

Adding a Resource

[Control Panel](#) > [My Workspace](#) > [Schedulers](#) > [Schedulers Tab](#)

Adding a Resource:

Note:

- Before a scheduler can be viewed from the My Workspace page, at least one resource must be added.
- Recall that we first had to create the scheduler, which is more or less an umbrella for the resources. Therefore, a scheduler (i.e. 5th Floor Conference Rooms) holds the resources that can be booked (i.e. Conference Rooms 501, 502, 503, and 504).

1. Go to **Control Panel > My Workspace > Schedulers**.
2. Click on the **Schedulers** tab.
3. Click on **Edit** for the desired scheduler.
4. Click on the **Resources** tab.
5. Click on **Add**.

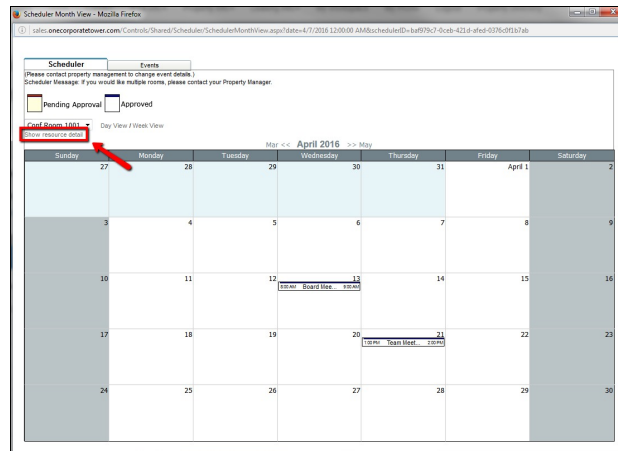
The screenshot shows the 'Content Manager' interface for editing a scheduler. The 'Resources' tab is selected and highlighted with a red box. Below the tab, a blue message bar states: 'At least one resource is needed for user to schedule for events.' Below this, there is a table with columns: Name, Start Time, End Time, Available, and Unavailable Reason. An 'Add' button is visible at the bottom right of the table area, highlighted with a red box and a red arrow pointing to it. At the bottom of the page, there are 'Submit', 'Cancel', and 'View' buttons.

6. Fill out the **Resource Attributes**:

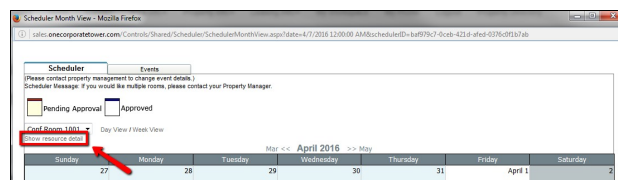
The screenshot shows the 'Attributes' tab for adding a resource. The 'Resource Name' field is highlighted with a red box. Other fields include 'Description', 'Start Time' (set to 8 AM), 'End Time' (set to 5 PM), 'Available' (checked), 'Allow Double Booking', 'Allow Bill to Suite', 'Allow Recurring Events', 'Max Range for Reservation' (set to No Max), and 'Allow Weekend'. There are also two 'Block Requests' fields, both set to 0 minutes. Below these are 'Resource Image' and 'Resource Document' sections, each with a 'Browse...' button highlighted with a red box. At the bottom left, there is a '* Required Information' link.

Submit Cancel

- **Resource Name:** Name of the resource.
- **Description:** Description of the resource. This will be shown to Tenants *only* when they view the scheduler from My Workspace, select the resource from the dropdown, and click on **Show Resource Detail**. This is not shown when viewing the calendar from Control Panel (for staff members).



- **Start/End Time:** Time range availability for the resource. This is restricted to the default start/end time of the scheduler.
- **Available:** Allows the resource to be available for users to make reservations. If, for some reason, the resource becomes unavailable (i.e. construction, etc.), then you can temporarily make it unavailable rather than deleting the resource.
- **Allow Double Booking:** Allows multiple events to be scheduled for the resource during the same time period.
- **Allow Bill to Suite:** Allows a staff member (i.e. Property Manager) to select a different suite to bill to when creating a scheduler request on behalf of a tenant user.
- **Allow Recurring Events:** Allows users to create recurring events.
- **Max Range for Reservation:** Restricts how far out a tenant user can make a reservation request.
- **Allow Weekend:** Allows weekends to be available for booking.
- **Block Requests prior to Scheduled Events within Set Time:** Blocks out a set time *before* scheduled requests to allow for setup time. Does not allow other tenant users to schedule a request during the blocked time.
- **Block Requests post Scheduled Events within Set Time:** Blocks out a set time *after* scheduled requests to allow for take down time. Does not allow other tenant users to schedule a request during the blocked time.
- **Resource Image:** Allows staff members to upload a picture(s) of the resource. The picture(s) will be shown to Tenants only when they view the scheduler from My Workspace, select the resource from the dropdown, and click on **Show Resource Detail**. This is not shown when viewing the calendar from Control Panel (for staff members).



	3	4	5	6	7	8	9
	10	11	12 Other Board Mtg. - 10AM	13	14	15	16
	17	18	19	20 Team Team Meet. - 10AM	21	22	23
	24	25	26	27	28	29	30

- **Resource Document:** Allows staff member to upload resource documents for the users (i.e. forms, rules, regulations, instructions, etc.). Users will be able to view these documents after clicking on a day in the resource calendar to book a reservation.

Scheduler Event - Mozilla Firefox

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

Title*:

Description:

Notes:

Contact Info:

Number of Attendees:

Documents: Catering Menu

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.

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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

7. Click on **Submit** to save the resource.

Note:

- You can create multiple resources per scheduler. Therefore, if you need to make another resource for the scheduler, then follow the steps again.
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