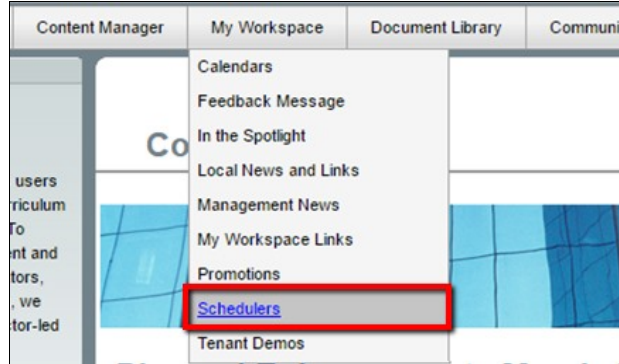


Schedulers

Control Panel > My Workspace > Schedulers



About Schedulers:

The Scheduler is a convenient tool for keeping track and managing reservation requests for conference rooms, training areas, or other common areas. The Scheduler manager contains six tabs:

1. **Dashboard:** By default, the first screen you will see is the Dashboard. This will show the following grids:
 - **Upcoming Events:** Displays a list of upcoming events (displays the next three months).
 - **Pending Approval Requests:** Displays a list of requests that are pending approval / denial.
 - **Pending Approval Recurrence:** Displays a list of requests for recurring events that are pending approval / denial.

Upcoming Events:												
Req. No.	Req. Date	Req. Time	Req. Location	Req. Status	Req. Type	Req. Recurrence	Req. Recurrence	Req. Recurrence	Req. Recurrence	Req. Recurrence	Req. Recurrence	Req. Recurrence
100	4/10/2018 8:00:00 AM	4/10/2018 8:00:00 AM	100 Floor Conference Room	Conf Room 1001	0	Req. Status	4/10/2018 8:00:00 AM	4/10/2018 8:00:00 AM	4/10/2018 8:00:00 AM	4/10/2018 8:00:00 AM	4/10/2018 8:00:00 AM	4/10/2018 8:00:00 AM
101	4/10/2018 10:00:00 AM	4/10/2018 10:00:00 AM	100 Floor Conference Room	Conf Room 1001	0	Req. Status	4/10/2018 10:00:00 AM	4/10/2018 10:00:00 AM	4/10/2018 10:00:00 AM	4/10/2018 10:00:00 AM	4/10/2018 10:00:00 AM	4/10/2018 10:00:00 AM

2. **Schedulers:** This tab is where you can go create new schedulers or manage existing ones as well as view schedulers in calendar view.
3. **Public View:** This tab manages the scheduler displayed on the portal's public marketing site, if applicable (see the note below).

Note:

- In order for a scheduler to be shown on the portal's public marketing site, a menu item must first be added to the portal's menu by the Axis Portal Support Team.
- To request to a menu item to be added to the portal's public marketing site for the scheduler, please send an email to AxisSupport@cbre.com.

4. **Terms of Service:** The Terms of Service that is displayed in the pop-up when a user goes to schedule an event.

Scheduler Event - Mozilla Firefox

sales.onecorporatetower.com/Controls/Shared/Scheduler/SchedulerEventEdit.aspx?id:

Title*:

Description:

Notes:

Contact Info:

Number of Attendees:

Layout*: Presentation Style - \$100/hr

Business Hours: 8 AM - 3 PM

Start: 4/29/2016 8 AM : 0

End: 4/29/2016 9 AM : 0

Price: \$100.00 (fees are rounded up)

Upload Document 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

I certify I have read and understand the Terms of Service. I understand that checking this box is functionally equivalent to providing my signature.

* required fields

5. **Portfolio:** This tab applies to select portfolio properties only and allows schedulers from multiple properties to be displayed on a single portal's public marketing site.

Note:

- In order for a scheduler to be shown on the portal's public marketing site, a menu item must first be added to the portal's menu by the Axis Portal Support Team.
- To request a menu item to be added to the portal's public marketing site for the scheduler, please send an email to AxisSupport@cbre.com.

6. **Cancellations:** Shows a list of events that have been cancelled. This tab defaults to showing the current month, but other months can be viewed as well.