



# Resource Scheduling

Customer service done well can differentiate your property & create a competitive advantage. Showcase your building resources, amenities & tenant service with online, interactive Resource Scheduling.



Building Engines' Resource Scheduling reduces administrative time spent managing building resources by enabling tenants to book conference rooms, loading docks and other common areas independently through an online service portal. Administrators can self-manage and pre-configure resources and billable amenities through the Space Management Module and quickly approve resources, if required, to free up time for more valuable customer service interactions.

## For Your Tenants

- ▶ View and book all shared building resources online through an interactive calendar that includes detailed descriptions, availability, costs and images
- ▶ Easily schedule recurring reservations or multi-day, multi-time events from one simple screen
- ▶ Add additional amenities to reservations (i.e. projectors) and view charge summaries for any required billable resources
- ▶ Receive branded, mobile-friendly confirmation e-mails with Outlook and Gmail Calendar integration



# Resource Scheduling

**Configure Resource**

**Details for Conservatory**

This resource can be reserved  
 Max Capacity:   
 Description:  
 Tenants are welcome to reserve our lovely lobby conservatory for private meetings and functions

Upload an image for the resource:  


**Amenity**

- Projector
- Flower Arrangements
- Specialty Cleaning

**Options**

Prevent Tenants from Reserving this resource  
 Auto Approve Reservations  
 Create Work Order to manage related tasks and billing  
 Create  days before reservation

Require  day(s) in advance notice to schedule  
 day(s) in advance notice to cancel  
 min(s) setup time before  
 min(s) cleanup time after

Allow Tenants in these other buildings to access this resource:  
 Select A Building

**Charges**

This resource has a billable cost  
 Optional daily rate \$   
 Apply daily rate when reservation exceeds  Hour(s)  
 Hourly Rate:

**Availability**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
From	12:00 am	8:00 am	8:00 am	8:00 am	8:00 am	8:00 am
To	11:59 pm	5:00 pm	5:00 pm	5:00 pm	5:00 pm	5:00 pm

## For Management

- ▶ Easily approve resource requests through inline “quick-approve” or “auto-approve” options, or from a list of pending requests on dashboard or calendar page
- ▶ Choose to approve multi-events individually or collectively
- ▶ Create billable resources, charges (including hourly and day rates) and generate invoices - all fully integrated with required materials
- ▶ Set how far in advance tenants are able to reserve resources, as well as how many events they can book at once with the recurring reservation and multi-reservation features
- ▶ Take advantage of advanced reservation options- including private resources, reservation/cancellation rules, and required buffer time between reservations

ADMIN Resource Schedule 123 - Commercial Corporate Center

Edit Notifications Space Management

**Pending Requests** (Show All Buildings)

Event	Resource	Organizer	Event Date	Actions
Corporate Retreat 11/01/2013 2:34 PM	Commercial Corporate Center	ABC Investing Danielle Hanson	11/05/2013 8:00 AM - 2:00 PM	<input type="button" value="Approve"/> <input type="button" value="Deny"/>
Client Luncheon 11/01/2013 3:03 PM	Commercial Corporate Center Conservatory	J Smith and Sons James Smith	11/06/2013 12:00 PM - 2:00 PM	<input type="button" value="Approve"/> <input type="button" value="Deny"/>
Outbound Shipment 11/01/2013 2:56 PM	Commercial Corporate Center Com. Center Freight Elevator	ABC Investing Danielle Hanson	11/08/2013 4:00 PM - 4:30 PM	<input type="button" value="Approve"/> <input type="button" value="Deny"/>



...This looks great, makes us look great, reinforces our company branding, and increases the functionality for our tenants.



- Monica Graham, Sr. Property Manager, Harsch Investment Properties

For a Demonstration of Building Engines' Resource Scheduling, call sales at 866.301.5300