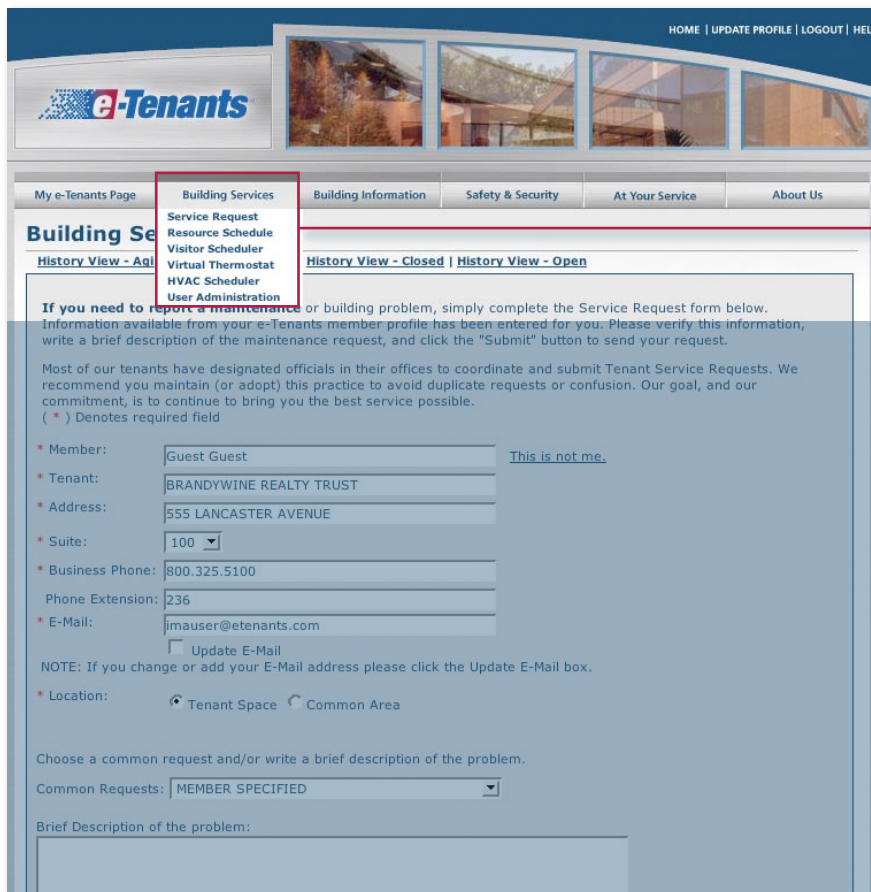


# Building Services Introduction

The **Building Services** section contains much of eTenants' functionality, although some of the functions will not be available to all buildings. If you are a Designated Tenant Contact or have been provided with access to additional services, you may be able to submit a more detailed service request, reserve a resource within your building or neighboring Brandywine property, schedule visitors with building security, control a virtual thermostat, or schedule a change in the HVAC programming. Designated Tenant Contacts will also be able to select user access levels for co-workers.



The screenshot shows the eTenants website interface. At the top, there is a navigation bar with links for HOME, UPDATE PROFILE, LOGOUT, and HELP. Below this is a banner with the e-Tenants logo and several images of building exteriors. A main navigation menu includes: My e-Tenants Page, Building Services, Building Information, Safety & Security, At Your Service, and About Us. The 'Building Services' dropdown menu is open, showing options: Service Request, Resource Schedule, Visitor Scheduler, Virtual Thermostat, HVAC Scheduler, and User Administration. The main content area is titled 'Building Services' and contains a 'History View - Aq...' dropdown. Below this is a form for reporting a maintenance issue, with fields for Member, Tenant, Address, Suite, Business Phone, Phone Extension, E-Mail, and Location. A 'Common Requests' dropdown is set to 'MEMBER SPECIFIED'.

The drop-down menu will show the services that are available to your property.

**SERVICE REQUEST:** Allows you to submit a non-emergency maintenance request for your building and view previously submitted requests.

**RESOURCE SCHEDULER:** Allows you to submit a request to reserve a shared resource in your building for a specific date and time.

**VISITOR SCHEDULER:** If your building has restricted access, this function allows you to schedule a visitor with your building's security officers in advance, so that your visitor is granted quicker access.

**VIRTUAL THERMOSTAT:** Allows you to change the temperature in specific zones within your space.

**HVAC SCHEDULER:** Allows you to schedule extended usage of heating and cooling systems within your tenant space when needed.

**USER ADMINISTRATION:** Allows Level 1 and Level 2 users to control access to eTenants and the functions available to co-workers under their authority.

## ! IMPORTANT

Your drop-down menu may not contain all the items shown. Some functions are not available to all properties.