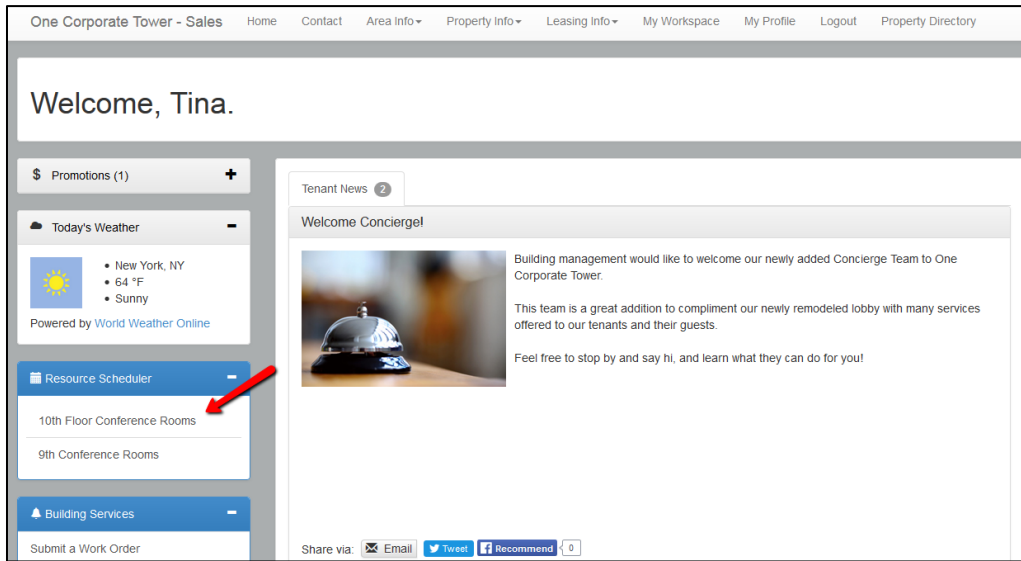


Scheduler Request

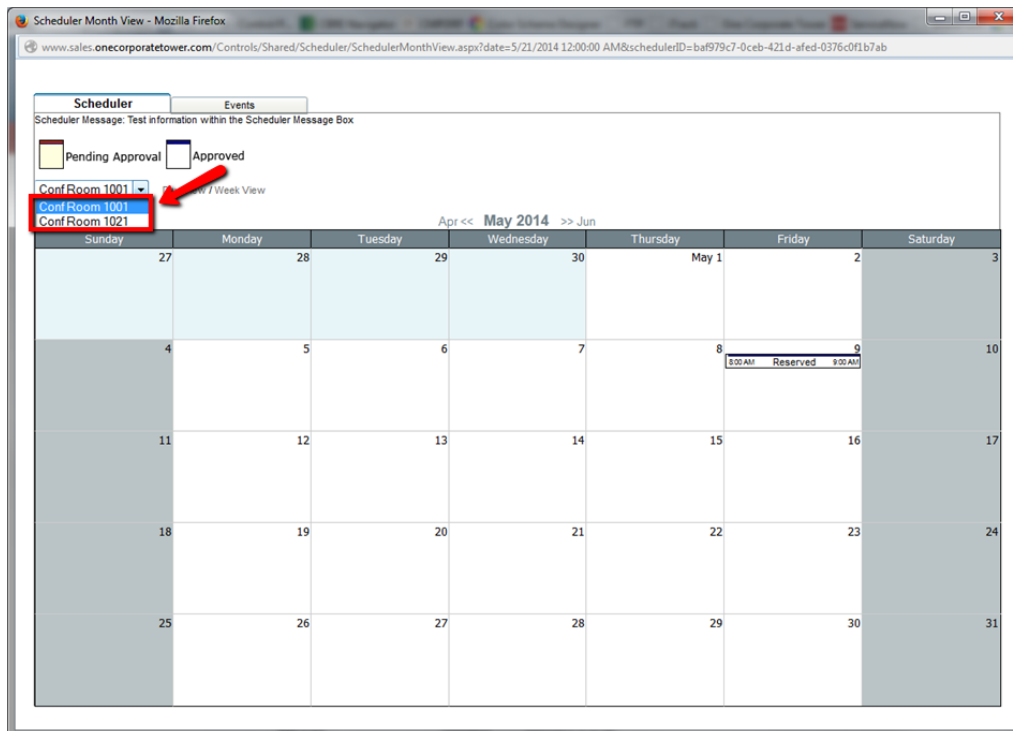
Schedulers are a convenient tool for reservation requests for conference rooms, training areas, or other common areas.

SUBMITTING A SCHEDULER REQUEST

STEP 1: Login to My Workspace and click on the desired Resource Scheduler.



STEP 2: Select the desired resource from the dropdown and click on a day in the calendar to schedule a reservation.



Scheduler Request

STEP 3: Fill in the information and click on "Submit Request".

Scheduler Event - Mozilla Firefox
www.sales.onecorporatetower.com/Controls/Shared/Scheduler/SchedulerEventEdit.asp

Title*: Meeting w/New Client
Description:
Notes: Bring proposal information.
Contact Info:
Number of Attendees: 5
Layout*:
 Conference Layout - \$50/hr
 Presentation Layout - \$100/hr
Business Hours: 8 AM - 5 PM
Start: 5/22/2014 11 AM : 0
End: 5/22/2014 12 PM : 0
Price: 50.00 (fees are rounded up)
Upload Document: Browse... No file selected.

Please read the following Terms of Service.
ACCEPTANCE OF TERMS
Welcome to the Axis building portal. Axis provides its service to you, subject to the following Terms of Service ("TOS"), which may be updated by us from time to time without notice to you. You can review the most current version of the TOS at any time by accessing this section. In addition, when using
 certify I have read and understand the Terms of Service. I understand that checking this box is functionally equivalent to providing my signature.
Submit request

Meeting will now show up in the calendar (red if pending approval; blue if approved).

Scheduler | Events
Scheduler Message: Test information within the Scheduler Message Box

Pending Approval Approved

ConfRoom 1001 | Day View / Week View
Show resource detail

Apr << **May 2014** >> Jun

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	May 1	2	3
4	5	6	7	8	9 8:00 AM Reserved 9:00 AM	10
11	12	13	14	15	16	17
18	19	20	21 11:00 AM Meeting w... 12:00 PM	22	23	24
25	26	27	28	29	30	31

Scheduler Request

UPDATING/CANCELLING A REQUEST

If management approval is not required for a scheduler, then reservations are able to be updated and/or cancelled by the Tenant by right clicking on the request and clicking on **Open** (to edit) or **Delete**.

The screenshot displays the Scheduler interface for 'Conf Room 1001'. It shows a calendar view for May 2014. A reservation is visible on May 22nd, titled 'Meeting w...'. A context menu is open over this reservation, showing options: 'Event', 'Open', and 'Delete'. The 'Delete' option is highlighted with a red box, and a red arrow points to it. The interface also includes a 'Scheduler Message' box, a legend for 'Pending Approval' and 'Approved' status, and navigation controls for the calendar.

If management approval is required for a scheduler, Tenants are only able to make changes and/or cancellations to reservations if the reservation is still pending. Once it is approved, it can only be edited or cancelled by a Property Manager.