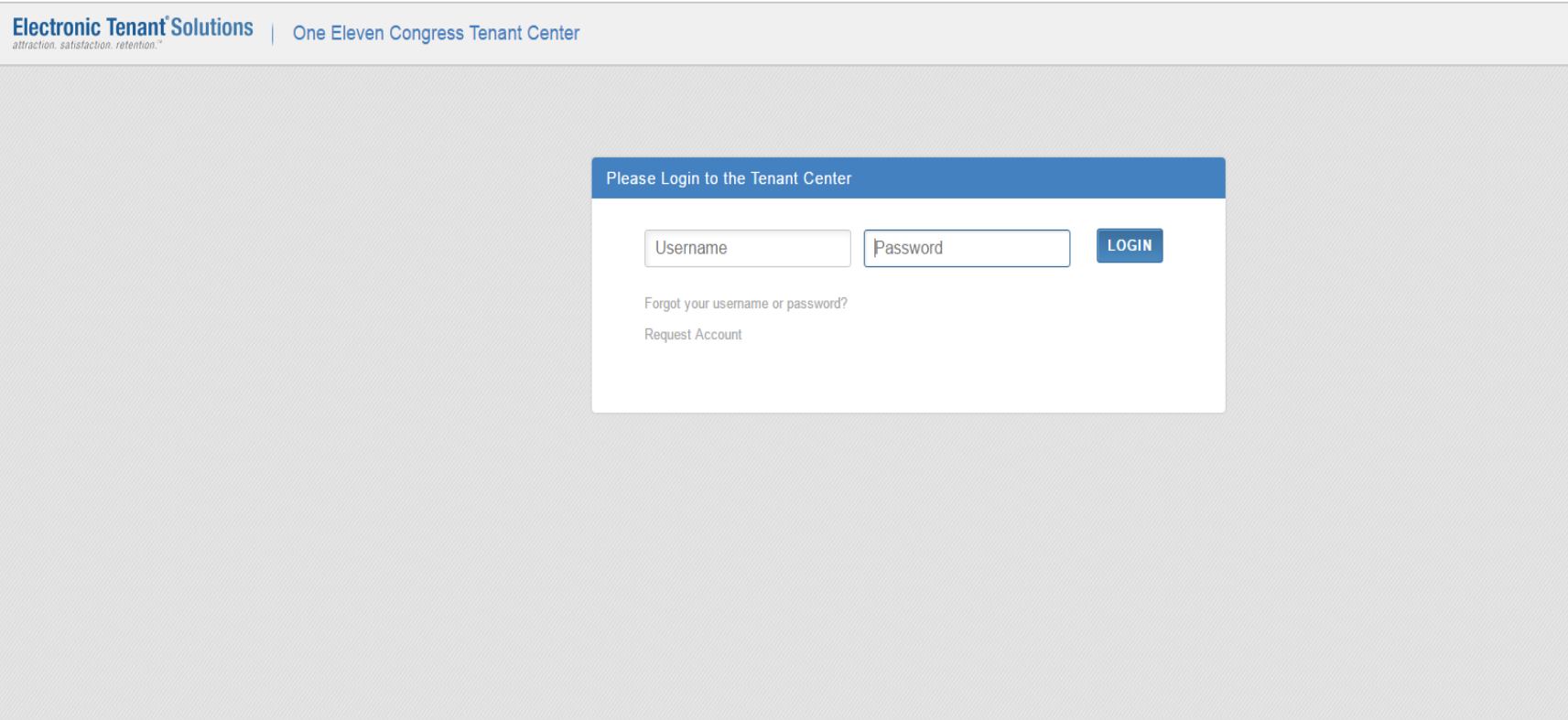


# One Eleven Congress



## Conference Center Reservations User Guide

- Login using your assigned username and temporary password
  - o You will be able to change your password after logging in



# One Eleven Congress



- This is the home screen for the Conference Room Portal
- Select the "Conference Rooms" tab

The screenshot shows the home screen of the Electronic Tenant Solutions (ETS) One Eleven Congress Tenant Center. At the top, the header includes the ETS logo and the text "Electronic Tenant Solutions | One Eleven Congress Tenant Center". Below the header is a navigation bar with tabs for "Home", "Conference Rooms", and "Your Account". A "Help" button is located in the top right corner. A yellow notification box contains information about the Mobile Tenant Center app, with a "Click Here" link. Below the notification is a message icon and the text "You have 2 new messages.". At the bottom, there are three main sections: "Your Account" with a description and links for "Your Account Information" and "Your Notification Settings"; "Conference Rooms" with a description and links for "Request Reservation", "Your Reservations", and "View Calendar"; and "Electronic Tenant Portal" which displays a preview of the portal interface.

# One Eleven Congress



- From the conference room tab you can:
  - o Request a reservation
  - o View your reservations
  - o View the conference room calendar to see which days are available
- Click the blue "Select" button to request a reservation

Electronic Tenant Solutions | One Eleven Congress Tenant Center

Home | Conference Rooms | Your Account

Request Reservation | Your Reservations | Calendar

### Request Reservation: Room Selection

Please choose an option to reserve.

<b>SELECT</b>	<b>Building Conference Center</b> Room File: <a href="#">Cousins COI Vendor Requirements</a>   <a href="#">Conference Room Setup Options</a> Description: Location: 8th Floor, Suite 850 Maximum Requestable Days: 3 Max Capacity: 75 Reservation Times: Weekdays: 7:00 AM - 6:00 PM Available Days: Monday   Tuesday   Wednesday   Thursday   Friday
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# One Eleven Congress



- Fill out the blanks below with your company and contact information
  - o Any blank with a red star marked by it must be filled out

Electronic Tenant Solutions | One Eleven Congress Tenant Center

Home | Conference Rooms | Your Account

Request Reservation | Your Reservations | Calendar

### Request Reservation

[Back to Room Selection](#)

Building Conference Center

Description:

#### Contact Information

Your Contact Information

Name M S

Email \*

Phone

Alt Phone

Update your account details with the information above

Conference Main Contact

Same As Above

# One Eleven Congress



- Select the time and date for your conference room reservation
  - o You will not be able to select a date marked blue or red

### Reservation Time & Dates

*i* You can pick days on the calendar by clicking on them or you can click the 'Add Date' button to add additional days. Review the color codes below and hover over them to determine the availability for specific days.

This amenity is available:  
Weekdays 7:00 AM - 6:00 PM

< | 2015 2016 2017 2018 2019 20 >  
< Jan Feb Mar Apr May Jun Jul >

**+** Date 1:  -

● Your Reservations ● Other Reservations  
● Multiple ● Room Unavailable

APR 2017

S	M	T	W	T	F	S
26	27	28	29	30	31	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	1	2	3	4	5	6

**You must fill in all dates and times for your reservation.** [+ Add Date](#)

### Available Options

Reservation Options

- Dry Erase Board
- Overhead Projector
- Podium
- Telephone Line
- Wireless Internet Access

# One Eleven Congress



- Attach/"Upload" certificates of insurance for any vendors that will need access during your reservation

wireless internet Access

Setup Options

- Banquet
- Class
- Square
- T-Shape
- U-Shape

Special Requests

### Attachments

Attachment

5MB Maximum file size. ?

### Reservation Alert

**All Caterer/Venders must have COI's on file in the Management Office. For all AV Equipment, please check out with Security at street level.**

# One Eleven Congress



- After submitting your request, you will be redirected to the conference room home screen where you can edit reservations and view the status of the reservation

Electronic Tenant Solutions | One Eleven Congress Tenant Center

Home > Conference Rooms > Your Account

Request Reservation Your Reservations Calendar Help

Reservation requested successfully

## Reservation Details

- Your Reservations
- New Reservation
- Add Communication
- Edit
- Duplicate
- Cancel Reservation
- Print

**One Eleven Congress - Building Conference Center** ID: 197132  
Date Created: May 03, 2017 at 11:07 AM

Name: TEST!  
Room: Building Conference Center  
Attendees: 55  
Reservation Options:  
Setup Options:  
Special Requests:  
Billable Items: None

M S (Contact Information)  
Phone:  
Alt Phone:  
Email: savocamichelle@gmail.com

M S (Conference Main Contact)  
Phone:  
Alt Phone:  
Email: savocamichelle@gmail.com

### Attachments

Edit Attachments

### Reservation Time & Dates

New

### Reservation Time & Dates

< 14 2015 2016 2017 2018 2019 >

< Mar Apr May Jun Jul Aug Sep >

● Your Reservations ● Other Reservations  
● Multiple ● Room Unavailable

JUN 2017

S	M	T	W	T	F	S
28	29	30	31	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	1

### Communication Log

# One Eleven Congress



- You will receive an automated email from Electronic Tenant Solutions once your reservation has been approved by the management office
  - o Once confirmed by management, the status of your reservation will update from “new” to “approved”

Electronic Tenant Solutions | One Eleven Congress Tenant Center

Home \* Conference Rooms \* Your Account +

Request Reservation **Your Reservations** Calendar Help

## Your Reservation List

2 Reservations

ID	Status	Billable Status	Meeting Name	Room Name	# of Days	Start Date
197140	Approved	None	Test 2	Building Conference Center	1	June 22, 2017
197132	New	None	TEST1	Building Conference Center	1	June 07, 2017

2 Reservations

