


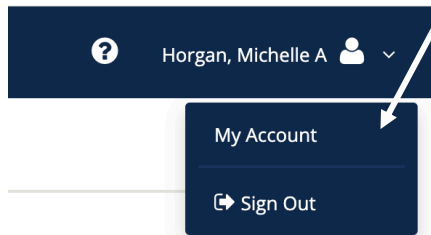


Setting Favorites in EMS

The EMS Web App allows users to Favorite their commonly used or searched for spaces.

To set favorite locations:

- Login to **EMS Web App**
- Click the  arrow next your name in the top right corner and Click **My Account**



Select the second tab, **My Favorite Rooms**

PERSONALIZATION **MY FAVORITE ROOMS**

Add New Favorite Room

Your favorite rooms will override any template locations you have personalized.

Filter By Location Find by room name

Add New **Favorite Room**

- Type Room Name into the box next to Filter by Location. The box will populate with choices.
- Select your room and hit enter. It will be added to your favorites.





Add New Favorite Room

Your favorite rooms will override any template locations you have personalized.

Filter By Location Friend Center 108

Friend Center 108 - Friend Center - ET

Your Saved Favorite Rooms

	Room Name ^
	Computer Science 104
	East Pyne 010
	Friend Center 003
	Friend Center 004

Use **Filter By Location** to limit rooms in the search to selected buildings.

- Click Filter By Location
- Select buildings to include
- Click Update Locations
- Room search will limit to selected buildings

Locations

BUILDINGS

Find locations

Select All Buildings

Forbes College Main

Frick Chemistry Laboratory

Friend Center

Frist Campus Center

Green Hall

Guyot Hall

Hargadon Hall

Henry House

Selected Locations

Frist Campus Center Friend Center

Update Locations