

Energy Services Platform: Manual for Tenant Office Manager

Welcome to the Energy Services Platform.

This manual will cover the functionalities of the Tenant Office Manager.

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- Section 2 Requesting for HVAC/Lighting Service (page 4)
- Section 3 Canceling HVAC/Lighting Service (page 12)
- Section 4 Setting Up Tenant User (page 14)

To Access the Platform:

OPTION 1: Direct Link

Go to www.platform.geneaenergy.com. You will be directed to the login page.

OPTION 2: From your Android or iPhone

Go to your browser and type www.platform.geneaenergy.com.



OPTION 3: Use the IVR

Dial 1-800-316-2419, and then enter your Area ID and User ID (information is in the welcome email)

For further questions or assistance, please feel free to contact Genea Energy at 714-694-0536.

Section 1: Getting Started

As a new user to the platform, you will receive a welcome email.



POWERED BY: Genea

Johnny Smith,

You have been granted access to the 23691 Via Del Rio Genea Energy Services Platform. This fully automated system will facilitate all of your afterhours HVAC and lighting services.

Using this system, you can:

- Request automated afterhours HVAC and lighting service.
- Cancel afterhour HVAC and lighting service.
- View lease information.
- View and print usage reports.
- Edit system users.

In order to use this system, please click the link below and you will be directed to a configuration page that will allow you to setup your individualized user name and password.

Activate Your Account

If you have any questions, please contact the Best Properties Management Office at (555) 555-5555.

Click on “Activate Your Account” to continue. You will be directed to the User Activation page. Fill out your information and click on “Complete Your User Account Activation”.

A screenshot of the "User Activation" page. The page has a header with the "BEST PROPERTIES" logo and "POWERED BY: Genea". On the left, a sidebar shows a "Welcome" message to Johnny Smith, with a "Last visit: 7/17/2012 8:54 AM". The main content area is titled "User Activation" and says "Hello Johnny Smith,". It includes a welcome message and instructions: "Welcome to the Genea Energy Services Platform. You're almost ready to use the site. As the last step of your activation process, please select a User Name and Password that you will remember:". Below this are input fields for "User Name:" (johnnysmith), "Password:" (masked with asterisks), "Confirm Password:" (empty), "Email Address:" (jsmith@abccapital.com), and "Phone Number:" ((909) 248-4672). Each field has a red asterisk indicating a required field. At the bottom of the form is a green button labeled "Complete Your User Account Activation".

You will receive a confirmation email with the following information:



POWERED BY: Genea

Johnny Smith,

Thank you for taking the time to register as an Office Manager. Your account is fully configured and ready to be used. For future reference, please find below your user name and password along with instructions for logging in.

User Name: jsmith

Password: XXXXXXXXXX

Instructions for Access:

Internet:

1. Visit <http://Platform.GeneaEnergy.com>
2. Enter your user name and password.
3. Click HVAC & Light Service on the left menu.
4. Follow the instructions to obtain afterhours service.

Smart Phone: (Apple & Android Operating Systems Only)

1. Visit Platform.GeneaEnergy.com
2. Enter in your user name & password.
3. Press the [Login] Button.
4. Select an Area to control.
5. Press the [GO] button.
6. Enter request information.
7. Press the [Proceed with Request] Button.

Telephone:

1. Dial (800) 316-2419
2. When prompted enter the desired Area ID:

Area ID	Area Name
101 5606	Suite 105, Entire Suite
101 3218	Suite 105, Conference Room
101 1110	Suite 105, CEO's Office
101 8087	Suite 105, CFO's Office
101 7766	Suite 105, Marketing Office
101 6351	Suite 105, Accounting Office

3. When prompted, enter your User ID: XXXXXXXXXX
4. Follow the instructions for service.

If you have any questions, please contact the Best Properties Management Office at (555) 555-5555.

This email has important information about your account. Please save this email for future use. Your account has been activated and is ready for use.

Section 2: Requesting for HVAC/Lighting Service

From your home page, there are two places that you can go to request for HVAC & Light Service.

- From the left hand menu, click on HVAC & Light Service, or,
- From the center of the page, click on the **Request Service** icon

My Account | Logout

Home

POWERED BY: **Genea**

BEST PROPERTIES

Welcome
Johnny Smith
Last visit: 7/18/2015 1:34 PM

Menu

- HVAC & Light Service
- Manage Users
- Lease Information
- User Admin History...
- Reports
- Training Videos

Energy Services Platform – Office Manager

Home Page

Thank you for using the Energy Services Platform. This system is designed to allow you to control your own environment.

Using this system, you can:

- Request Service** Request automated afterhour HVAC & Lighting services.
- View Lease Info.** View lease information, building holidays and rates.
- View Reports** View and print usage reports.
- Manage Users** Manage users that access this system.

As a Office Manager it is your responsibility to manage users that access this system.
Currently there are: **[2] active user(s)**.

Doing Our Part to Save Energy!

On-Demand Operation

In our continuing effort to conserve energy and reduce overall operating expenses; during periods of low occupancy the air conditioning and lighting services will be provided on an as needed basis (On-Demand Period). During the On-Demand period, air conditioning and lighting services will be immediately accessible through this system at no charge. Thank you for helping us do our part in reducing energy consumption.


To view your Lease Hours and On-Demand periods click here: [\[Link\]](#)

Holiday Operation

On-Demand Minor Holidays


For Assistance Call:
(555) 555-5555

You will be directed to this next page. Select the Area that you would like by clicking on the pull down arrow under Area at the right hand top corner of the page.



Home


My Account | Logout



Region: Western

Building: 23691 Via Del Rio

Tenant: ABC Capital

Area: 

Welcome
Johnny Smith
Last visit: 2/27/2012 3:40 PM

Menu

HVAC & Light Service

Lease Information

Reports

Training Videos

Did you know?

You can also request air conditioning and lighting service over the telephone.

Email me my Access Codes

Please select an Area from above.

All (6) Tenant Areas

Suite 105 - Entire Suite

Suite 105 - Accounting Office

Suite 105 - CEO's Office

Suite 105 - CFO's Office

Suite 105 - Conference Room

Suite 105 - Marketing Office

Genea Energy Manual for Tenant Office Manager (Version 2.0)

Page 5

A calendar request page will appear. Click on the **Setup New Request** icon to proceed.

The screenshot shows the BEST PROPERTIES tenant portal. At the top, there's a navigation bar with 'Home', 'My Account', and 'Logout'. Below this, a header section displays 'Region: Western', 'Building: 23691 Via Del Rio', 'Tenant: ABC Capital', and 'Area: Suite 105 - Accounting Office'. A red circle and arrow point to the 'Setup New Request' button. To the left, a sidebar contains a 'Menu' with links to 'HVAC & Light Service', 'Lease Information', 'Reports', and 'Training Videos'. Below the menu, a 'Did you know?' section mentions requesting air conditioning and lighting services over the telephone, with a button to 'Email me my Access Codes'. At the bottom left, it says 'For Assistance Call: (555) 555-5555'. The main content area shows a 'Weekly Calendar' for the week of 3/25/2012 to 3/31/2012, with a 'Recurring Schedule Detail' tab. The calendar shows 'On Demand' periods for HVAC & Lights on Sunday and Saturday. Below the calendar, there are buttons for 'Previous Week' and 'Next Week', and a legend for 'HVAC & Lights Not Active', 'Lights Only Not Active', 'Lease Hours', and 'On Demand Period'.

There are four simple steps in setting up a request.

Step 1 is to select the service type. HVAC & Lights or Lights Only. (If your building does not have a Lights Only option, it will state “Not Available”).

The screenshot shows the 'Setup HVAC \ Lighting Service' page. At the top, there's a navigation bar with 'Home', 'My Account', and 'Logout'. Below this, a header section displays 'Area: Suite 105 - Accounting Office'. The main content area shows a 'Setup HVAC \ Lighting Service' form. Step 1: Service Type: 'HVAC & Lights' is selected, and 'Lights Only' is also visible. Step 2: Start Service: 'Tuesday - July 10, 2012'. Step 3: Select Desired Hours From The Control Below. The control shows a timeline for Day 1 - Tuesday - July 10, 2012, and Day 2 - Wednesday - July 11, 2012. The timeline shows 'Lease Hours (No Charge)' and 'On Demand' periods. The 'Start Time' is 01:42 PM (Tuesday - July 10, 2012) and the 'End Time' is 01:42 AM (Wednesday - July 11, 2012). Step 4: 'No recurrence' is selected. At the bottom, there are buttons for 'Cancel' and 'Apply Schedule'. A summary box shows 'Total Hours Requested: 12:00 Hrs' and 'Total Billable Hours: 7:30 Hrs'. At the bottom left, it says 'For Assistance Call: (555) 555-5555'.

Step 2 is to select the start service date. Use the small calendar icon and select the service date.

BEST PROPERTIES Home My Account | Logout POWERED BY: Genea

Welcome Johnny Smith Last visit: 7/17/2012 11:08 AM

Setup HVAC \ Lighting Service

Step 1: Service Type: ☒ HVAC & Lights ☐ Lights Only

Step 2: Start Service: Tuesday - July 17, 2012

Step 3: Select Desired Hours From The Control Below:

Area: Suite 105 - Accounting Office

Building Date / Time: Tuesday - July 17, 2012 1:25 PM

Select Hours - Or - Drag Control

Day 1 - Tuesday - July 17, 2012

Day 2 - Wednesday - July 18, 2012

Start Time: 01:25 PM (Tuesday - July 17, 2012)

End Time: 01:25 AM (Wednesday - July 18, 2012)

Step 4: ☒ No recurrence ☐ Recur this week ☐ Recur weekly

Total Hours Requested: 12:00 Hrs
Total Billable Hours: 7:15 Hrs

Cancel Apply Schedule

For Assistance Call: (555) 555-5555

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Step 3 Select the desired hours for the HVAC/Lighting service by choosing the start and stop time from the pull down menu. On the right bottom corner you will see the number of billable hours.

BEST PROPERTIES Home My Account | Logout POWERED BY: Genea

Welcome Johnny Smith Last visit: 7/17/2012 11:08 AM

Setup HVAC \ Lighting Service

Step 1: Service Type: ☒ HVAC & Lights ☐ Lights Only

Step 2: Start Service: Friday - July 20, 2012

Step 3: Select Desired Hours From The Control Below:

Area: Suite 105 - Accounting Office

Building Date / Time: Tuesday - July 17, 2012 1:25 PM

Select Hours - Or - Drag Control

Day 1 - Friday - July 20, 2012

Day 2 - Saturday - July 21, 2012

Start Time: 06:00 PM (Friday - July 20, 2012)

End Time: 10:00 PM (Friday - July 20, 2012)

Step 4: ☒ No recurrence ☐ Recur this week ☐ Recur weekly

Total Hours Requested: 4:00 Hrs
Total Billable Hours: 4:00 Hrs

Cancel Apply Schedule

For Assistance Call: (555) 555-5555

Step 4 Choose whether or not the request will recur. If this is a onetime request, choose No recurrence.

For recurring requests, choose whether the request will repeat again this week only or to recur weekly.

Welcome
Johnny Smith
Last visit: 7/17/2012 11:08 AM

For Assistance Call:
(555) 555-5555

Home

My Account | Logout

POWERED BY: Genea

Setup HVAC \ Lighting Service

Step 1: Service Type: ☒ HVAC & Lights ☐ Lights Only

Step 2: Start Service: Friday - July 20, 2012

Step 3: Select Desired Hours From The Control Below:

Area: Suite 105 - Accounting Office

Building Date / Time: Tuesday - July 17, 2012 1:25 PM

Select Hours - Or - Drag Control

Start Time: 04 Hrs 00 Min PM Stop Time: 08 Hrs 00 Min PM

Day 1 - Friday - July 20, 2012 Day 2 - Saturday - July 21, 2012

12am | 8am | Noon | 6pm | 12am | 8am | Noon | 6pm | 12am

Lease Hours (No Charge) Start Stop Lease Hours (No Charge)

Start Time: 04:00 PM (Friday - July 20, 2012) End Time: 08:00 PM (Friday - July 20, 2012)

Step 4: ☒ No recurrence ☐ Recur this week ☐ Recur weekly

Total Hours Requested: 4:00 Hrs
Total Billable Hours: 2:00 Hrs

Cancel Apply Schedule

For the Recur weekly option, you will need to specify the End Recurrence date of the request. The default is the lease expiration date. When you are done, click the Apply Schedule button.

Welcome
Johnny Smith
Last visit: 7/17/2012 11:08 AM

For Assistance Call:
(555) 555-5555

Home

My Account | Logout

POWERED BY: Genea

Setup HVAC \ Lighting Service

Step 1: Service Type: ☒ HVAC & Lights ☐ Lights Only

Step 2: Start Service: Friday - July 20, 2012

Step 3: Select Desired Hours From The Control Below:

Area: Suite 105 - Accounting Office

Building Date / Time: Tuesday - July 17, 2012 1:25 PM

Select Hours - Or - Drag Control

Start Time: 04 Hrs 00 Min PM Stop Time: 08 Hrs 00 Min PM

Day 1 - Friday - July 20, 2012 Day 2 - Saturday - July 21, 2012

12am | 8am | Noon | 6pm | 12am | 8am | Noon | 6pm | 12am

Lease Hours (No Charge) Start Stop Lease Hours (No Charge)

Start Time: 04:00 PM (Friday - July 20, 2012) End Time: 08:00 PM (Friday - July 20, 2012)

Step 4: ☐ No recurrence ☐ Recur this week ☒ Recur weekly

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☒ Friday ☐ Saturday ☐ Sunday

End Recurrence On: December 31, 2020 24 Hours

Total Hours Requested: 4:00 Hrs
Total Billable Hours: 2:00 Hrs

Cancel Apply Schedule

A popup window will appear asking you to confirm your request. At this time, you will have the opportunity to add additional information for the request. This can be a description of the meeting, a case number, a client name or other information to identify why the request was made. Once you are done, click on **Proceed with Request**.

The screenshot shows a web application interface for 'BEST PROPERTIES' with a 'Genea' logo. The main content area is titled 'Setup HVAC \ Lighting Service'. A modal popup window is centered on the screen, asking for confirmation of the request. The popup contains a table with the following data:

Request Type	Start Time	End Time	Cost
Scheduled	Friday 07/20/2012, 4:00 PM	Friday 07/20/2012, 8:00 PM	\$90.00

Below the table, there is a text input field for a comment, which contains 'Marketing Meeting with Jim Brown'. At the bottom of the popup are two buttons: 'Proceed With Request' (green) and 'Cancel' (red). The background interface shows steps for service selection and a calendar view.

You will be returned back to the request calendar page. The page will show the request in dark grey color.

The screenshot shows the 'Weekly Calendar' view of the request management system. The calendar displays a week from Sunday 7/15 to Saturday 7/21. A request is confirmed on Friday 7/20, indicated by a dark grey block in the calendar grid. A red circle and arrow highlight this block. The interface includes a sidebar with a menu, a top navigation bar, and a bottom section with service status indicators.


Region: Western | Building: 23691 Via Del Rio | Tenant: ABC Capital | Area: Suite 105 - Accounting Office

Area: Suite 105 - Accounting Office

Weekly Calendar | Request Detail | Recurring Schedule Detail


For The Week 7/15/2012-7/21/2012


HVAC & Lights Not Active | Lights Only Not Active | Lease Hours On Demand Period



BEST PROPERTIES

My Account | Logout

POWERED BY:  Genea

 Home

Region:

Building:

Tenant:

Area:

Welcome
Johnny Smith
Last visit: 7/17/2012 11:08 AM

[Setup New Request](#) Area: Suite 105 - Accounting Office [Help](#)

[Weekly Calendar](#) [Request Detail](#) [Recurring Schedule Detail](#)

	Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21
12:00 AM							
2:00 AM						On Demand	On Demand
4:00 AM							
6:00 AM							
8:00 AM							
10:00 AM							
12:00 PM							
2:00 PM							
4:00 PM							
6:00 PM							
8:00 PM							
11:00 PM							

[Previous Week](#) For The Week 7/15/2012-7/21/2012 [Next Week](#)

HVAC & Lights
Not Active

Lights Only
Not Active


Lease Hours
On Demand Period

Did you know?

You can also request air conditioning and lighting service over the telephone.

[Email me my Access Codes](#)


For Assistance Call:
(555) 555-5555




BEST PROPERTIES

Home

My Account | Logout

POWERED BY: 



Welcome
Johnny Smith
Last visit: 7/17/2012 11:08 AM

Menu

- HVAC & Light Service
- Lease Information
- Reports
- Training Videos

Did you know?

You can also request air conditioning and lighting service over the telephone.

[Email me my Access Codes](#)

For Assistance Call:

(555) 555-5555

Region

Western

Building

23001 Via Del Rio

Tenant

ABC Capital

Area



Suite 105 - Accounting Office

Area: Suite 105 - Accounting Office



[Setup New Request](#)

[Weekly Calendar](#) [Request Detail](#) [Recurring Schedule Detail](#)



Sun 7/15



Mon 7/16



Tue 7/17



Wed 7/18



Thu 7/19

Fri 7/20

Sat 7/21

12:00 AM

2:00 AM

4:00 AM

6:00 AM

8:00 AM

10:00 AM

12:00 PM

2:00 PM

4:00 PM

6:00 PM

8:00 PM

10:00 PM


11:59 PM

HVAC & Lights Service


Delete	Name	Start Time	End Time	Status	Source
✗	Johnny Smith	7/20/2012 4:00:00 PM	7/20/2012 8:00 PM	Pending	Internet

[close](#)

[Previous Week](#) For The Week 7/15/2012-7/21/2012 [Next Week](#)



HVAC & Lights
Not Active



Lights Only
Not Active

Lease Hours

On Demand Period

You can also see the request detail by clicking on Request Detail tab.

Home

My Account | Logout

POWERED BY:

Welcome
Johnny Smith
Last visit: 7/17/2012 11:08 AM

Menu

HVAC & Light Service

Lease Information

Reports

Training Videos

Did you know?

You can also request air conditioning and lighting service over the telephone.

Email me my Access Codes

For Assistance Call:

(555) 555-5555

Region
Western

Building
23891 Via Del Rio

Tenant
ABC Capital

Area
Suite 105 - Accounting Office

Setup New Request

Area: Suite 105 - Accounting Office

Help

Weekly Calendar

Request Detail

Recurring Schedule Detail

Deletes	First Name	Last Name	Start Time	Hours Requested	Service Type	Status	Source	Comment
X	Johnny	Smith	Fri 20-Jul-2012 04:00 PM	4 Hrs 0 Min	HVAC & Lights	Pending	Internet	Marketing Meeting with Jim Brown

Section 3: Canceling HVAC/Lighting Service

If you want to cancel an HVAC/Lighting request, go to the calendar page and click on the request (grey area).

Region: Western Building: 23891 Via Del Rio Tenant: ABC Capital Area: Suite 105 - Accounting Office

Welcome Johnny Smith Last visit: 7/17/2012 11:08 AM

Menu

- HVAC & Light Service
- Lease Information
- Reports
- Training Videos

Did you know?
You can also request air conditioning and lighting service over the telephone.
Email me my Access Codes

For Assistance Call: (555) 555-5555

Setup New Request Area: Suite 105 - Accounting Office

Weekly Calendar Request Detail Recurring Schedule Detail

Sun 7/15 Mon 7/16 Tue 7/17 Wed 7/18 Thu 7/19 Fri 7/20 Sat 7/21

12:00 AM 2:00 AM 4:00 AM 6:00 AM 8:00 AM 10:00 AM 12:00 PM 2:00 PM 4:00 PM 6:00 PM 8:00 PM 10:00 PM 11:59 PM

On Demand On Demand

Previous Week For The Week 7/15/2012-7/21/2012 Next Week

HVAC & Lights Not Active Lights Only Not Active Lease Hours On Demand Period

A popup window will appear to show the detail of the request. Click on the X icon under Delete to delete the request.

Region: Western Building: 23891 Via Del Rio Tenant: ABC Capital Area: Suite 105 - Accounting Office

Welcome Johnny Smith Last visit: 7/17/2012 11:08 AM

Menu

- HVAC & Light Service
- Lease Information
- Reports
- Training Videos

Did you know?
You can also request air conditioning and lighting service over the telephone.
Email me my Access Codes

For Assistance Call: (555) 555-5555

Setup New Request Area: Suite 105 - Accounting Office

Weekly Calendar Request Detail Recurring Schedule Detail

Sun 7/15 Mon 7/16 Tue 7/17 Wed 7/18 Thu 7/19 Fri 7/20 Sat 7/21

12:00 AM 2:00 AM 4:00 AM 6:00 AM 8:00 AM 10:00 AM 12:00 PM 2:00 PM 4:00 PM 6:00 PM 8:00 PM 10:00 PM 11:59 PM

On Demand On Demand

Previous Week For The Week 7/15/2012-7/21/2012 Next Week

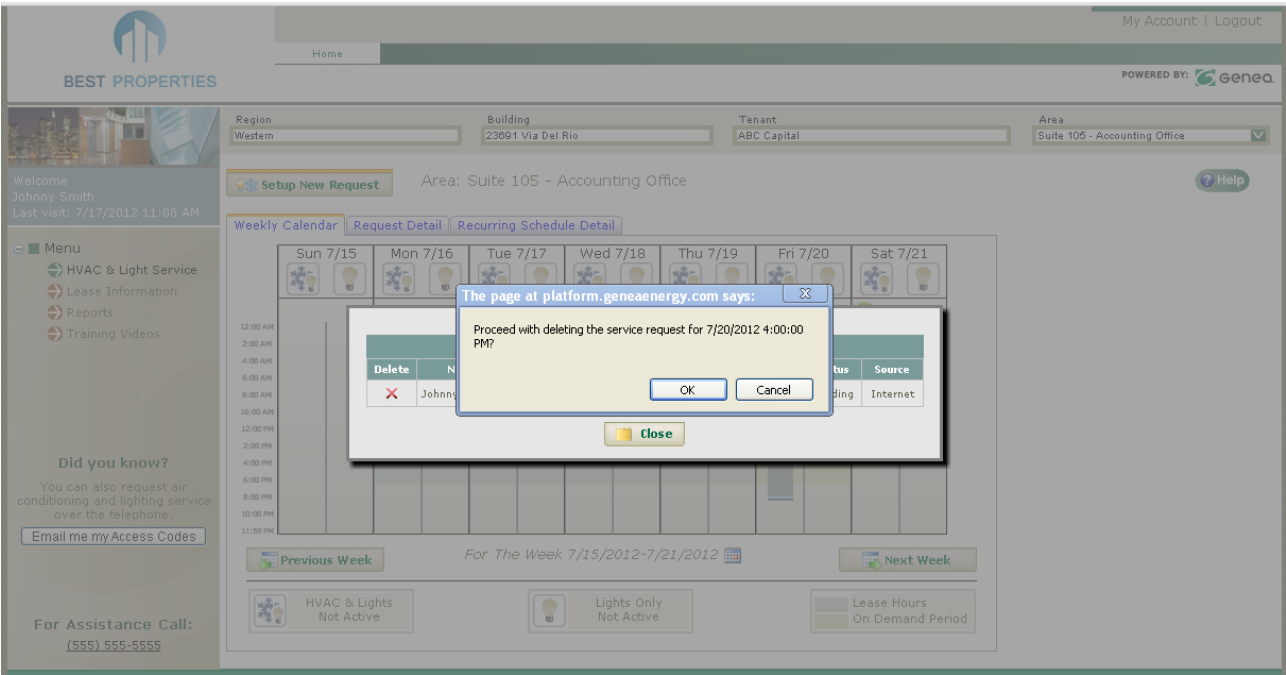
HVAC & Lights Not Active Lights Only Not Active Lease Hours On Demand Period

HVAC & Lights Service

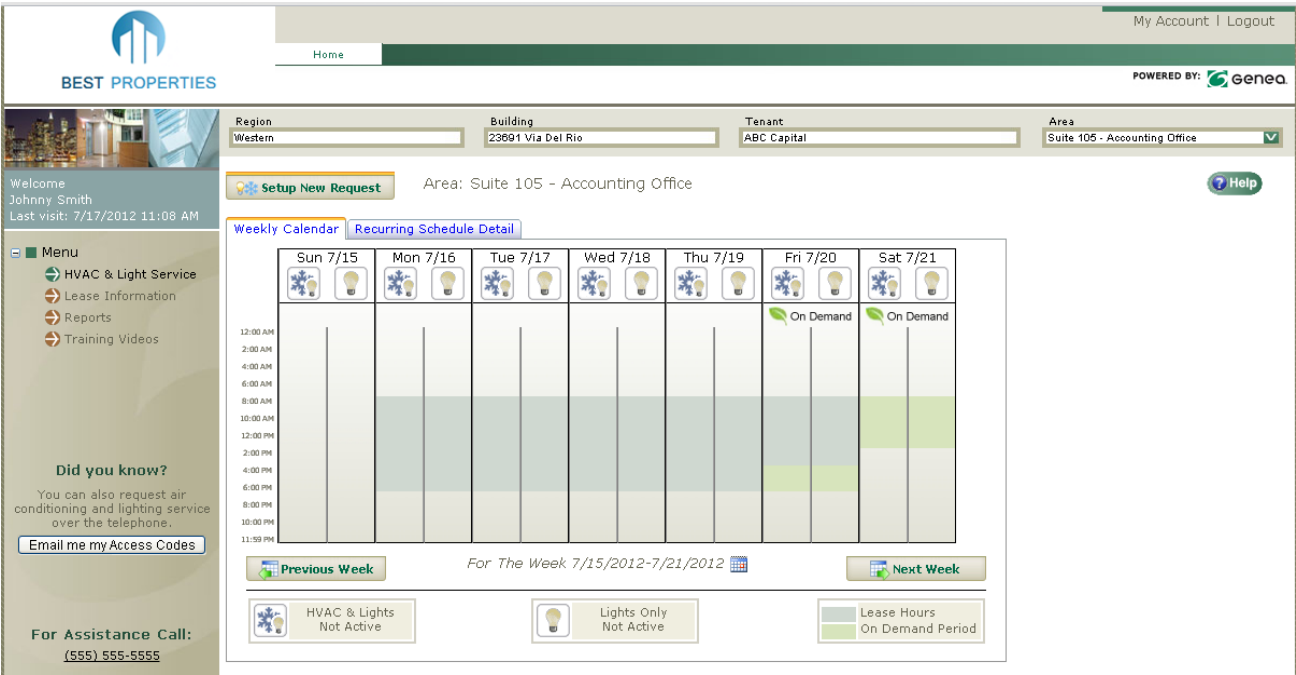
Delete	Name	Start Time	End Time	Status	Source
X	Johnny Smith	7/20/2012 4:00:00 PM	7/20/2012 8:00 PM	Pending	Internet

Close

A popup window will ask you to confirm on deleting the request. Click OK to proceed.



The request will be deleted. After a few seconds, your calendar page will refresh itself showing that the request is no longer in the system.



Section 4: Setting Up Tenant User

As a Tenant Office Manager, you have the ability to setup other users and give them the rights to request HVAC/Lights Service. From your home page, there are two places to do this.

Home

My Account | Logout

POWERED BY: Genea

Energy Services Platform—Office Manager

Welcome
Johnny Smith
Last visit: 7/18/2012 1:34 PM

Menu

- HVAC & Light Service
- Manage Users
- Lease Information
- User Admin History...
- Reports
- Training Videos

Thank you for using the Energy Services Platform. This system is designed to allow you to control your own environment.

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As a Office Manager it is your responsibility to manage users that access this system.
Currently there are: **[2]** active user(s).

Doing Our Part to Save Energy!

On-Demand Operation
In our continuing effort to conserve energy and reduce overall operating expenses; during periods of low occupancy the air conditioning and lighting services will be provided on an as needed basis (On-Demand Period). During the On-Demand period, air conditioning and lighting services will be immediately accessible through this system at no charge. Thank you for helping us do our part in reducing energy consumption.
To view your Lease Hours and On-Demand periods click here: ➔

Holiday Operation

On-Demand Minor Holidays

For Assistance Call:
(555) 555-5555

You will be directed to the Manage Users page. To setup a new user, click on the New User icon.

Home

My Account | Logout

POWERED BY: Genea

Region: Western Building: 23091 Via Del Rio Tenant: ABC Capital Area: Suite 105 - Entire Suite

Manage Users

Tenant: ABC Capital

New User

Edit User	Delete	Name	Email	Role	Access Level	Status	Phone User ID	Phone Area ID	Areas
		Johnny Smith	pchandra@geneasenergy.com	Office Manager	Office Manager	Active	3217	101-6351 101-1110 101-8087 101-3218 101-5606 101-7766	Suite 105, Accounting Office Suite 105, CEO's Office Suite 105, CFO's Office Suite 105, Conference Room Suite 105, Entire Suite Suite 105, Marketing Office

Did you know?
You can also request air conditioning and lighting service over the telephone.
[Email me my Access Codes](#)

For Assistance Call:
(555) 555-5555

Fill out the information of the user: First Name, Last Name, Email, Phone Number and select the User Access Level that you want to assign to them. Here is a brief description of the different levels:

- **Office Manager** – User with access to all areas within a suite. Also has permission to setup/edit users.
- **AC and Lights User** – Users with access to both AC & Lights.
- **Lights Only User**- Users with access to only Lights
- **Lease Hours Only** – Users with access to make request only during stated Lease Hours
- **Restricted User** - Users restricted to a particular area within a suite

Region: Western Building: 23691 Via Del Rio Tenant: ABC Capital Area: Suite 105 - Entire Suite

Welcome Johnny Smith Last visit: 7/18/2012 1:34 PM

Menu: HVAC & Light Service, Manage Users, Lease Information, User Admin History..., Reports, Training Videos

Did you know? You can also request air conditioning and lighting service over the telephone. Email me my Access Codes

For Assistance Call: (555) 555-5555

Manage Users Tenant: ABC Capital

Enter User Information

First Name: Bob Last Name: Smith Email: bob@abccapital.com Phone Number: (213) 123-4567

Disable Email Service Request Confirmation: Phone Access User ID: 5407 User Status: Pending

Select User Access Level	Select Areas For This User	Tenant Area Description (Optional)
<input type="radio"/> Office Manager	<input checked="" type="checkbox"/> Suite 105, Accounting Office	
<input checked="" type="radio"/> AC and Lights User	<input type="checkbox"/> Suite 105, CEO's Office	
<input type="radio"/> Lights Only User	<input type="checkbox"/> Suite 105, CFO's Office	
<input type="radio"/> Lease Hours Only User	<input checked="" type="checkbox"/> Suite 105, Conference Room	
<input type="radio"/> Restricted User	<input type="checkbox"/> Suite 105, Marketing Office	
	<input type="checkbox"/> Suite 105, Entire Suite	

Ok Cancel Apply

You will be directed to the page that shows all the users for the area.

Region: Western Building: 23691 Via Del Rio Tenant: ABC Capital Area: Suite 105 - Entire Suite

Welcome Johnny Smith Last visit: 7/18/2012 1:34 PM

Menu: HVAC & Light Service, Manage Users, Lease Information, User Admin History..., Reports, Training Videos

Did you know? You can also request air conditioning and lighting service over the telephone. Email me my Access Codes

Manage Users Tenant: ABC Capital

New User

Edit User	Delete	Name	Email	Role	Access Level	Status	Phone User ID	Phone Area ID	Areas
		Johnny Smith	pchandra@geneenergy.com	Office Manager	Office Manager	Active	3217	101-6351 101-1110 101-8087	Suite 105, Accounting Office Suite 105, CEO's Office Suite 105, CFO's Office
		Bob Smith	bob@abccapital.com	Tenant User	AC and Lights	Pending	5407	101-3218 101-5606 101-7766	Suite 105, Conference Room Suite 105, Entire Suite Suite 105, Marketing Office