



PEACHTREE CENTER

Reserving the Conference Facility in 5 EASY STEPS:

1. Log on to:

<https://www.ng1.angusanywhere.com/Tenant/5600/main/Default.aspx>

- i) Enter your Username and Password
- ii) Tenant Coordinators that require access to the system, should send an email request with their contact information to Myleka Morgan – mmorgan@banyanstreet.com or LaToya Robinson – lrobinson@banyanstreet.com

BANYAN STREET
CAPITAL

WELCOME TO THE SERVICE PORTAL

Easily access building operations information, services and submit service requests.

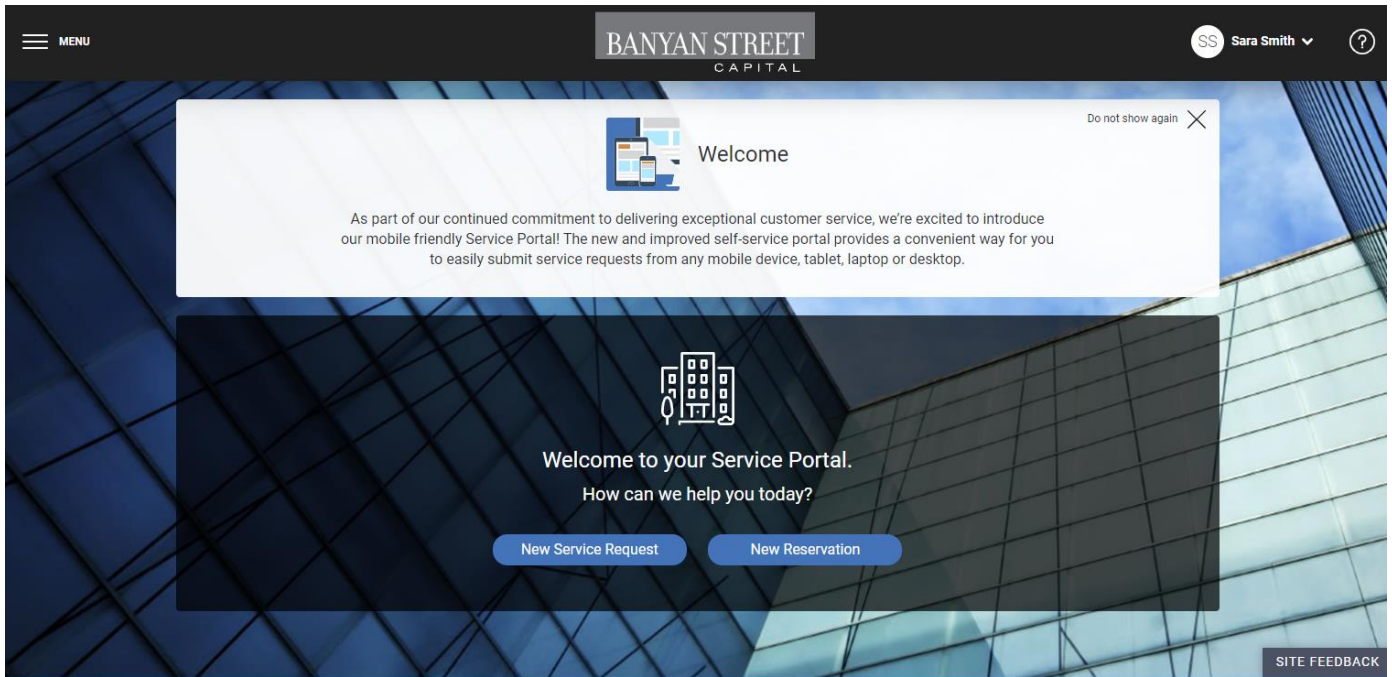
Username

Password

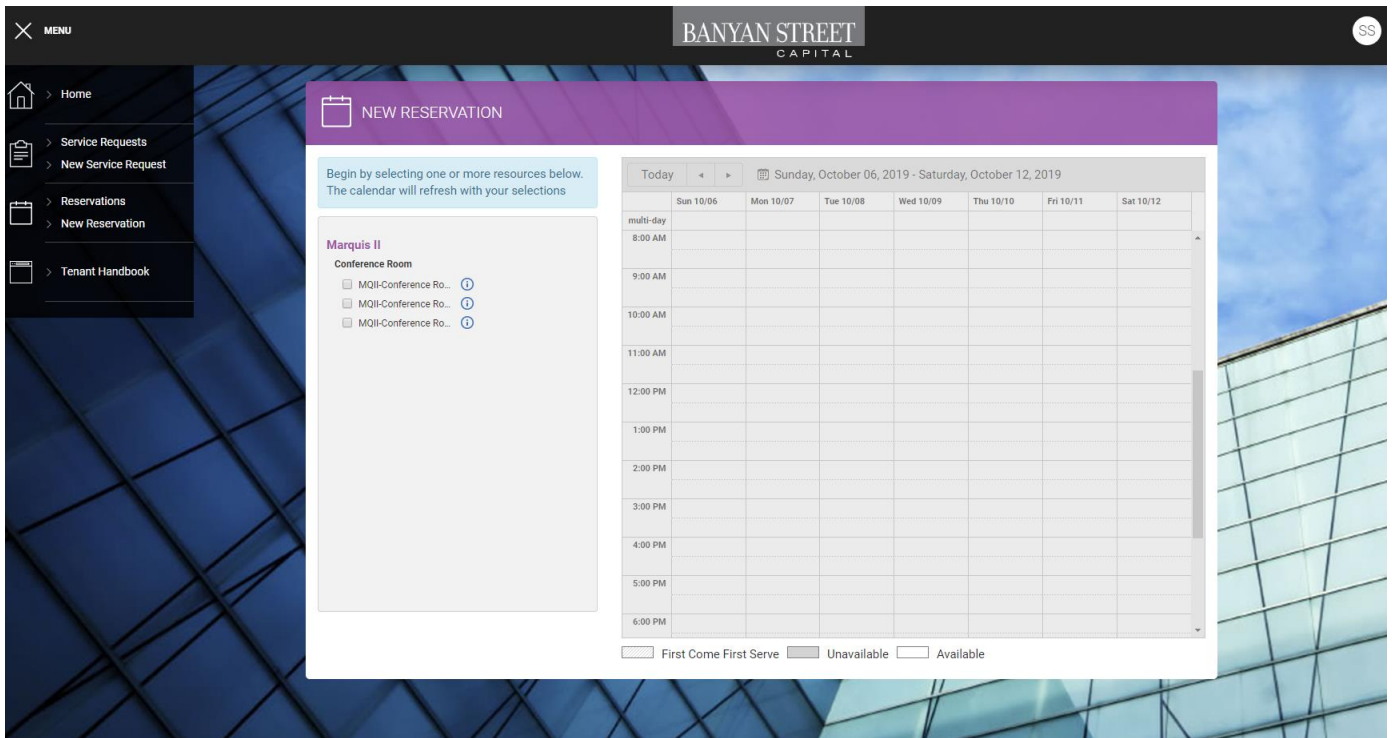
Forgot your username or password? Remember Me

To become a registered user, please contact Property Management.

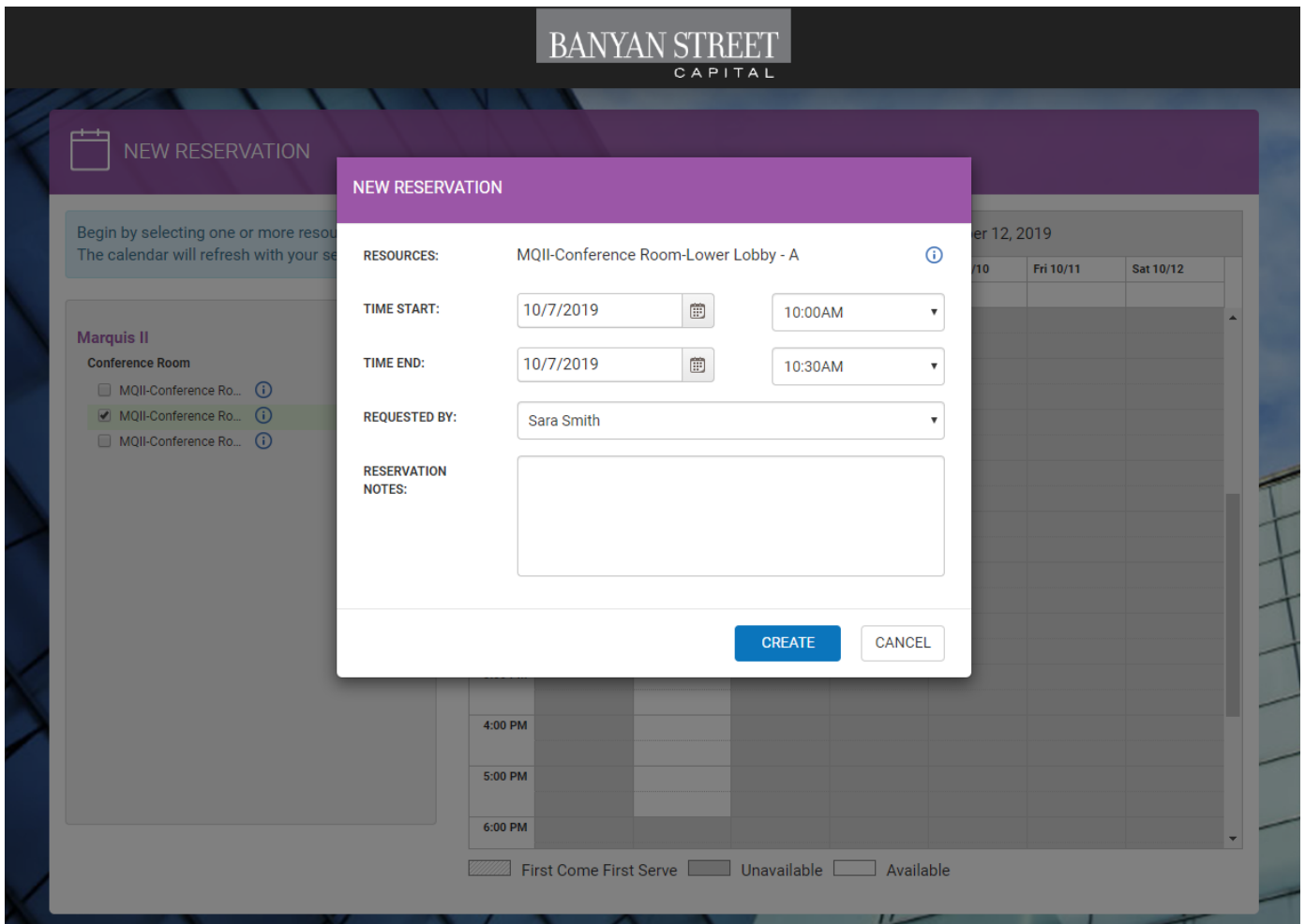
2. Select “New Reservation”



3. Select a conference room. Select the Day and Time of your reservation from the calendar.



4. On the Reservation page, complete all fields, then select “Create”.



5. **Your Reservation is Set! Before your reservation is confirmed, it must be approved by Property Management. You will be notified as soon as the reservation has been confirmed.**

The image shows a screenshot of the Banyan Street Capital reservation system. At the top, the logo "BANYAN STREET CAPITAL" is visible. The main interface is titled "NEW RESERVATION" and includes a calendar view for October 10, 11, and 12, 2019. A modal form titled "NEW RESERVATION" is open, containing the following fields:

- RESOURCES:** MQII-Conference Room-Lower Lobby - A
- TIME START:** 10/7/2019, 10:00AM
- TIME END:** 10/7/2019, 10:30AM
- REQUESTED BY:** Sara Smith
- RESERVATION NOTES:** (Empty text area)

At the bottom of the modal are "CREATE" and "CANCEL" buttons. The background shows a list of resources under "Marquis II" with "MQII-Conference Ro..." selected. A legend at the bottom indicates room availability: "First Come First Serve" (hatched), "Unavailable" (grey), and "Available" (white).