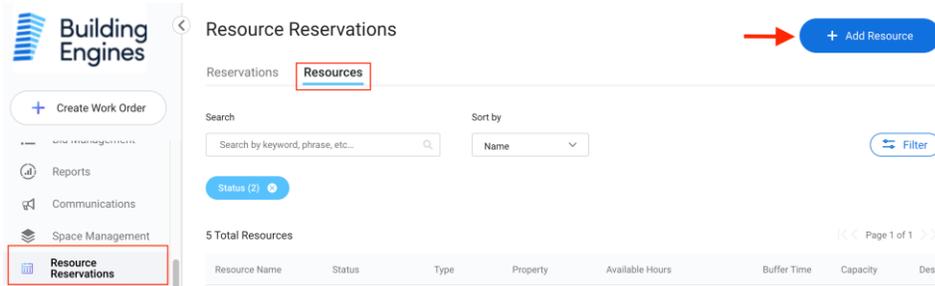


Adding a Space

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.



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

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.

Add Resource ×

Choose Type

Common Area Freight Area Exterior Space Other

● Choose an existing space or add a new space to make reservable.

Property

33 Arch St (33 Arch St, Boston MA) ▼

Floor

Choose a Floor ▼

Type of Space Space

Existing New Choose a Space ▼ →

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

Add Resource ×

Choose Type

Common Area Freight Area Exterior Space Other

● Choose an existing space or add a new space to make reservable.

Property

33 Arch St (33 Arch St, Boston MA) ▼

Floor

Choose a Floor ▼

Type of Space Space

Existing New Enter New Space Name

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

Add Resource



Choose Type

Common Area Freight Area Exterior Space Other

i Choose an existing space or add a new space to make reservable.

Property

Spring District (NE District Way, Bellevue WA)

Floor

Choose a Floor

Type of Space

Existing New

Space

Choose a Space

Cancel

Add Common Area 