



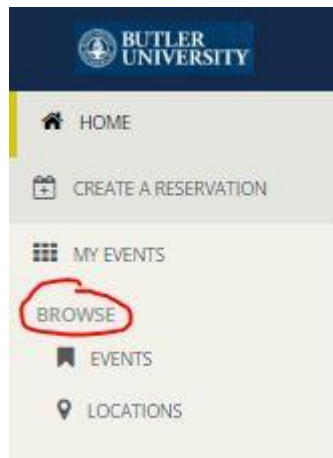
# BUTLER

Office of University Events

# EMS INSTRUCTIONS

## BROWSING EMS

1. To browse events, locations, people and groups, find “Browse” in the navigation menu to the left side of the screen. You can then click “Events” or “Locations.”



2. By clicking “Events” you will be able to see a list view of all of the events happening on campus. The default view allows you to see events by date, but you can add “Filters” to refine your view of events.
3. By clicking “Locations” you will be able to see a grid view of all of the events happening on campus in order of the campus space. To refine the search from the default view, you may add “Filters” or “Search” for specific rooms on campus.

