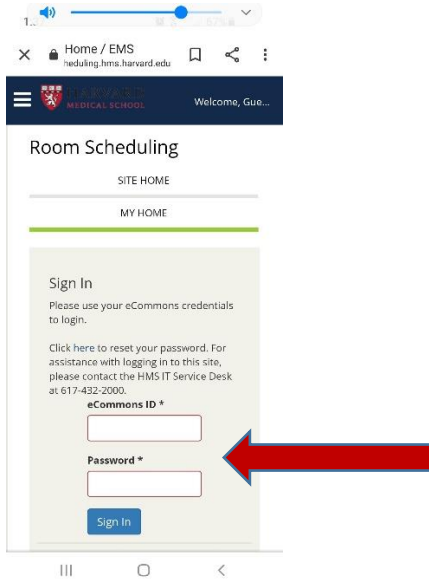


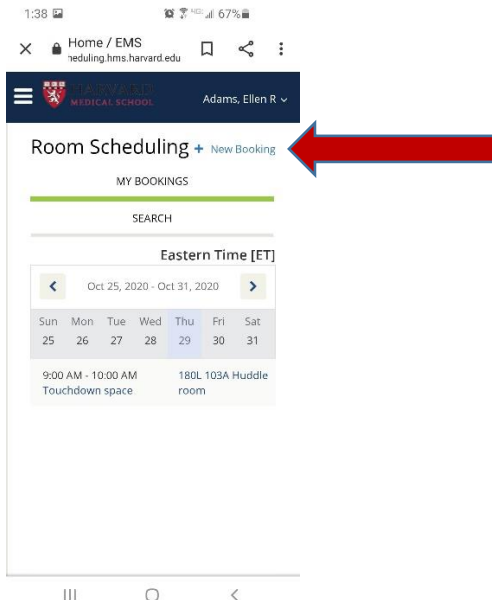


How to Reserve a Workstation at 180 Longwood using mobile device

- Navigate to roomscheduling.hms.harvard.edu on your mobile app's web browser.
- Log in with ecommons login.

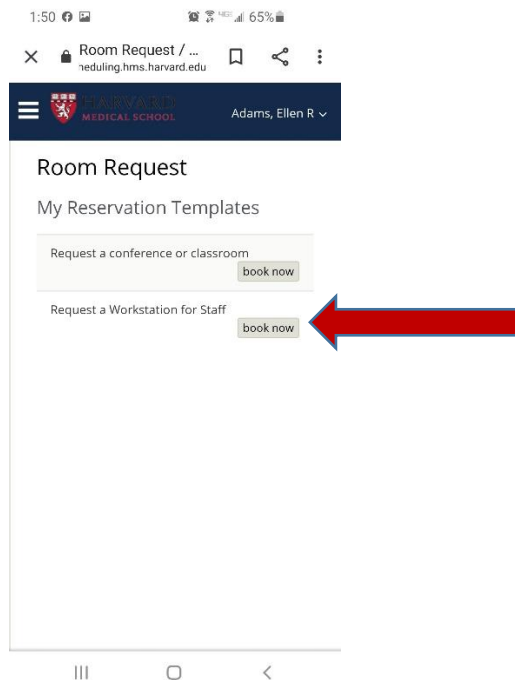


- Once logged in, you'll see a list of your reservations (if you have any).
- Click on "new booking" in the upper right.

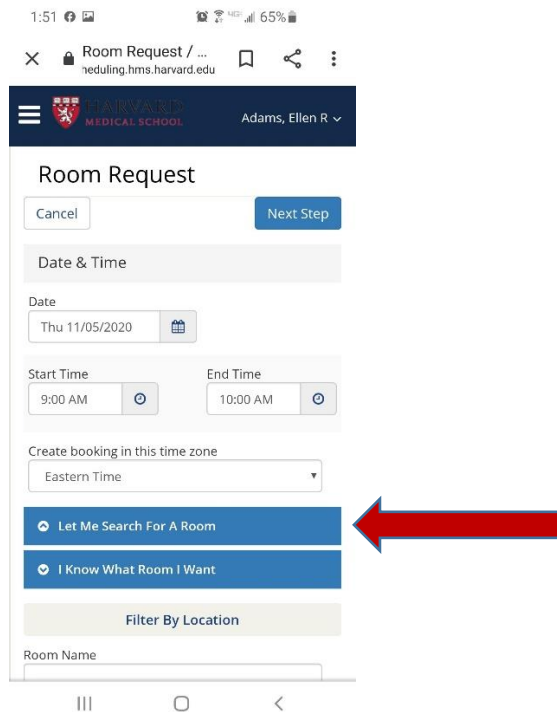




- Select the template “Request a workstation for staff” and hit “book now”



- Enter the date and time of your workstation request and click “let me search for a room”.





- The location “180 Longwood” should be in the locations, hit “search”.

1:52 65%
HARVARD MEDICAL SCHOOL Adams, Ellen R
Thu 11/05/2020
Start Time 9:00 AM End Time 10:00 AM
Create booking in this time zone Eastern Time
Let Me Search For A Room
Locations Add/Remove
180 Longwood Ave
Features Add/Remove
(none)
Number of People 1
Search
I Know What Room I Want
Cancel Next Step

- A list of available workstations will appear. Click on the name of the workstation you would like to reserve. It will now be in your cart as shown. Click “next step”.

1:55 64%
Room Request / ... neduling.hms.harvard.edu
HARVARD MEDICAL SCHOOL Adams, Ellen R
Room Request
Cancel Next Step
Date & Time
Date Wed 11/25/2020
Start Time 9:00 AM End Time 10:00 AM
Create booking in this time zone Eastern Time
180L 103C office workstation
Cancel Next Step



- Be sure your group and your name are selected from the pull-down menu.

1:56 64%

Room Request / ...
heduling.hms.harvard.edu

Adams, Ellen R

Room Request

Event Details

Event Name *
Touchdown space

Event Type *
Workstation

Group Details

Group *
HMS-CPF-Campus Planning

1st Contact
Adams, Ellen R

1st Contact Phone *
617/432-2020

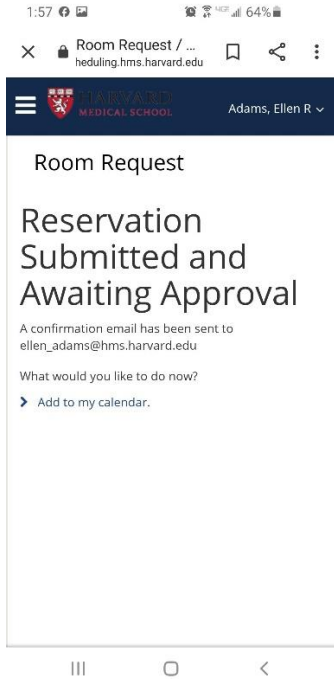
- Click “Create reservation” in green at the bottom.

ellen_adams@hms.harvard.edu

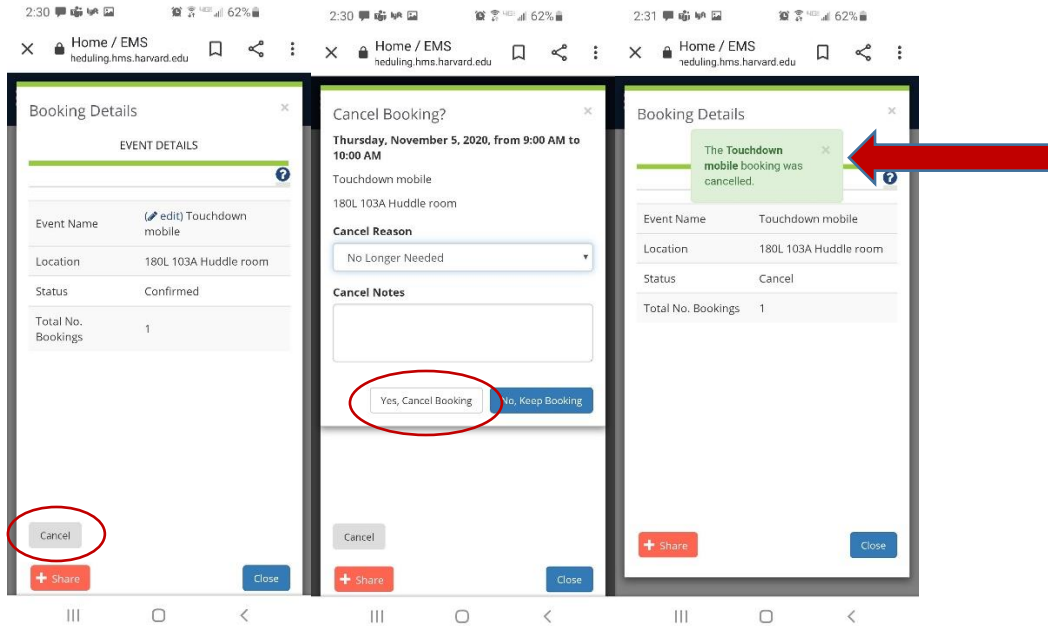
Go Back Create Reservation



- You are done! You will receive an email notification, and a notification will be sent to security.



Please be sure to cancel if you no longer need your workstation. (to cancel, when you are logged into your account, go to “home”. A list of your bookings appears. Please note you can only cancel bookings you’ve made via your mobile phone on your mobile phone. For others you will need to use the web app on a computer. Click on the name of the mobile booking you want to cancel, and click “cancel” in the lower left. Don’t forget to click “yes, cancel booking” on the pop-up. You will see a green notification..





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For more information, there are tutorial videos on our website roomscheduling.hms.harvard.edu under Resources and Links.

For IT and login questions, please call 432-2000. For room scheduling, call 432-2020.