

Adding a Service Group

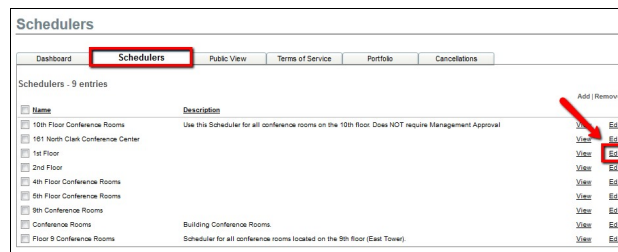
[Control Panel](#) > [My Workspace](#) > [Schedulers](#) > [Schedulers Tab](#)

Adding a Service Group:

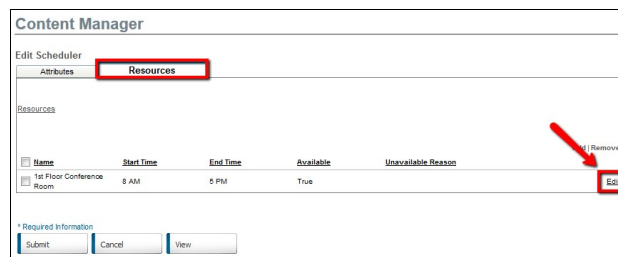
Note:

- If applicable, services can be added to a resource. If you have different possible services for a resource that you want the users to be able to select from, then you can add those services to the resource. Some service examples include:
 - Conference Room furnished with A/V equipment
 - Conference Room with optional catering
 - Conference Room with "X" number of additional chairs
 - Presentational furnishings
 - Auditorium style seating

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 Service Groups.



8. Check the **Active** checkbox if you would like the Service Group to be available to tenant users when making a reservation.
9. Enter a **Service Group Name** (i.e. Food Services, Reservation Fees, Presentation Equipment, etc.)
10. Check the **Allow Multiple Selections** checkbox if you would like tenant users to be able to select more than one service in the service group.
11. Check the **Required** checkbox if you would like it to be mandatory that tenant users choose a service from the service group.
12. Click on **Submit**.

Scheduler Resource Service

Attributes

Active *

Name *

Allow Multiple Selections *

Required *

* Required Information