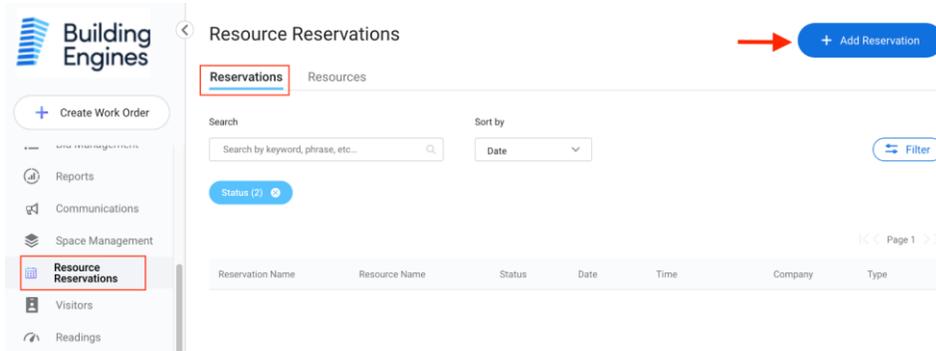


Booking a Space (Tenant)

1. Click the Resource Reservations tab and navigate to the Reservations feature.
2. Click the blue Add Reservation button in the top right corner of the page.



3. Select the type of Resource you are reserving from Common Area, Freight Area, Exterior Space and Other.

New Reservation ×

Type
 Common Area Freight Area Exterior Space Other

Dates
MM/ to MM/ All day
From: Choose To: Choose

Properties
All Properties Floor (Optional): Choose Floor

Available Resources
Choose Resource

Resources

Available Resources

902 >
215 Lexington Ave, 9th Floor 5 max
Wed, 07/14/2021 Availability:
05:55 PM - 07:00 PM

Conference Room >
215 Lexington Ave, 3rd Floor 0 max
Mon, 07/12/2021 Availability:
05:55 PM - 06:00 PM
Tues, 07/13/2021 Availability:
09:00 AM - 06:00 PM
Wed, 07/14/2021 Availability:
09:00 AM - 06:00 PM

4. Select the date and time ranges for your reservation

OR you can directly select an available resource and time shown on the right side of the page. If you directly select a resource and time, the other information like property and floor automatically populates to the respective places on the left-hand side.

5. View the resource details like capacity, description, and resource pricing on the right side of the page.

New Reservation



Type
 Common Area Freight Area Exterior Space Other

Dates
07 to 07 All day
From 06:20 PM To 07:00 PM

Properties
215 Lexington Ave
Floor (Optional)
9th Floor

Available Resources
902 ✔ '902' is available!

Resource Details

Resources

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902
215 Lexington Ave, 9th Floor
Common Area 5 max

Wed, 07/14/2021 Availability:
06:20 PM - 07:00 PM

Description
N/A

Resource Pricing
- Hourly: \$100.00
- Half Day: \$350.00 (hrs)

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Add Reservation

6. Enter the Reservation name. You can enter details and invite people, but this is optional.

New Reservation



Resource Details

Reservation Name
Enter Reservation Name

Details (Optional)
Type notes, instructions or anything important here.

Invite (Optional)
Type email addresses here and sep

Company
Building Engines-JH

Created For
Michael Manager

Cost

• Half Day: \$350.00 (hrs)
• Full Day: \$750.00 (hrs)

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Add Reservation

7. Select the company and who the reservation is created for from the respective drop downs.

8. View the cost for your reservation at the end of the page. Then click the blue Add Reservation button to save.

New Reservation



Cost

Name	Duration	Cost
902	1 hour (\$100.00 Hourly)	\$100.00
Total Cost		\$108.88

Attachments

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Add Reservation