

Change Start/End Time in Web App

A key thing to remember is the difference between a *reservation* and a *booking*. Reservations convey the *who* and *what* of your programming, and bookings describe the *where* and *when*.

From the *View My Requests* section of the site. You can select any of your reservations that were scheduled using the Centralized Scheduling Service to edit them. There are three ways to make changes to either your reservation or bookings.

- Edit Reservation
- Booking Tools
- The edit icon in the *Actions* column

The screenshot shows the 'My Events' web application interface. At the top, there is a navigation bar with a hamburger menu, a logo, and the text 'My Events'. On the right side of the navigation bar, there is a user profile for 'Harrison, William Wright'. Below the navigation bar, the main content area is titled 'My Events / EMS WebApp Training Presentations beginning Jun 8, 2017 (142621)'. There are two tabs: 'RESERVATION DETAILS' (selected) and 'ADDITIONAL INFORMATION'. Under 'RESERVATION DETAILS', there is an 'Edit Reservation Details' link and a form with the following information: Event Name: EMS WebApp Training Presentations, Event Type: Training, Organization: Events Conferences & Support Services, 1st Contact Name: Harrison, William Wright. To the right of the form is a 'Reservation Tasks' panel with a 'Booking Tools' link and several other options: 'Cancel Reservation', 'View Reservation Summary', 'View Service Availability', 'Send Invitation', and 'Add to My Calendar'. Below the reservation details is a 'Bookings' section with 'CURRENT' and 'PAST' tabs. There is a 'New Booking' button and a checkbox for 'include canceled bookings'. The main part of the page is a table with the following columns: Date, Start Time, End Time, Time Zone, Location, Attendance, Setup Type, and Status. The table contains six rows of booking data, all with a status of 'Online Confirmed'.

Date	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Thu Jul 13, 2017	10:30 AM	12:00 PM	ET	Jepson Hall - Lecture Hall Room 120	20	Academic No Preference	Online Confirmed
Tue Jul 18, 2017	10:30 AM	12:00 PM	ET	Jepson Hall - Lecture Hall Room 120	20	Academic No Preference	Online Confirmed
Thu Jul 20, 2017	10:30 AM	12:00 PM	ET	Jepson Hall - Lecture Hall Room 120	20	Academic No Preference	Online Confirmed
Tue Jul 25, 2017	10:30 AM	12:00 PM	ET	Jepson Hall - Lecture Hall Room 120	20	Academic No Preference	Online Confirmed
Thu Jul 27, 2017	10:30 AM	12:00 PM	ET	Jepson Hall - Lecture Hall Room 120	20	Academic No Preference	Online Confirmed
Tue Aug 1, 2017	10:30 AM	12:00 PM	ET	Jepson Hall - Lecture Hall Room 120	20	Academic No Preference	Online Confirmed

Choosing *Edit Reservation* will allow you to make changes to the event name, first or second contacts, and the event type.

Booking Tools allows for bulk changes to multiple bookings for date and time.

The *edit icon* in the actions column allows for changes to individual bookings for location, time, and date.