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.
- 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

