

Building Services

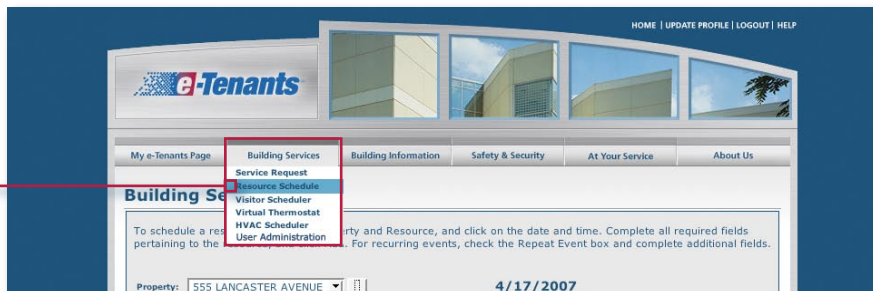
Submitting a Resource Reservation Request

Select Users
Select Buildings

The **Resource Scheduler** enables you to submit a reservation request for a conference room or other shared resource within your building or neighboring Brandywine property. This function can be accessed from the Building Services drop-down menu.

STEP 1

Click **Resource Scheduler** in the Building Services drop-down menu. (If Resource Scheduler does not appear in the drop-down menu, it might not be available in your building.)



STEP 2

Choose the building where the resource is located. (You can only choose one building at a time.)

STEP 3

Choose the resource you would like to reserve from the drop-down menu. (You can only choose one resource at a time.)

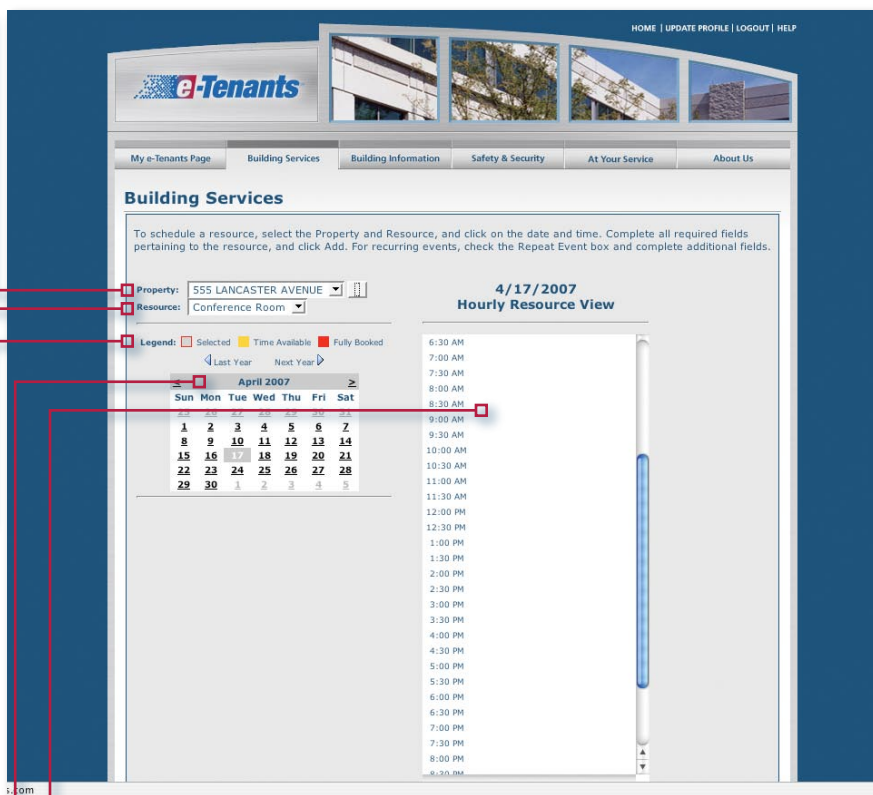
LEGEND: The legend provides the key to understanding the calendar. The calendar marks the day you have selected to reserve a resource and indicates whether there is time available or if the resource is booked for the day.

STEP 4

Refer to the calendar to see whether or not the resource is available on the date you wish to reserve it. Refer to the colors in the legend.

STEP 5

Refer to the hourly view to see whether or not the resource is available during the times you wish to reserve it. Click on a start time to enter your reservation.



! IMPORTANT

The Resource Scheduler does NOT reserve the resource. Rather, it submits a reservation request to a Brandywine representative, who will respond to you regarding the status of your request.

continue to the next page ...

Legend: Selected Time Available Fully Booked

May 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Schedule a resource:

Tenant: BRANDYWINE REALTY TRUST

Member: Guest Guest

Creator: Guest Guest

Email: customercare@etenants.com

Subject: Weekly Staff Meeting

Comments: Food arriving 15 minutes prior to start time

15 Min. Send a reminder before event

Start Time: 2:00 PM End Time: 2:30 PM

STEP 6

Choose the eTenants member for whom the reservation is being made using the **Member** drop-down menu.

Legend: Selected Time Available Fully Booked

May 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Schedule a resource:

Tenant: BRANDYWINE REALTY TRUST

Member: Guest Guest

Creator: Guest Guest

Email: customercare@etenants.com

Subject: Weekly Staff Meeting

Comments: Food arriving 15 minutes prior to start time

15 Min. Send a reminder before event

Start Time: 2:00 PM End Time: 2:30 PM

STEP 7

Type in a subject, such as "Staff Meeting" (this is a required field), and any comments (optional).

Legend: Selected Time Available Fully Booked

May 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Schedule a resource:

Tenant: BRANDYWINE REALTY TRUST

Member: Guest Guest

Creator: Guest Guest

Email: customercare@etenants.com

Subject: Weekly Staff Meeting

Comments: Food arriving 15 minutes prior to start time

15 Min. Send a reminder before event

Start Time: 2:00 PM End Time: 2:30 PM

Repeat the event

Add

STEP 8

Decide whether or not you want to receive an e-mail reminder before the event and how far in advance of the event to receive the reminder.

Legend: Selected Time Available Fully Booked

May 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Schedule a resource:

Tenant: BRANDYWINE REALTY TRUST

Member: Guest Guest

Creator: Guest Guest

Email: customercare@etenants.com

Subject: Weekly Staff Meeting

Comments: Food arriving 15 minutes prior to start time

15 Min. Send a reminder before event

Start Time: 2:00 PM End Time: 2:30 PM

Repeat the event

Add

STEP 9

Choose a start and end time for the event. If the event is recurring, you can check the **Repeat the Event** box, which will allow you to reserve the resource multiple times.

STEP 10

When you are finished, click the **Add** button to send your reservation request to a Brandywine representative for review.

Depending on availability, you will receive an e-mail letting you know if the request is approved, denied, pending, or updated.