Service Exceptions

Control Panel > My Workspace > Schedulers > Schedulers Tab > Edit Scheduler > Resources tab > Edit Resource > Services Tab

Adding a Service Exception:

Service Tenant Exceptions can be used to define a service price for a specific tenant company that is different than the default price.

- 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 service exception needs to be added.

		_					
Dashboard	Schedulers	Public View	Terms of Service	Portfolio	Cancellations		
Schedulers - 9 enti	ies					Add IF	Zamoo
I Name		Description					
10th Floor Conference Rooms		Use this Scheduler for all conference rooms on the 10th floor. Does NOT require Management Approval					Ed
161 North Clark Con	ference Center					View	Ec
1st Floor						View	Ec
2nd Floor						View	E
4th Floor Conference	e Rooms					View	Ed
6th Floor Conference	e Rooms					View	Ed
Sth Conference Roo	ms					View	Ed
Conference Rooms		Building Conference Room	ns.			View	Ed
	Rooms			floor (East Tower).		View	Ed

4. Click on the Resources tab.

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

dit Scheduler		_			
Attributes	Resources				
Resources	Start Time	End Time	Available	Unavailable Reason	d Remove
Ist Floor Conferen Room	DP 8 AM	5 PM	True		Edi

- 6. Click on the Services tab.
- 7. Click Add next to the Service Tenant Exceptions heading

dit Resource				
Athibules Sections	Services			
Service George				
Nerre	Multiple Selections	Required	Active	Add Enable Dicable
Recentation Feet	No	Yes	Adve	Ec
Tech Services	Yes	Yes	Active	De
Services				Add Enable Disable
Nare	Group	Rate	Active	
Hourly (Minimum of 2 hours)	Expension Fees	825 / tr	Active	Co
Projector	Tesh Services	3100 fail tee	Adive	Set
Francisco Para and Researchings				
Service Tenani Exceptions				Add Delets
Tenant	Service Group	Service	Flate	
ABG Tenant	Reservation Face	Hourty (Hinimum of 2 hours)	\$47.7 hr	Co

8. Select **Tenant**, **Service Group**, and **Service** from the drop-down menus and input the desired rate. Then click **Submit**.