

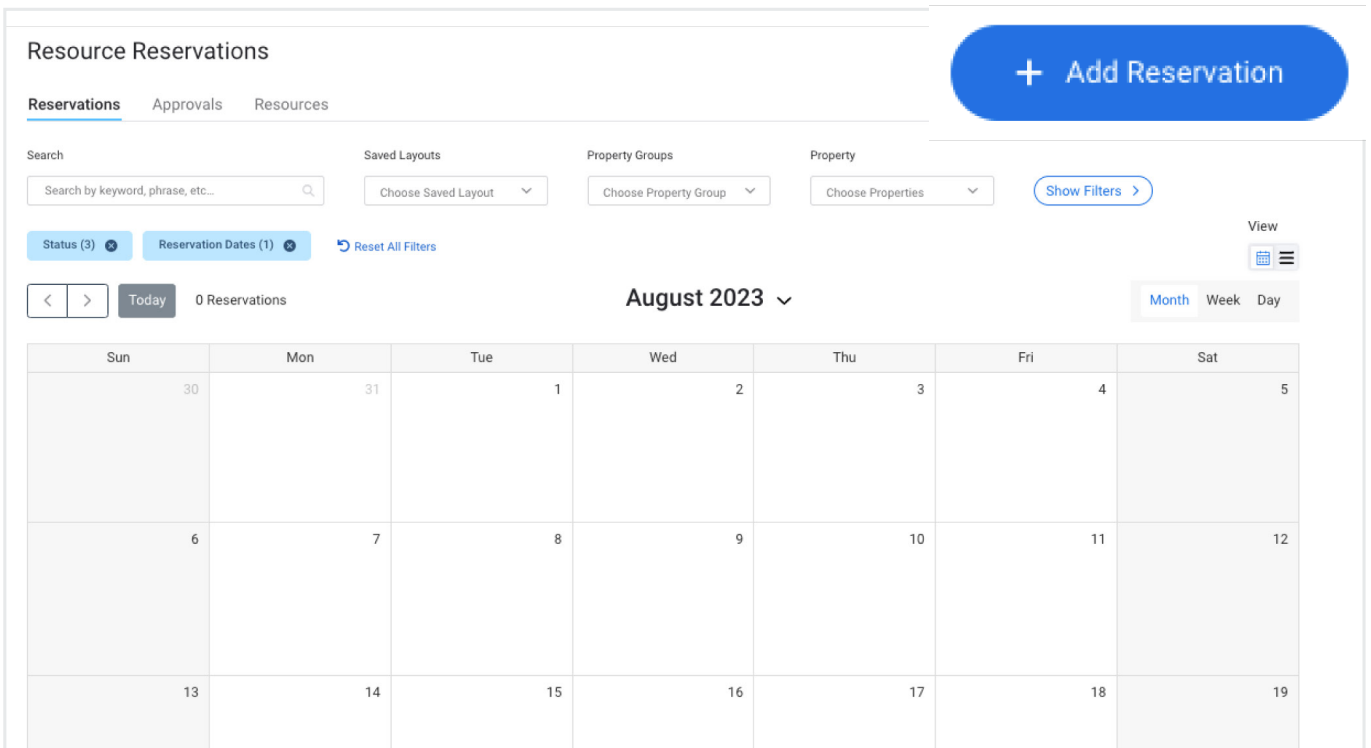
Resource Reservation

Schedule amenities and other key services with Prism Resource Reservation, from Building Engines.



Booking a space

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



The screenshot displays the Prism Resource Reservations interface. At the top, there is a header with the title "Resource Reservations" and a prominent blue button labeled "+ Add Reservation". Below the header, there are navigation tabs for "Reservations", "Approvals", and "Resources". The main area contains a search bar and several filter dropdowns: "Saved Layouts", "Property Groups", and "Property". There are also buttons for "Status (3)", "Reservation Dates (1)", and "Reset All Filters". A "View" dropdown is set to "Month". The calendar shows the month of August 2023, with the current date "Today" highlighted. The calendar grid shows dates from 30th to 19th. The text "0 Reservations" is displayed at the top of the calendar area.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

3. To filter the available resources and times available please select the type of Resources you are reserving from: Common Area, Freight Area, Exterior Space and Other.

Type

Common Area Freight Area Exterior Space Other

Next you will select the date and time ranges for your reservation.

Dates

08/31/2023 to 08/31/2023 All day

From To


11:00 AM 01:00 PM



Tip: View the resource details like capacity, description, and resource pricing, if any, on the right side of the page.

Resources

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Conference Room

 1 Manor Farm Way, 3rd Floor


 Common Area  8 max


This will filter the available resources and times available on the right-hand side of the page.

Important Note: You will need to select an available time slot (in blue) in this section to initiate a new reservation.

Resources


Available Resources


Board Room 

BE HQ, 1st Floor  8 max

Thur, 08/31/2023 Availability:


11:00 AM - 01:00 PM


Conference Room 

1 Manor Farm Way, 3rd Floor  8 max

Thur, 08/31/2023 Availability:

11:00 AM - 01:00 PM

Conference Room A/B 

1 Manor Farm Way, 1st Floor  75 max

Thur, 08/31/2023 Availability:

11:00 AM - 01:00 PM

Enter the Reservation name. You can enter details and invite people, but this is optional.

New Reservation ✕

Resource Details

Reservation Name
Enter Reservation Name

Details (Optional)
Type notes, instructions or anything important here.

Invite (Optional)
Type email addresses here and set

Company
Building Engines-JH

Created For
Michael Manager

Cost

[← Back](#)

Add Reservation

• Half Day: \$350.00 (hrs)
• Full Day: \$750.00 (hrs)

The Company name and Created for Name will default to the individual logged into Prism. If you need to edit this information, you can do so from the respective drop downs.

View the cost for your reservation, if any, at the end of the page.

To submit this reservation, click the blue Add Reservation button, at the bottom left of the screen.