





# Adding a Service

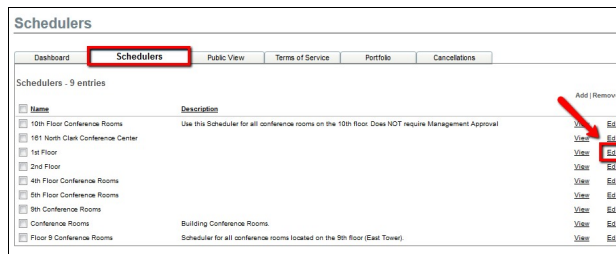
[Control Panel](#) > [My Workspace](#) > [Schedulers](#) > [Schedulers Tab](#)

## Adding a Service:

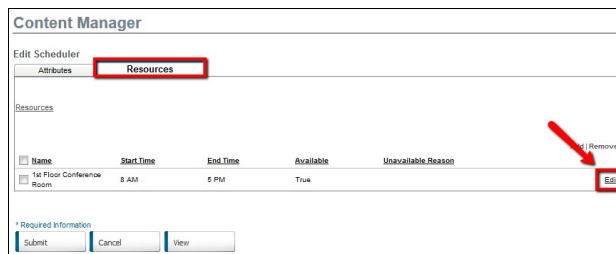
### Note:

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

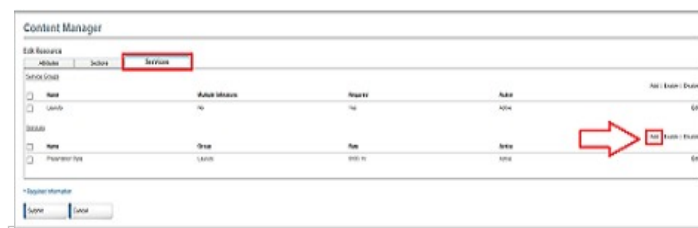
1. Go to **Control Panel > My Workspace > Schedulers**.
2. Click on the **Schedulers** tab.
3. Click on **Edit** for the desired scheduler for which the layout needs to be added.



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

### Scheduler Resource Service

**Attributes**

Active \*

Group \*

Name \*

Rate \* \$ 0 / 1 hr

Service Image

New Service Image

\* Required information