What is it?

➢ Web EMS or MeetatBigBlue is a scheduling software used by the University of Kentucky to support space and service scheduling on campus.

Who has access to reserve the labs online?

➢ Access is only available to users who are active in Cayuse AO. This is to ensure investigators and users of lab space have completed the necessary lab protocol. The form appears for any user in good standing in Cayuse AO.
➢ Users are imported into EMS every weekday at 4 am. If you are a new Cayuse AO user, you may need to wait until the next business day to see the lab reservation form appear.
➢ All faculty and staff are created accounts as soon as their department enters their information into SAP and they see campus wide event and meeting forms only unless they are in Cayuse AO. These users will see multiple groups when filling out their web forms.

How do I get help?

➢ Trouble logging in, viewing the lab reservation form, or help with configuration (how things work or look) email EMStechsupport@uky.edu. Auxiliary Services and ITS maintain and support EMS for all UK users.
➢ For training or assistance learning how to use EMS, contact the DLAR Training Group.

Learn How to use EMS:

How do I login?

How do I reserve a lab?

How do I Select Multiple Dates and/or Times for one reservation?

How do I add additional dates to an existing reservation?

How do I cancel an entire reservation (all booking dates)?

How do I cancel a booking (1 or more dates within a larger reservation)?

How do I edit the answers on the reservation questions on my reservation?

When will I receive a confirmation?

How do I look up my existing reservations?
How do I login?

➢ Username and password are the same as your link blue account. Do not use @uky.edu when logging into EMS.

Step 1: Navigate to https://meetatbigblue.uky.edu from any web browser to see the website.

Step 2: Click “Login” then “Sign In”

Step 3: Enter your link blue username and password. Do not use @uky.edu in the username field. Then click “Sign In”

How do I reserve a lab?

Step 1: Select “Create A Request” from the left-hand menu.
Step 2: Click the button “Book Now” to the right of the DLAR Lab Reservation Request Template.

Step 3: Enter the date, start and end time of the reservation.

Step 4: Click **Add/Remove** next to “Locations” the location/building you want to search within.

Step 5: Check the box next to each building you want to search. Then select “Update Locations.”
✓ TIP: Use the view tab to look for types of labs or to search for all labs. If you use this option, be sure to unselect the previous buildings by clicking next to each building.

Step 6: Select Apply to see all labs that meet your criteria. Under spaces you can reserve.

Step 7: Select the lab(s) you want to reserve by clicking the symbol next to each space.

Step 8: A pop-up will appear. Enter the number of investigators will be in the lab in No. of Attendees and select the type of research being performed under Setup Type. Then select Add Space.
Step 9: Select **Request Details** OR **Next Step** to proceed to the questionnaire.

![Image of a reservation form]

**Step 10:** Enter your XXXX Number in the Event Name field.

**Step 11:** Select **DLAR - Authorized Cayuse AO Users** as the Group and yourself as the Planning Contact.

✓ TIP: Names are sorted by last name then first. If you have someone else who needs a confirmation of the space, enter their information in the Day of Contact fields.

**Step 12:** Complete the required questions.

![Image of required questions]

**Step 13:** Agree to the terms and conditions by checking the box.

![Image of terms and conditions]

**Step 14:** Click **Submit Request** to complete your reservation.
How do I Select Multiple Dates and/or Times for one reservation?

- To select multiple dates for the same times, select recurrence and change the “repeats” drop down to select your days.
  
  ✓ TIP: Use the random option to select your dates on a calendar
  
- To select multiple dates with different times or rooms, complete steps 3-7 then repeat for each variation in date, time, or room until all rooms needed appear under selected spaces.
  
  ✓ TIP: To see all dates and times selected or make changes to time, date, or attendance, click My Selections.

How do I add additional dates to an existing reservation?

**Step 1:** Select My Requests on the Web EMS homepage.

**Step 2:** Select the name of an existing research project.
Step 3: Select **New Booking**.

![New Booking](image)

Step 4: Go to “**How to reserve a lab**” and complete steps 3-8.

Step 5: Select **Update Reservation**.

![Update Reservation](image)

How do I cancel an entire reservation (all booking dates)?

Step 1: Select My Requests on the Web EMS homepage.

![My Requests](image)

Step 2: Select the name of an existing research project.
**Step 3:** Select **Cancel Reservation**.

**Step 4:** Select a cancel reason from the list and type cancel notes (as applicable). Then select Yes, cancel reservation.

**How do I cancel a booking (1 or more dates within a larger reservation)?**

**Step 1:** Select My Requests on the Web EMS homepage.

**Step 2:** Select the name of an existing research project.
**Step 3:** Select the **icon next to the date you want to cancel.**

![Reservation interface screenshot](image1)

**Step 4:** Select a cancel reason from the list and type cancel notes (as applicable). Then select Yes, cancel reservation.

![Cancel Reservation dialog](image2)

**How do I edit the answers on the reservation questions on my reservation?**

**Step 1:** Select My Requests on the Web EMS homepage.

![My Requests interface screenshot](image3)

**Step 2:** Select the name of an existing research project.

![Selected research project](image4)
Step 3: Select Request Details.

Step 4: Select Edit Additional Information.

Step 5: Re-answer the questions asked.

Step 6: Click Save Reservation Details.
When will I receive a confirmation?

Immediately after submitting your reservation, a confirmation will be emailed to the planning contact listed. For reservations submitted more than 48 hours in advance, a reminder email will be sent as well.

How do I look up my existing reservations?

**Step 1:** Select My Requests on the Web EMS homepage.

![Web EMS homepage screenshot]

**Step 2:** Select the name of an existing research project.

![My Requests screenshot]

✓ TIP: The status will appear here. Although not common, it is possible for a lab reservation to be cancelled by the facility coordinator if lab protocol is not met.