PM
4:30 PM
30 m
AAlto100
01.68 - Aalto
5:00 PM
Now

> Tip: Once Skype has been added to your meeting, the Skype meeting information will appear in all EMS applications that have been integrated with Skype for Business (i.e., EMS for Outlook and EMS Web Apps).

JOIN A SKYPE FOR BUSINESS MEETING

To join a Skype for Business meeting in EMS Mobile App:

1. From the Home page, navigate to the meeting you wish to attend. Swipe left. From this drawer, you will be able to **Cancel**, **Join**, and view **Details**.


8:40 PM
June 2017
TODAY FRI, JUN 9
There are no bookings for today's date
SAT, JUN 10
llaboration Session
ıs
Cancel
Join
Details
SUN, JUN 11 - TUE, JUN 27
There are no bookings for these dates.
WED, JUN 28
9:30 PM
10:30 PM
1 h
TZ check
10.01
THU, JUN 29 - SUN, JUL 2
There are no bookings for these dates.
MON, JUL 3
Now

2. Click **Join** to be connected to your meeting.