Adding a Service

Control Panel > My Workspace > Schedulers > Schedulers Tab

Adding a Service:

Note:

- A Service must belong to a Service Group that has already been created.

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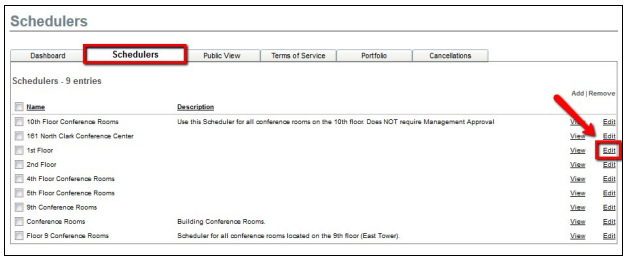
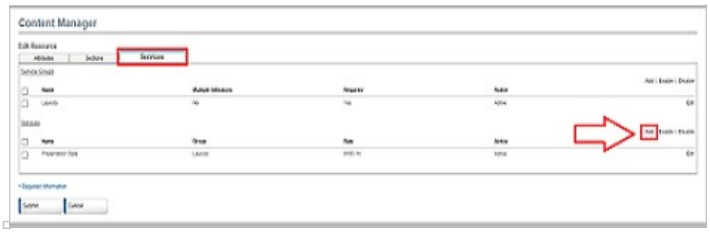
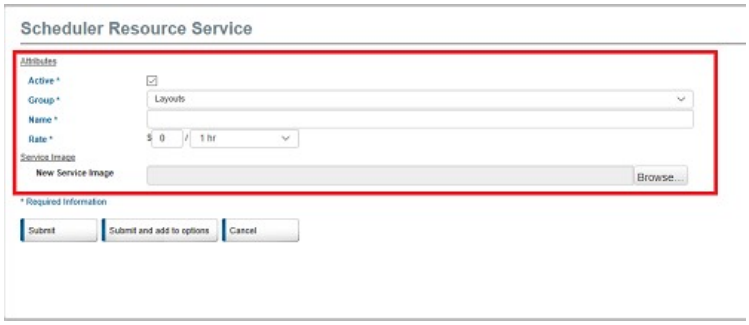
1. Go to **Control Panel** > **My Workspace** > **Schedulers**.
2. Click on the **Schedulers** tab.
3. Click on **Edit** for the desired scheduler for which the layout needs to be added.



4. Click on the **Resources** tab.
5. Click on **Edit** for the desired resource for which the layout needs to be added.

6. Click on the **Services** tab.
7. Click on **Add** next to Services.



8. Check the **Active** checkbox if you would like the service to be available to tenant users when making a reservation.
9. Select a **Service Group** from the drop down menu.
10. Enter a **Service Name**

11. Enter the applicable **Rate** for the service. The rate can be hourly or a flat fee.
12. Upload an optional **Service Image**.
13. Click **Submit** to save the service or click **Submit and add to options** to save and add the service to all available options that have been added to the Resource