



## CREATING A LIST OF FAVORITE ROOMS

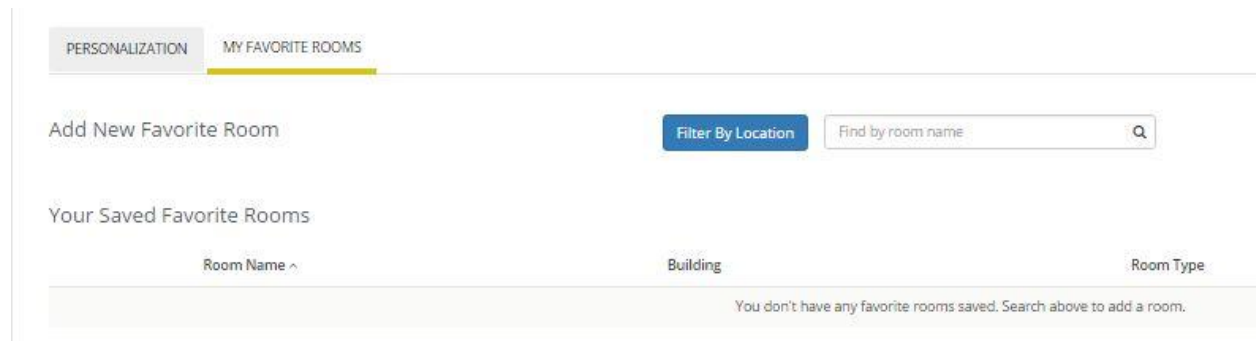
1. From the home page of EMS, click on your name icon in the top right corner of the screen. Then click “My Account” in the drop down menu.



2. Once on your account page, click the tab labeled “My Favorite Rooms.”



3. Here you can “Add a New Favorite Room” or view “Your Saved Favorite Rooms.”

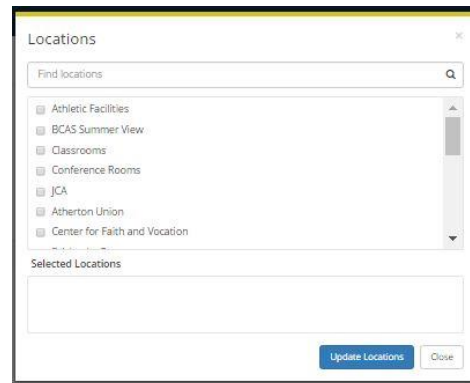


4. To “Add a New Favorite Room” search for the room directly in the search box by number or name.



A search box with the placeholder text "Find by room name" and a magnifying glass icon on the right side.

- i. To refine your search, use the “Filter By Location” button to only search in certain buildings. A pop up will come to allow you to select a number of buildings. Once you have added buildings, click “Update Locations.”



A pop-up window titled "Locations" with a close button in the top right corner. It contains a search box labeled "Find locations" with a magnifying glass icon. Below the search box is a list of location categories with checkboxes: Athletic Facilities, BCAS Summer View, Classrooms, Conference Rooms, JCA, Atherton Union, and Center for Faith and Vocation. At the bottom of the window, there is a section labeled "Selected Locations" with an empty list box, and two buttons: "Update Locations" and "Close".

5. Once you have found the room you would like click on it, and it will be added to a list under “Your Saved Favorite Rooms.”