

Employee Workspace Reservation System (EWRS)

User Manual

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The Employee Workspace Reservation System (EWRS) is an online booking tool that Ontario Public Service (OPS) employees must use to reserve a workspace.

You can access the Employee Workspace Reservation System online. First time users are required to register in the system, including identifying your division, manager and any delegates that can book space on your behalf. You can reserve your workspace on the same day and reservations can be made up to 30 days in advance at your main location(s).

Note: OPS Touchdown Centers (OTC) reservations can only be made 6 days in advance. Same-day reservation for the OPS Touchdown Centers (OTC) will NOT be accepted.

If you have made a reservation and no longer require the workspace, please cancel your reservation in the system as soon as possible so that others can reserve the workspace.

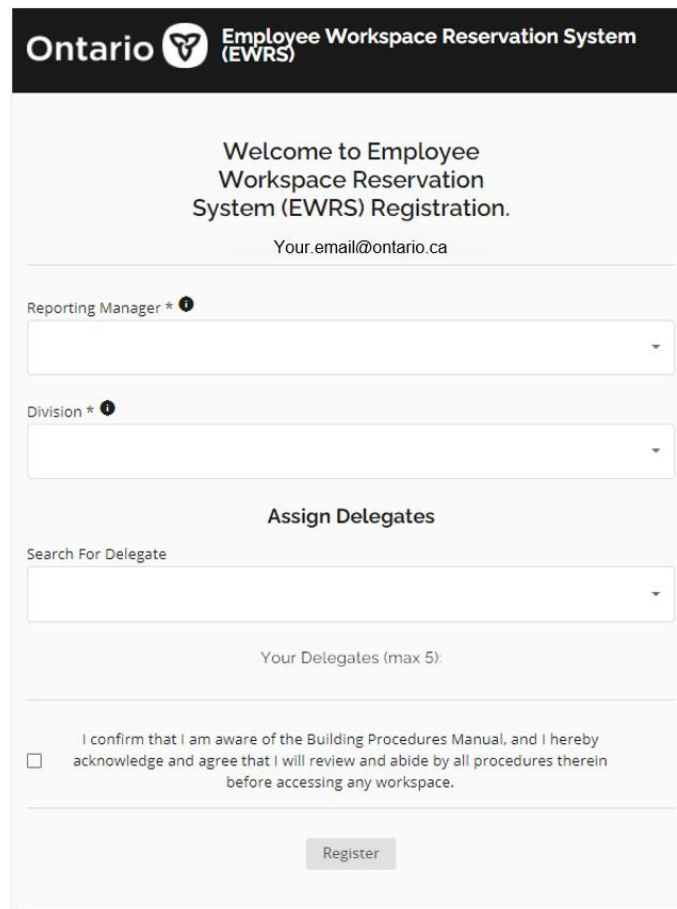
For Assistance and Feedback

For technical inquiries or issues including suggestions, please contact EWRSfeedback@ontario.ca for assistance. You can also select the Contact Us link found at the bottom of the EWRS page.

How to Register

Follow these steps:

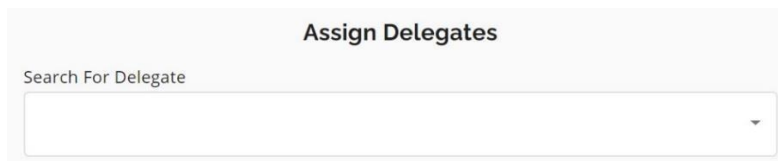
1. Log into the [EWRS homepage](#) and click “Register”.
2. Select your **Reporting Manager** and **Division** from the drop-down list.



The screenshot shows the registration page for the Ontario Employee Workspace Reservation System (EWRS). The header includes the Ontario logo and the text "Employee Workspace Reservation System (EWRS)". The main heading is "Welcome to Employee Workspace Reservation System (EWRS) Registration." Below this is a placeholder for the email address "Your.email@ontario.ca". There are two required drop-down menus: "Reporting Manager * 1" and "Division * 1". Below these is a section titled "Assign Delegates" with a "Search For Delegate" drop-down menu. Underneath is a section for "Your Delegates (max 5)". At the bottom, there is a checkbox for a confirmation statement: "I confirm that I am aware of the Building Procedures Manual, and I hereby acknowledge and agree that I will review and abide by all procedures therein before accessing any workspace." and a "Register" button.

3. You can optionally assign up to (5) delegates. To add a delegate, enter the name of the person and select from the drop-down list.

Note: A delegate is person who can book a workspace on behalf of an employee.



This is a close-up of the "Assign Delegates" section from the registration form. It features a label "Assign Delegates" and a "Search For Delegate" drop-down menu.

- Review and click the check box to agree to the declaration.

☐ I confirm that I am aware of the Building Procedures Manual, and I hereby acknowledge and agree that I will review and abide by all procedures therein before accessing any workspace.

Note: Your Building Procedures Manual will be sent to you via email once you confirm your reservation.

- Click **Register** to automatically be entered into the booking system.

View Building Design and Development

View Buildings

Follow these steps:

- Log into the [EWRs homepage](#).
- From the Home page, click on **Display Buildings**.

HOME MY RESERVATIONS MANAGE WORKSTATIONS VIEW BUILDINGS MANAGE USERS VIEW DIVISIONS EXTRACT REPORT

Display Buildings

Note:
EWRs check-ins will be required to maintain your workstation reservation. Failure to check-in will cancel your reservation and your workspace will be made available for others to use. Check-in will be required by 11:00 am for morning or full day bookings and by 2:00 pm for afternoon bookings.

Make Reservation

Booking For * Location * Floor(s) * Time Period *

Adela Yang

Start Date * End Date *

☐ Repeat ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri

mm/dd/yyyy mm/dd/yyyy



5775 Yonge St. Toronto
5775 Yonge St., Toronto, M2M 4J1
Floor Plan
Building Procedure
P P P

222 Jarvis Street, Toronto
222 Jarvis Street, Toronto, M7A0B6
Floor Plan
Building Procedure
P P P

119 King St W, Hamilton
119 King St W, Hamilton, L8P4Y7
Floor Plan
Building Procedure
P

33 King St. West, Oshawa
33 King Street West, Oshawa, L1H1A1
Floor Plan
Building Procedure
P P P

The icons at the bottom of each building represent amenities that are available near your building:

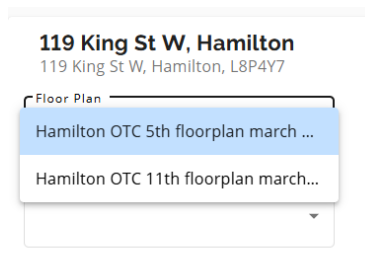
- Pay-per-use parking **P**
- Daily parking **P**
- Accessibility access 
- Direct access to TTC 

Note: Hovering over the icons will tell you which amenity it represents.

View Floor Plans

Follow these steps:














1. Follow steps **#1** to **#2** from [View Buildings](#).
2. Click on the arrow and select the floor from the drop-down list.
Your Floor Plan will open in a new tab.



P 

119 King St., Hamilton, 11th Floor OPS Touchdown Centre

Legend

-  Stairs
-  Elevators
-  Women's Washroom
-  Men's Washroom
-  Kitchen / Working Lounge
-  Meeting Room
-  60-minute Room
-  Deputy Minister Touchdown
-  Locker Area
-  Accessible Workspace
-  First Aid
-  Entrance / Exit
-  Compass / Safe Room

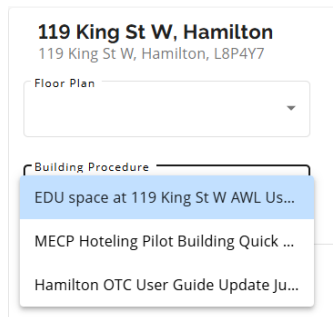


Notes: Floor plan is intended for internal use only and should not be copied or redistributed.

View Building Procedures

Follow these steps:

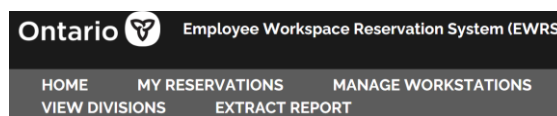
1. Follow steps **#1** to **#2** from [View Buildings](#).
2. Click on the arrow and select the floor from the drop-down list.
The building procedure will download to your device.



View Divisions

View Divisions and Division Ministrative

1. Log into the [EWRS homepage](#).
2. Click on **View Divisions** tab.



3. Type **Ministry** or **Division** name to view division and division administrative.

Divisions

Search For A Division

MOH

Name ↑	Admin Email(s)
MOH - 123 Branch	EWRSFeedback@ontario.ca
MOH - Corporate Services	EWRSFeedback@ontario.ca

Manage Workspace

Book a Workspace

Workspaces can be reserved for the same day and up to 30 days in advance in non-OTC locations. Workspace bookings are available Monday to Friday.

Follow these steps:

1. Log into the [EWRS homepage](#).
2. From the Home page, navigate to the **Make Reservation** section.

Make Reservation

Booking For *	Location *	Floor(s) *	Time Period *	Start Date *	<input type="checkbox"/> Repeat ⓘ <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri End Date
Adela Yang				mm/dd/yyyy ⓘ	mm/dd/yyyy ⓘ

Search

3. Select the desired **Location** from the drop-down list.

Location *

- 5775 Yonge St. Toronto
- 222 Jarvis Street, Toronto
- 119 King St W, Hamilton
- 33 King St. West, Oshawa

4. Select the desired **Floor(s)** from the drop-down list. You may select multiple floors.

Floor(s) *

- ☐ 5th-OTC
- ☐ 11th-OTC

5. Select the desired **Time Period** from the drop-down list.

Time Period *

Morning

Afternoon

Full Day

6. Select the **Start Date** you would like to reserve for.

Start Date *

mm/dd/yyyy

MAY 2025

<

>

S M T W T F S

MAY

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

Note:

- If you are only booking for one day, you **do not** need to check 'Repeat' and select an End Date.
 - If you are booking for **OPS Touchdown Centres (OTCs)** locations, you **cannot** check 'Repeat' for multiple days.
 - Workspace same-day reservation for the **OPS Touchdown Centres (OTCs) locations** will not be accepted. You must book for next day.
7. If you are booking for **Multiple Days**, check the **Repeat**. You will need to select an **End Date** when booking for multiple days. You can also optionally check off specific recurrence days.

☒ Repeat ⓘ

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri

End Date (*)

mm/dd/yyyy

8. Click the **Search** button.

Note: Your search will be displayed at the bottom of your screen.

128 Workstations Available

Favourite	Desk No.	Floor No.	Features	Show Floor Plan	Reserve
♥	HT WS-5B120	5th Floor - All	🖥️	Show Floor Plan	Reserve
♥	HT WS-5B121	5th Floor - All	🖥️	Show Floor Plan	Reserve
♥	HT WS-5B122	5th Floor - All	🖥️	Show Floor Plan	Reserve
♥	HT WS-5B123	5th Floor - All	🖥️ 🖱️ ⌨️	Show Floor Plan	Reserve
♥	HT WS-5B125	5th Floor - All	🖥️	Show Floor Plan	Reserve
♥	HT WS-5B127	5th Floor - All	🖥️	Show Floor Plan	Reserve
♥	HT WS-5B128	5th Floor - All	🖥️	Show Floor Plan	Reserve
♥	HT WS-5B129	5th Floor - All	🖥️	Show Floor Plan	Reserve
♥	HT WS-5B130	5th Floor - All	🖥️	Show Floor Plan	Reserve
♥	HT WS-5B131	5th Floor - All	🖥️	Show Floor Plan	Reserve

items per page: 10 1 - 10 of 128 < > |

9. In the search results you can view:

- Desk number
- Floor number
- Features column shows what is available at the workspace:
 - Monitor(s) 🖥️
 - Mouse 🖱️
 - Keyboard ⌨️

Note: Hovering over the icons will tell you which feature it represents.

10. Review and select a workstation you want to reserve by clicking the **Reserve** button on the right side of the page.

♥	HT WS-5B120	5th Floor - All	🖥️	Show Floor Plan	Reserve
---	-------------	-----------------	----	-----------------	---------

11. Click **Yes** to confirm your selected workstation and timeframe.

⚠️ Are you sure you would like to reserve workstation HT WS-5B120 on 5th Floor - All, on Friday 2025/05/09 for the 'Full Day' period?

No Yes


✓ Booking Complete ×

Your workspace has now been reserved. You will receive **two confirmation emails** in your Outlook email:

1. A **calendar invitation** to the Workspace Reservation

Confirmation. Accept the calendar invitation to be saved in your calendar.

Workspace Reservation Confirmation

 EWRS-noreply@ontario.ca
Required

Accept Tentative Decline

Fri 2025-05-09 10:00 AM

Occurs every Friday effective 2025-05-09 until 2025-05-09 at 8:00 AM 222 Jarvis Street, Toronto M7A0B6

May 9

7 AM

8 AM


9 AM

Workstation HT WS-5B120 Reserved - Full Day: 222 Jarvis Street, Toronto M7A0B6; EWRS-noreply@ontario.ca

Workspace: **HT WS-5B120**
Floor: **5th Floor - All**
Building: **222 Jarvis Street, Toronto**
From: **Friday, May 9, 2025**
To: **Friday, May 9, 2025**
For following weekdays: **Friday**
Duration: **Full Day**

2. A copy of **Building Procedures**. Please review the guide before using the workspace.


EWRS Space Confirmation: Workspace reservation

 EWRS-noreply@ontario.ca
To

Reply Reply All Forward

Fri 2025-05-09 10:00 AM

This is the most recent version, but you made changes to another copy. Click here to see the other versions.

 222 Jarvis Building Procedure link.docx
22 KB

Please review the attached document(s) prior to using the workspace.

Workspace: **HT WS-5B120**
Floor: **5th Floor - All**
Building: **222 Jarvis Street, Toronto**
From: **Friday, May 9, 2025**
To: **Friday, May 9, 2025**
For following weekdays: **Friday**
Duration: **Full Day**
Please note that any modification to your reservation (e.g. cancelling a reservation) must be made through EWRS system.
Changes made to the Outlook meeting occurrence will not be reflected in the EWRS system.

Cancel a Reservation

Reservations can be cancelled at any time.

Follow these steps:

1. Log into the [EWRS homepage](#).

- From the Home page, click on the **My Reservations** tab. All your reservations will be displayed.

My Reservations

	Location	Address	Floor	Desk No.	Date	Selected Time	Features	
	222 Jarvis Street, Toronto	222 Jarvis Street, Toronto, M7A0B6	5th Floor - All	HT WS-5B120	2025-05-09	Full Day		Check-In Cancel
	222 Jarvis Street, Toronto	222 Jarvis Street, Toronto, M7A0B6	5th Floor - All	WS-5A047	2025-05-12	Full Day		Cancel
	222 Jarvis Street, Toronto	222 Jarvis Street, Toronto, M7A0B6	5th Floor - All	WS-5B022	2025-05-14	Full Day		Cancel
	222 Jarvis Street, Toronto	222 Jarvis Street, Toronto, M7A0B6	5th Floor - All	WS-5A034	2025-05-19	Full Day		Cancel

Items per page: 10 1 - 4 of 4 < > >>

- Find the reservation you want to cancel.
- Click the **Cancel** button on the right side of the page.
- Click **Yes** to cancel your reservation.

Are you sure you would like to cancel this reservation?

[No](#)
[Yes](#)

You will receive an email confirmation that your reservation has been cancelled. Don't forget to **remove the cancelled booking from your Outlook calendar.**

EWRS Space Cancellation: Your workspace reservation(s) have been cancelled

EWRS-noreply@ontario.ca
To: Yang, Adela (MPBSDP)

[Reply](#) [Reply All](#) [Forward](#)

Fri 2025-05-09 10:09 AM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

The following workspace reservation(s) for Yang, Adela (MPBSDP) have been cancelled.

Reservation date: **Friday, May 9, 2025**
 Duration: **Full Day**
 Workspace: **HT WS-5B120**
 Floor: **5th Floor - All**
 Building: **222 Jarvis Street, Toronto**

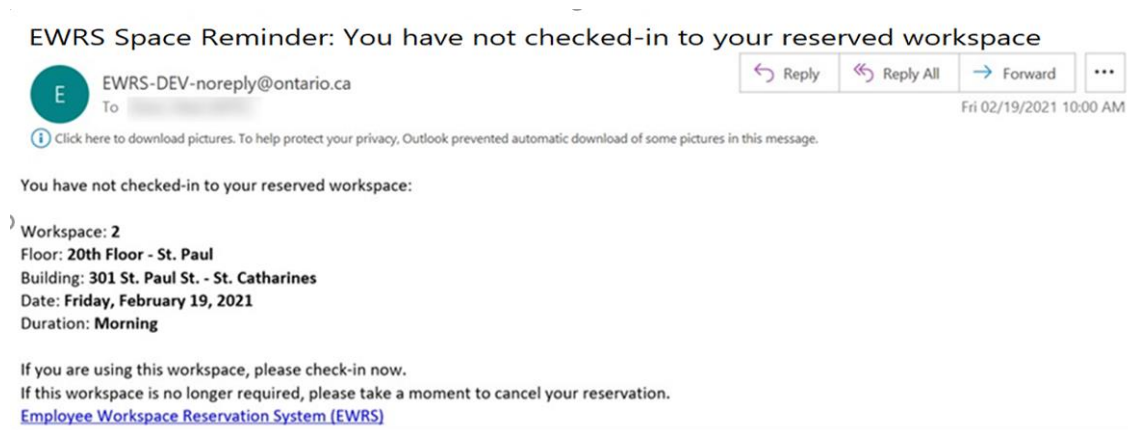
Please note your reservation cancellation will not be reflected in your Outlook Calendar. Manually delete the meeting occurrence in Outlook as required.

Note: Canceling the reservation from Outlook calendar **cannot** cancel the reservation in EWRS booking system. You must **cancel the reservation from the EWRS booking system.**

Workspace Usage and Support

Check in Workspace Notification

If you **have not** checked into your workspace: You will receive an email notification indicating “You have not checked into your reserved workspace.” Email notices are sent out at 10:00 a.m. or 2:00 p.m.



Check In to your Workstation

You **must** check in as soon as you arrive at your workspace.

Follow these steps:

1. Log into the [EWRS homepage](#).
2. From the Home page, click on the **My Reservations** tab. All your reservations will be displayed.

My Reservations

	Location	Address	Floor	Desk No.	Date	Selected Time	Features		
	222 Jarvis, Toronto	222 Jarvis, Toronto, M5B2B8	4th floor	DEMO DESK testing	2024-02-05	Full Day	🖥️	Check-in	Cancel
	222 Jarvis, Toronto	222 Jarvis, Toronto, M5B2B8	4th floor	DEMO DESK testing	2024-02-06	Full Day	🖥️		Cancel
	222 Jarvis, Toronto	222 Jarvis, Toronto, M5B2B8	4th floor	DEMO DESK testing	2024-02-07	Full Day	🖥️		Cancel
	222 Jarvis, Toronto	222 Jarvis, Toronto, M5B2B8	4th floor	DEMO DESK testing	2024-02-08	Full Day	🖥️		Cancel
	222 Jarvis, Toronto	222 Jarvis, Toronto, M5B2B8	4th floor	DEMO DESK testing	2024-02-09	Full Day	🖥️		Cancel

- Find the reservation you want to check in for and click the **Check In** button on the right side of the page.

Check-In

You are now checked into your workspace.











Check Out of your Workstation

You **must** check out when you are finished using your workspace.


Follow these steps:

- Log into the [EWRs homepage](#).
- From the Home page, click on the **My Reservations** tab. Your reservations will be displayed.

My Reservations

	Location	Address	Floor	Desk No.	Date	Selected Time	Features	
	222 Jarvis, Toronto	222 Jarvis, Toronto, M5B2B8	4th floor	DEMO DESK testing	2024-02-05	Full Day		Check-Out
	222 Jarvis, Toronto	222 Jarvis, Toronto, M5B2B8	4th floor	DEMO DESK testing	2024-02-06	Full Day		Cancel
	222 Jarvis, Toronto	222 Jarvis, Toronto, M5B2B8	4th floor	DEMO DESK testing	2024-02-07	Full Day		Cancel
	222 Jarvis, Toronto	222 Jarvis, Toronto, M5B2B8	4th floor	DEMO DESK testing	2024-02-08	Full Day		Cancel
	222 Jarvis, Toronto	222 Jarvis, Toronto, M5B2B8	4th floor	DEMO DESK testing	2024-02-09	Full Day		Cancel

- Find the reservation you want to check out of and click the **Check Out** button.
- Click **Yes** to check out of the reservation.

 Are you sure you would like to check out of this reservation?

No

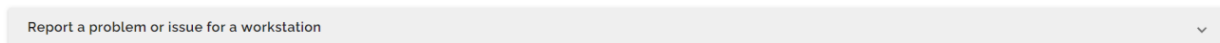
Yes

You have now checked out of your workspace.

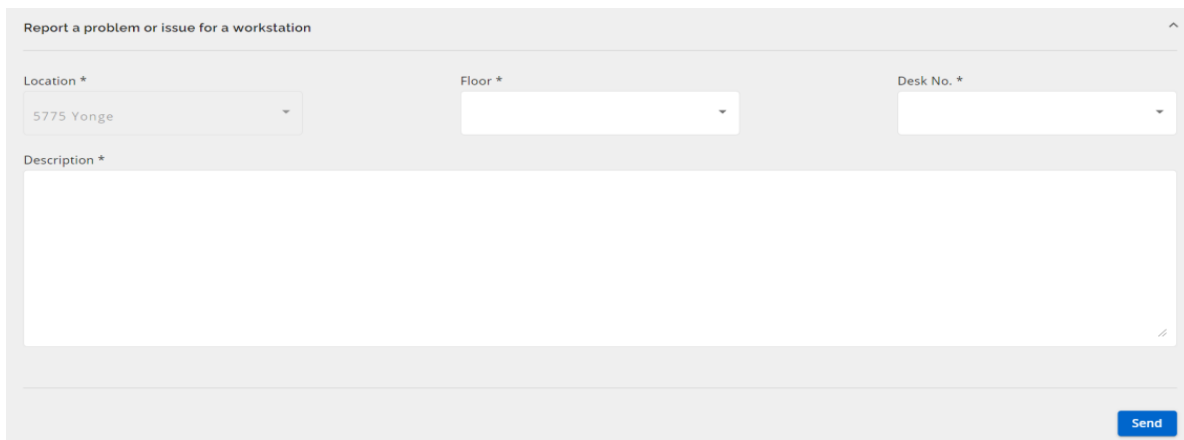
Report a Problem or Issue with a Workspace

Follow these steps:

1. Log into the [EWRS homepage](#).
2. From the Home page, click on the **My Reservations** tab.
3. Scroll to the bottom of the page to find the **Report an Issue Bar**.

A light gray horizontal bar with the text "Report a problem or issue for a workstation" on the left and a small downward-pointing chevron icon on the right.

4. Click the drop-down list to expand the **Issue Bar**.

The expanded form is a light gray box with a title bar at the top. Below the title bar are three dropdown menus: "Location *" (with "5775 Yonge" selected), "Floor *" (empty), and "Desk No. *" (empty). Below these is a large text area labeled "Description *". At the bottom right of the form is a blue "Send" button.

5. Complete the form by entering the fields:
 - Location*
 - Floor*
 - Desk No.*
 - Description*

Note: Fields with an asterisk (*) are mandatory.

6. Click the **Send** button. Your report has sent successfully.

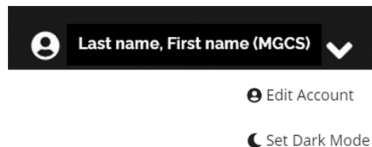
A light green horizontal bar with a green checkmark icon on the left, the text "Your Report Has Been Sent" in the center, and a small 'x' icon on the right to close the message.

Manage Profile and Delegates

Edit Your Profile

Follow these steps:

1. Log into the [EWRS homepage](#).
2. Click the drop-down arrow next to your name in the right-hand corner.



3. Click **Edit Account**.

The **Update Profile** page will be displayed. Here you will be able to update your:

- Reporting Manager*
- Division*
- Delegates

Note: Fields with an asterisk (*) are mandatory.

4. Once you have made your updates, click **Save**.

You will return to the Home page and your profile has been updated successfully.



Assign a Delegate

A delegate is a person who can book a workspace on behalf of an employee. Please ensure that a delegate is aware that you assigned them this role in the EWRS system.

Follow these steps:

1. Follow steps **#1** to **#3** in [How to Edit Your Profile](#).
2. Under the **Assign Delegates** section, enter the name of the person you want to assign as a delegate.

Note: You can assign up to 5 delegates.

Update Profile

Reporting Manager * ⓘ
Chen, Nancy (MPBSDP)

Division * ⓘ
MPBSDP-GSIC

Assign Delegates

Search For Delegate

Your Delegates (max 5):

Cancel Save

3. Select the name of the person. Your delegate is now assigned.

Assign Delegates

Search For Delegate

Las

Last name, First name (MGCS)

4. Click **Save**.

Save

You will return to the Home page and your profile has been updated successfully.

✓ Your profile has been updated successfully.

Remove a Delegate

Follow these steps:

1. Follow steps **#1** to **#3** in [How to Edit Your Profile](#).
2. Under the **Assign Delegates** section, click the **X** next to the name of the delegate you want to remove.

3. Click **Save**.

Save

You will return to the Home page and your profile has been updated successfully.

✓ Your profile has been updated successfully.

Book a Workspace as a Delegate

One of your colleagues may have made you their delegate. This means you can book a workspace on behalf of the employee.

Follow these steps:

1. Confirm with the employee that they have made you a delegate using the EWRS system.
2. Prior to booking a workstation, confirm with the employee:
 - Location*
 - Floor(s)*
 - Time Period*
 - Start Date*
 - End Date

Note: Fields with an asterisk (*) are mandatory.

3. Log into the [EWRS homepage](#).
4. Navigate to the **Make Reservation** section.
5. In the **Booking For*** field, use the drop-down list to select the person for whom you are booking for.

Make Reservation

Booking For *	Location *	Floor(s) *	Time Period *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ Repeat ⓘ
☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri

Start Date *

End Date

Search

Note: You will only be able to search for employee(s) who have made you their delegate.













6. Follow steps **#3** to **#11** from [How to Book a Workspace](#).

Once your booking is completed, an email will be sent to you and the employee which confirms the booking reservation.



All of your upcoming reservations you booked for yourself and your colleagues will be displayed under the **My Reservations** tab.

My Reservations

	Location	Address	Floor	Desk No.	Date	Selected Time	Features	
	301 St. Paul St. - St. Catharines	301 St. Paul St., St Catharines, L2S3A1	2nd Floor - St. Paul (Restricted)	33	2024-02-09	Full Day	    	Cancel
	301 St. Paul St. - St. Catharines	301 St. Paul St., St Catharines, L2S3A1	2nd Floor - St. Paul (Restricted)	33	2024-02-06	Full Day	    	Cancel

