

Reservations

Submit and manage reservation requests. All requests are immediately delivered to Property Management for review and action.

Two Options: Place requests through the mobile app or your desktop!

Access ([Click Here](#))

Once you've entered the Tenant Center, the Reservations Application™ is accessed from the home screen - either directly from the application display box or from the dropdown menu.

Submitting a Reservation

Step 1: Choose "Select" next to the amenity you would like to reserve. A reservation form will appear requesting specific information about your request.

Step 2: Enter your contact information and all meeting details, such as the set up needs, catering details, attendees list and email reminder notification. You will have options to add special needs, requests as well as any attachments, if needed.

Billable Items

If your reservation request requires additional charges not covered under your company's lease agreement you may receive an email asking that you log in to the Tenant Center and approve or decline the charges.

Reservation Calendar

From the home screen, select the "View Calendar" link from the Application Display Box or from the Reservations dropdown menu. The current month's calendar, shown below, will appear displaying your current reservations (green), rooms that have reservations (blue) and any unavailable conference room times (red).

Your Reservations

Reservations placed will display under Your reservations option. All reservations can be searched by simple text and/or filtered by the options available.

The image shows three overlapping screenshots of the Reservations Application. The background is a desktop view of a reservations list with columns for ID, Status, and Reservation Name. Overlaid on this is a reservation form with sections for Meeting Details, Reservation Time & Dates, and Reservation Contact. To the right is a mobile app interface showing a notification about room setup and a form for a new reservation.

ID	Status	Reservation Name
213848	Approved	Bowl-a-rama
212613	Canceled	Maine Office G
209866	Approved	Year End Meet
209374	Approved	Pre-Holiday St
207730	Approved	Board Meeting
205908	Approved	Board Meeting
\$ 200688	Approved	AM Meeting
199600	Completed	Westchase Me
\$ 195005	Approved	SAP Training
194674	Approved	Company Conference Meeting
191521	Pending	Monthly Meeting

PO: Lease ID: 12345		Status: Approved		
Type	Cost	Mark Up	Tax	Total
▼ Labor	\$100.00	\$0.00	\$0.00	\$100.00
Grand Totals	\$100.00	\$0.00	\$0.00	\$100.00

January						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Herrig/Kennedy Room Unavailable Treadway Room Unavailable	2 Adirondack Room (12:00 PM - 2:00 PM) Herrig/Kennedy Room Unavailable	3	4 Conference Room (8:00 AM - 9:00 AM) Conf Room A (8:00 AM - 9:00 AM) Unavailable	5 Conference Room (8:00 AM - 10:00 AM) Adirondack Room (9:00 AM - 4:00 PM) Conf Room A (8:00 AM - 10:00 AM) Unavailable	6	7 Herrig/Kennedy Room Unavailable Treadway Room Unavailable Penside Room Unavailable
8	9	10 Conference Room (9:30 AM - 11:00 AM) Adirondack Room (8:00 AM - 12:00 PM) Unavailable Conf Room A (9:30 AM - 11:00 AM) Unavailable	11 Conference Room (8:00 AM - 9:00 AM) Adirondack Room (10:00 AM - 12:00 PM)	12 Conference Room (9:00 AM - 1:00 PM) Conf Room A (9:00 AM - 1:00 PM) Unavailable	13	14 Herrig/Kennedy Room Unavailable Treadway Room Unavailable Penside Room Unavailable

Completed	Requested	Business Meeting	Cape Room	1	October 25, 2017
Approved	Approved	AM Meeting	Maine Room	1	July 26, 2017
Completed	Pending	Westchase Meeting	Cape Room	1	June 19, 2017
Canceled	Pending	Board Meeting	Maine Room	1	April 24, 2017
Approved	Requested	SAP Training	Cape Room	1	April 12, 2017