

## Amenity Space Set Up Information & Options

### 3535 Market – Current Amenity Details

(This information is entered under “General Preferences - Amenity Details” section)

#### Amenity Details

**Building:** 3535 Market Street

**Amenity Name:** 12th Floor Shared Amenity Space

**Description:** This newly renovated room features a sleek modern look with it's three row tables and plush seating for 48 people. Each table has 16 seats with their own connections to charge laptops and devices. There is wireless internet as well as microphone access, and two large projectors, light dimming, and electric shades. The newly remodeled kitchen next to this amenity space has a large sink, table seating for dining, a water cooler, and a refrigerator for refreshments. This space is perfect for trainings, parties, and executive retreats. \*\* Please note that the tables in the space cannot be moved due to each table being daisy chained and the electric that is provided.

**Location:** 12th Floor

**Max Requestable Days:** No Limit

**Max Capacity:** 48

**Minimum Notice:** No Limit

**Minimum Edit/Cancel Time:** No Limit

**Future Reservation Limitations:** No Limit

**Time Between Reservations:** No Limit







**Reservation Alerts:**

**Reservation Times:**

Weekdays 9:00 AM - 6:00 PM

**Available Days:** Monday, Tuesday, Wednesday, Thursday, Friday

## Attachment Examples

Attachments		
 Edit Attachments		
 <a href="#">Amenity-Space-Pic-1.jpg</a>	Added on Oct 30, 2019	Added by Gabrielle Gambone
<hr/>		
 <a href="#">Photo1.jpg</a>	Added on Jul 9, 2018	Added by Gabrielle Gambone
<hr/>		
 <a href="#">Photo2.jpg</a>	Added on Jul 9, 2018	Added by Gabrielle Gambone
<hr/>		
 <a href="#">Photo3.jpg</a>	Added on Jul 9, 2018	Added by Gabrielle Gambone
<hr/>		
 <a href="#">Photo4.jpg</a>	Added on Jul 9, 2018	Added by Gabrielle Gambone
<hr/>		

## I. Add A New Amenity

This section is to perform the initial set-up of the Reservation Space as an Amenity and provide detail as shown above: On the blue menu bar, select – Add Amenity:



### Amenity Details Set Up (Example of 3535 Market is shown below)

Amenity Details	
Building *	3535 Market Street
Amenity Name *	<input type="text" value="12th Floor Shared Amenity Space"/>
Location	<input type="text" value="12th Floor"/>
Description	<div style="border: 1px solid #ccc; padding: 5px;"><p>This newly renovated room features a sleek modern look with it's three row tables and plush seating for 48 people. Each table has 16 seats with their own connections to charge laptops and devices. There is wireless internet as well as microphone access, and two large projectors, light dimming, and electric shades. The newly remodeled kitchen next to this amenity space has a large sink, table seating for dining, a water cooler, and a refrigerator for refreshments. This space is perfect for <u>trainings</u>, parties, and executive retreats. ** Please note that the tables in the space cannot be moved due to each table being daisy chained and the electric that is</p></div>
Display Order	<input type="text" value="1 (12th Floor Shared Amenity Space)"/>
Maximum Requestable Days	<input type="text" value=""/> <span><b>i</b> Leave blank for no limit</span>

Maximum Capacity

48

 Leave blank for no limit

Reservation Alerts

 Alert users of special instructions for this amenity.


### Availability Schedule

Day Availability

- Daily
- Weekdays
- Weekends
- Custom

Time Availability

Same Time for Every Day 

 Use the settings below to establish the available reservation window the amenity is available each day. Available times can be customized for each day, weekend days or weekdays.

Time \*

9:00 AM

-

6:00 PM

General Availability

Make Unavailable and Hide From User View

**i** Checking this will remove amenity for selection by users, it will remain hidden from view in Tenant Center until unchecked or amenity deleted.

Use Holiday Closing Preferences

**i** Holiday setting preferences can be found under General Preferences.

### Scheduled Closings

**i** Enter dates/times this amenity will be closed. No reservations will be allowed during these times. To close the amenity all day, leave the time fields blank.

Closing Date & Time

to   **x**

**+ Add Closing**

### Reservation Time Requirements

Minimum Notice

**Days** **v**

**i** Set the minimum notice required to reserve an amenity. Leave blank to disable this feature.

Minimum Edit/Cancel Time

**Days** **v**

**i** Set the minimum notice required to edit or cancel a reservation. Add a 0 to disable all editing and canceling options for this amenity.

Future Reservation Limitations

**Days** **v**

**i** Set a limit for how far in advance an amenity can be reserved. Leave blank to disable this feature.

Time Between Reservations

**Minutes** **v**

**i** Set a time gap between reservations. Leave blank to disable this feature.

**Available Options**

Reservation Options  LCD Projector  Overhead Projector  Wireless Internet Access


Setup Options  Board Room  Buffet  Class  
 Dining  No Tables or Chairs  None  
 Square  Theater  U-Shape

**Other Details**


Allow for Vendor Details?  Yes  No

**i** This will allow the user to submit vendor details including company, contact info, set up times, etc.


**Attachments**

 [Amenity-Space-Pic-1.jpg](#) Added on Oct 30, 2019 Added by Gabrielle Gambone  
 Remove File


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 [Photo1.jpg](#) Added on Jul 9, 2018 Added by Gabrielle Gambone  
 Remove File


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 [Photo2.jpg](#) Added on Jul 9, 2018 Added by Gabrielle Gambone  
 Remove File

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 [Photo3.jpg](#) Added on Jul 9, 2018 Added by Gabrielle Gambone  
 Remove File

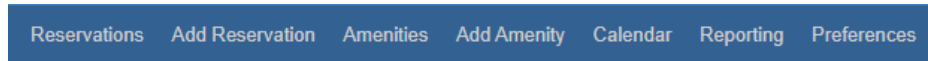
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 [Photo4.jpg](#) Added on Jul 9, 2018 Added by Gabrielle Gambone  
 Remove File

The attachments section of set up will allow you to add photos of the Amenity Space

## II. General Preferences:

To set up your Reservation/Calendar preferences - on the blue menu bar, click on Preferences – left-side menu, General Preferences:



**Amenity Details**

Calendar Name

Enable Billable System?  Yes  No  
Select "Yes" switch on billable / accounting functionality in the system.

**Reservation Admin Contacts**  
The following contacts will receive notices of new and canceled reservations. The contacts will also receive all tenant communications.

**Additional Contacts**  
These email addresses will also receive admin contact notices. Separate email addresses with commas.

## Tenant Center Preferences

(click to collapse) ▲

Show Reservation Status in Tenant Center?  Yes  No

Show All Reservations on Tenant Calendar View  Yes  No

**i** If "Yes" is selected, New and Pending reservations will display on the user Calendar Views, along with the Approved and Completed Reservations. Users will not be able to request a reservation that conflicts with any displayed reservations. If "No" is selected, only Approved and Completed reservations will display.

External Tenant Calendar: [http://www.tenanthandbooks.com/etm/Calendar/mod\\_conf/conferenceroom.cfm?code=1806130902293195](http://www.tenanthandbooks.com/etm/Calendar/mod_conf/conferenceroom.cfm?code=1806130902293195)

## Holiday Closing

(click to collapse) ▲

**i** Select from standard holidays.

Select: [All](#) | [None](#)

New Year's Day

Martin Luther King, Jr. Day

President's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Christmas Day

### Additional Holiday Closings

**i** Use the "Add Additional Holiday" button below to add days to the list of holidays.

[+ Add Additional Holiday](#)



### Reservation Options

Add New Reservation Options Item:

- LCD Projector
- Overhead Projector
- Wireless Internet Access

### Setup Options

Add New Setup Options Item:

- Board Room
- Buffet
- Class
- Dining
- No Tables or Chairs
- None
- Square
- Theater
- U-Shape

### III. Display Preferences

To set up your display preferences – what will show as available information in your Reservations screen - on the blue menu bar, click on Preferences – left-side menu, Display Preferences:

Reservation List	Amenity List
Per Page: 25 ▾	Per Page: 25 ▾
Select: <a href="#">All</a>   <a href="#">None</a>	Select: <a href="#">All</a>   <a href="#">None</a>
<input type="checkbox"/> Show ID	<input checked="" type="checkbox"/> Show Order
<input checked="" type="checkbox"/> Show Reservation Status	<input type="checkbox"/> Show Amenity Name
<input checked="" type="checkbox"/> Show Day Availability (Date View)	<input checked="" type="checkbox"/> Show Reservation
<input checked="" type="checkbox"/> Show Billable Status	<input checked="" type="checkbox"/> Show Attachments
<input checked="" type="checkbox"/> Show Reservation Name	<input checked="" type="checkbox"/> Show Building
<input checked="" type="checkbox"/> Show Amenity Name	
<input checked="" type="checkbox"/> Show Start Date (Reservation View)	
<input checked="" type="checkbox"/> Show # Of Days (Reservation View)	
<input checked="" type="checkbox"/> Show Date/Time (Date View)	
<input checked="" type="checkbox"/> Show Submitted By	
<input checked="" type="checkbox"/> Show Company	
<input checked="" type="checkbox"/> Show Building	

#### IV. Email Notification Preferences

These options are created under a Custom Building Template and formatted to reply with the custom messages shown below:

The screenshot displays a web-based email template editor. At the top, a grey header bar contains the title 'Approved Reservation Request' on the left and '(click to collapse)' with an upward-pointing triangle on the right. Below the header, a light blue bar contains an information icon and the instruction: 'Use the space below to customize certain text used in the approved reservation request.' The main editing area features a rich text editor toolbar with icons for source, undo, bold, italic, underline, strikethrough, list, link, unlink, indent, outdent, bulleted list, numbered list, link, unlink, insert link, insert image, insert table, and a text color picker. The editor contains the following text: 'Dear [MAIN CONTACT NAME].', 'This notice is to inform you that the reservations referenced below has been approved. The management office will make the necessary arrangements to ensure that all of the details are ready for your reservation.', 'Please review the meeting details listed below. Should you have any questions or need to change any items associated with your reservation please do not hesitate to contact us by replying to this e-mail or calling the management office at [BUILDING PHONE].', and 'Tenant Center: [RESERVATION TAC LINK]'. Below the editor, a grey bar is labeled 'Approved Reservation Request Email Template'. At the bottom, there is a dropdown menu currently showing 'Custom Building Template'.

## New Reservation Request

(click to collapse) ▲

Use the space below to customize certain text used in the new reservation request.

Source **B** *I* U *℞* *¶* *≡* | | | | | **Format** **Font** **Size** **A**

Dear [MAIN CONTACT NAME],

The reservation referenced below has been created.

Tenant Center:  
[RESERVATION TAC LINK]

## New Reservation Request Email Template

Custom Building Template ▼

## Pending Reservation Request

(click to collapse) ▲

Use the space below to customize certain text used in the pending reservation request.

Source **B** *I* U *℞* *¶* *≡* | | | | | **Format** **Font** **Size** **A**

Dear [MAIN CONTACT NAME],

This notice is to inform you that the reservation referenced below is pending. Your reservation request has been received but additional information is needed before the reservation can be confirmed. Please see the "additional comments" below for specific information.

Should you have any questions regarding your request, please do not hesitate to contact the management office at [BUILDING PHONE]. The Management Office will update you on the status of the reservation request via e-mail or you can check the status of the reservation in the Tenant Center.

Tenant Center:  
[RESERVATION TAC LINK]

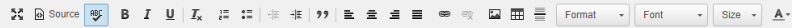
## Pending Reservation Request Email Template

Custom Building Template ▼

### Completed Reservation Request

(click to collapse) ▲

Use the space below to customize certain text used in the completed reservation request.



Dear [MAIN CONTACT NAME],

This notice is to inform you that the reservation referenced below has been completed. Should you have any questions regarding your reservation, please do not hesitate to contact the management office at [BUILDING PHONE].

Tenant Center:  
[RESERVATION TAC LINK]

### Completed Reservation Request Email Template

Custom Building Template ▼

### Denied Reservation Request

(click to collapse) ▲

Use the space below to customize certain text used in the denied reservation request.



Dear [MAIN CONTACT NAME],

This notice is to inform you that the management office is unable to approve or complete your reservation. An explanation for the denial of service can be found below in the "Additional Comments" below. Should you have any questions regarding your reservation request please contact the Management Office at [BUILDING PHONE].

Tenant Center:  
[RESERVATION TAC LINK]

### Denied Reservation Request Email Template

Custom Building Template ▼

