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Web Based Tenant Override System



Briarlake Plaza

Web Based Tenant Override System

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Briarlake Plaza

v3.1

Not logged in

Wednesday, November 17, 2010

User Logon:

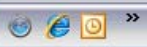
Tenant Number:

Employee Name or Number:
(ie: firstname lastname)

Employee Password:

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Done



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Home Help Log Off

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Citibank Texas (600) (Tenant 600) Wednesday, November 17, 2010
Hail, stephanie (Employee 2)

Command a Zone

- Override a Zone For Today
- Schedule a Zone Override

Add, Modify, Delete a future override request

You can schedule OT Lights or Air for Today or in advance as a Zone Override

Create/Edit a Profile

- Change Password

Click to change your password

Generate a Report

- Scheduled Override Requests
- Override Requests in Progress

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Citibank Texas (600) (Tenant 600) Wednesday, November 17, 2010
Hail, stephanie (Employee 2)

List of Scheduled Override Requests

Click to add OT Air or Lights

Zone Number	Frequency	Start Date	End Date	Start Time	Duration (hours)
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Add Schedule Override Request

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Home Help Log Off
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Citibank Texas (600) (Tenant 600) Wednesday, November 17, 2010
Hail_stephanie (Employee 2)

Schedule a Zone Override

Zone Number: 1 - FLR 6 AHU
Frequency: 2 - FLR 6 LIGHTS
Start Date: November 17, 2010
End Date: November 17, 2010
Number of Weeks: 0

1 = OT Air (AHU)
2 = OT Lights
You need to schedule each separately

Military Time
TIME REFERENCES ARE IN MILITARY FORMAT CLICK THE LINK BELOW FOR THE CONVERSION:
Military Time

Select Override Information

Request Days	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Start Time	00:00	00:00	00:00	15:57	00:00	00:00	00:00
Duration (hours)	1	1	1	1	1	1	1

Add Request Reset

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Citibank Texas (600) (Tenant 600) Wednesday, November 17, 2010
Hail, stephanie (Employee 2)

Schedule a Zone Override

Zone Number: 1 - FLR 6 AHU
Frequency: Once / One Time
Start Date (month day year): For a specific number of weeks
End Date (month day year): Continuous
Number of Weeks: 0

Select one of four options:
Specific # of Weeks
Until a specified end date
Once/One Time (most commonly used)
Conituous with no end date

Military Time

TIME REFERENCES ARE IN MILITARY FORMAT CLICK THE LINK BELOW FOR THE CONVERSION:

Military Time

Select Override Information

Request Days	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Start Time	00:00	00:00	00:00	15:57	00:00	00:00	00:00
Duration (hours)	1	1	1	1	1	1	1

Select Start Time and then how long (number of hours) you want the air and/or lights to run

Add Request Reset

Click Add Request and then you're done!