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.

Schedulers							_
Dashboard	Schedulers	Public View	Terms of Service	Portfolio	Cancellations		
Schedulers - 9 entr	ies						
Name		Description				Add R	emo
10th Floor Conferen			conference rooms on the 101	h floor. Does NOT re	quire Management Approval		E
161 North Clark Con	ference Center					View	
1st Floor						View	Г
2nd Floor						View	1
4th Floor Conference	e Rooms					View	
6th Floor Conference	e Rooms					View	
9th Conference Roo	ms					View	
Conference Rooms		Building Conference Roo	ims.			View	
Floor 9 Conference	Rooms	Scheduler for all conferen	nce rooms located on the 9th	floor (East Tower)		View	

4. Click on the Resources tab.

5. Click on Edit for the desired resource for which the layout needs to be added.

dit Scheduler Attributes	Resources				
Resources					×
Name	Start Time	End Time	Available	Unavailable Reason	d Remov
Ist Floor Conference Room	8 AM	5 PM	True		Ed
Required Information					

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

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- 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.
- 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

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