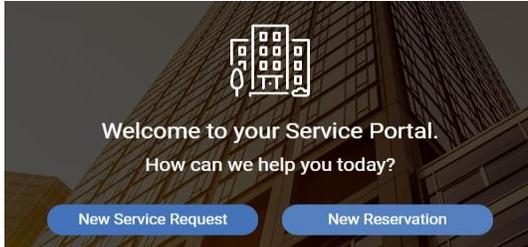


## Resource Reservations

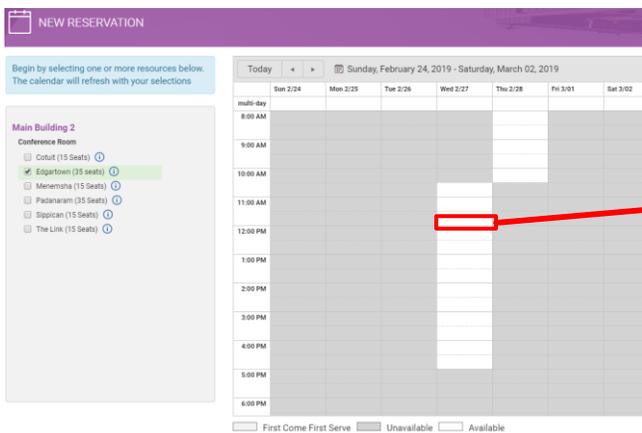
- Resource Reservations is an optional component of [www.bptenantservices.com](http://www.bptenantservices.com) that allows authorized tenant contacts to reserve resources such as freight elevators and conference rooms.

## 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.

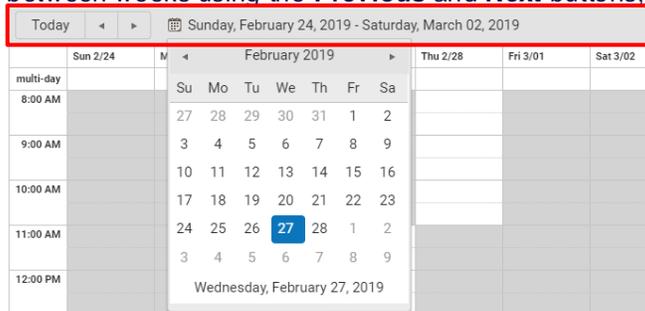


In the new reservation window, a list of available resources is displayed on the left and a weekly calendar is displayed to the right. Begin by selecting one or more resources that you would like to reserve in the same time slot.

**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**

<b>RESOURCES</b> Cotuit (15 Seats)	<b>REQUESTED BY</b> Jewel Zambrano	<b>RESERVATION DATE AND TIME</b> Feb 28, 2019 - 9:00 AM to 9:30 AM <span style="border: 1px solid blue; border-radius: 5px; padding: 2px;">RESCHEDULE</span>
<b>DURATION</b> 30 minute(s)	<b>PROPERTY</b> 1601 Trapelo Road - Reservoir Place South	<b>BUILDING</b> 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 ▼ NEW RESERVATION

Today ◀ ▶ February, 2019 Day Week Month

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

Reserved
  Pending
  Canceled/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
<a href="#">73111936</a>	Victor Diaz	Feb 21, 2019 - 12:30 PM	Reserved	Edgartown (35 seats)
<a href="#">73112683</a>	Victor Diaz	Feb 22, 2019 - 8:00 AM	Declined	Cotuit (15 Seats)
<a href="#">73111606</a>	Tom Marcucella	Feb 22, 2019 - 9:30 AM	Reserved	Edgartown (35 seats)
<a href="#">73170594</a>	Jewel Zambrano	Feb 28, 2019 - 8:00 AM	Declined	Cotuit (15 Seats)
<a href="#">73171607</a>	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