## Adding a Space

- 1. Click the Resource Reservations tab and navigate to the Resources tab.
- 2. Click the blue Add Resource button in the top right corner of the page.

	Building	٢	Resource Reservations						+ Add Resource	
-	Ligines		Reservations	Resources						
+	Create Work Order		Search			Sort by				
	Dia management		Search by keyword	, phrase, etc		Name ~	~		🖛 Filter	
(li)	Reports									
₽9	Communications		Status (2) 😒							
۲	Space Management		5 Total Resources						Second Page 1 of 1	
	Resource Reservations		Resource Name	Status	Туре	Property	Available Hours	Buffer Time	Capacity Desc	

3. Choose a resource type from Common Area, Freight Area, Exterior Space or Other.

Area	Freight Area	Exterior Space	⑦ Other
Choose an existing	g space or add a new s	space to make reservable.	
Property			
33 Arch St (33 Ar	ch St, Boston MA)		~
Floor			
Choose a Floor			$\sim$
Type of Space		Space	
Type of Space Existing	New	Space Choose a Space	~

- 4. Click the drop down to select the Property from your properties.
- 5. Choose a floor from the drop down.
- 6. Select the type of space from Existing or New.

If the space is existing, click the drop down under Space to find your existing space.

choose type				
🕂 Common Area	Freight Area	Exterior Space	⑦ Other	
Choose an existing	space or add a new :	space to make reservable.		
Property				
33 Arch St (33 Arc	h St, Boston MA)			~
Floor				
Choose a Floor				~
Type of Space		Space		
Existing	New	Choose a Space		Ť T

If the space if New, enter a name for the Space.

Choose Type			
A Common Area	Freight Area	Exterior Space	⑦ Other
Choose an existing	g space or add a new	space to make reservable	h.
Property			
33 Arch St (33 Ar	ch St, Boston MA)		~
Floor			
Choose a Floor			~
Type of Space	+	Space	
Existing	New	Enter New Space	e Name

7. Click the blue Add button at the bottom of the page to save.

⑦ Other
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