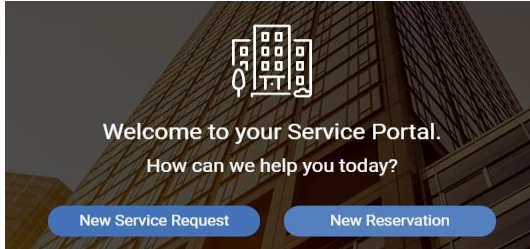


Resource Reservations

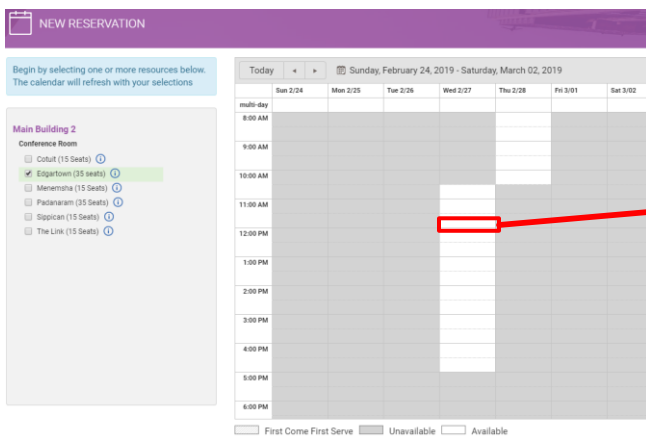
- Resource Reservations is an optional component of www.bptenantsservices.com that allows authorized tenant contacts to reserve resources such as freight elevators and conference rooms.

Making a Reservation

- 1). Select **New Reservation** from the main menu




- 2). Select which Resource you'd like to book on the left hand side. On the right, you will see a list of available time slots.

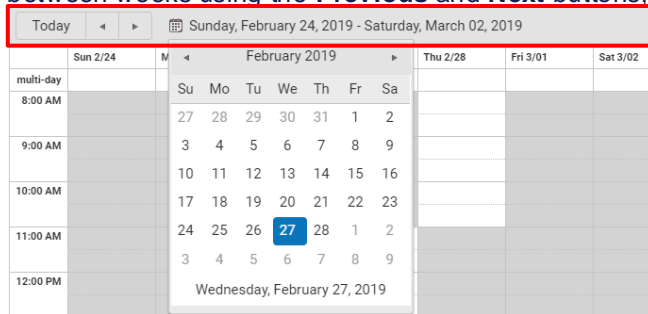


In the new reservation window, a list of available resources is displayed on the left and a weekly calendar is displayed to the right. Begin by selecting one or more resources that you would like to reserve in the same time slot.

Double-click on an available slot in your calendar to select a reservation time.

Click the **Info** button  to see a description of the resource you are trying to reserve along with any Tenant Instructions.

You can switch between weeks using the **Previous** and **Next** buttons, and return to the current week by clicking the **Today** button.



Note: On the calendar Available reservation times are displayed for the current week in **white**

In the New Reservation window that opens, the following information can be edited:

- Time Start and Time End
- Requested By (If you are creating the reservation on behalf of a colleague, please update with proper name by using the dropdown menu.
- Notes (to enter any applicable notes for Property Management)

Click **Create** to complete the reservation request.

Conference rooms require approval from property management (See screenshot below). Once your request is submitted, you will be taken to the Reservation Details screen. The following information and buttons are displayed:

Reservation ID #

RESERVATION 73171607

CANCEL RESERVATION RETURN

REQUIRES APPROVAL: Your reservation requires approval by your Property Management Office. You will be notified when the reservation is confirmed.

Reservation Details

RESOURCES Cotuit (15 Seats)	REQUESTED BY Jewel Zambrano	RESERVATION DATE AND TIME Feb 28, 2019 - 9:00 AM to 9:30 AM RESCHEDULE
DURATION 30 minute(s)	PROPERTY 1601 Trapelo Road - Reservoir Place South	BUILDING Main Building 2
RESERVATION NOTES Test Reservation EDIT		

History

Date	Event	Notes
Feb 27, 2019 - 11:14 AM	Requires Approval	
Feb 27, 2019 - 11:14 AM	Submitted	

Reservation Status:

Reserved - reservation confirmed

Requires Approval – must be approved by Property Management

Canceled – reservation was canceled

Rejected – required approval by Property Management and that reservation was not approved.

Managing Reservations:

The Reservations calendar allows you to view and search through reservations that have been made by you or your colleagues, if you have access to view colleague's reservations. To access the calendar, click on **Reservations** in the navigation bar to the left. By default the calendar displays reservations submitted in the current month.

If you are able to view colleagues' reservations, you can use the **Requested By** dropdown list to filter the calendar by colleague.

Any Requested By

Today February, 2019

Day Week Month

Sunday	27	Monday	28	Tuesday	29	Wednesday	30	Thursday	31	Friday	01	Saturday	02
	03		04		05		06		07		08		09
	10		11		12		13		14		15		16
	17		18		19		20	Edgartown (35 -	21	Cotuit (15 Seats)	22	Edgartown (35 -	23
	24		25		26		27	Cotuit (15 Seats)	28	Cotuit (15 Seats)	01		02
	03		04		05		06		07		08		09

Reserved



Pending

Cancelled/Rejected

The **Month**, **Week** and **Day** buttons allow you to toggle the Calendar between a monthly, weekly and daily view.

The **Previous** and **Next** buttons are used to page between months, weeks or days, depending on the calendar's view.

The **Today** button will return you to the current day in the calendar view selected.

Use the List button  to view reservations in a list format and the Print button  will print reservations for the currently displayed date range in a list format. You can click ID hyperlink to view details for a specific reservation.

RESERVATIONS

NEW RESERVATION

Search Results for Feb 1, 2019 to Feb 28, 2019

ID	Contact	Date	Status	Resources
73111936	Victor Diaz	Feb 21, 2019 - 12:30 PM	Reserved	Edgartown (35 seats)
73112683	Victor Diaz	Feb 22, 2019 - 8:00 AM	Declined	Cotuit (15 Seats)
73111606	Tom Marcucella	Feb 22, 2019 - 9:30 AM	Reserved	Edgartown (35 seats)
73170594	Jewel Zambrano	Feb 28, 2019 - 8:00 AM	Declined	Cotuit (15 Seats)
73171607	Jewel Zambrano	Feb 28, 2019 - 9:00 AM	Reserved	Cotuit (15 Seats)

1 - 5 of 5 items

Questions?

Contact your Property Management Team:

Victor Diaz – (781) 530-1920
Francie Valentin – (781) 530-1919
Leslie Knowles – (781) 530-1916