



## Reserving the Conference Facility in 5 EASY STEPS:

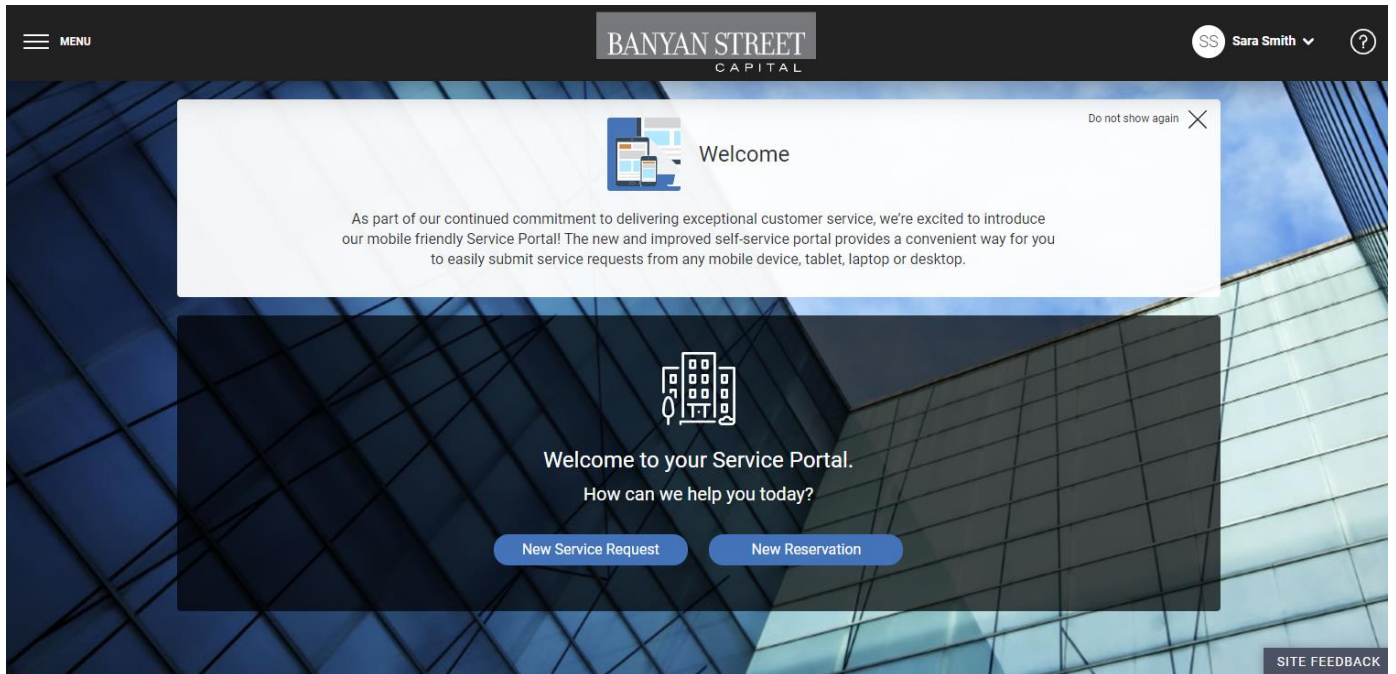
### 1. Log on to:

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

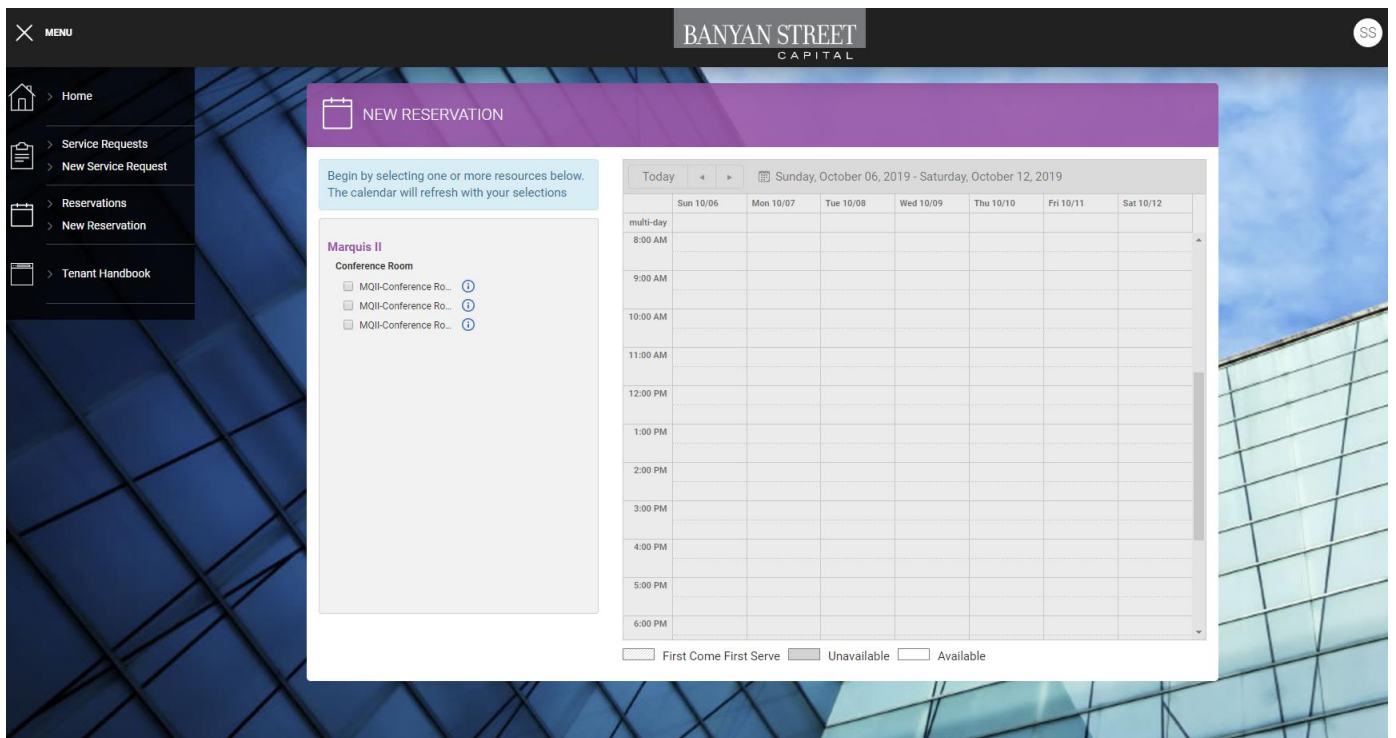
- i) Enter your Username and Password
- ii) Tenant Coordinators that require access to the system, should send an email request with their contact information to [deanna.lankford@transwestern.com](mailto:deanna.lankford@transwestern.com) or [jerryn.miller@transwestern.com](mailto:jerryn.miller@transwestern.com)

The screenshot shows the login page for Banyan Street Capital. At the top, the company name 'BANYAN STREET CAPITAL' is displayed in a serif font. Below this, a heading reads 'WELCOME TO THE SERVICE PORTAL' followed by a sub-headline: 'Easily access building operations information, services and submit service requests.' The login section contains two white input fields labeled 'Username' and 'Password'. Below these is a blue 'Sign In' button. Further down, there is a link 'Forgot your username or password?' and a checkbox labeled 'Remember Me'. At the bottom, a note states: '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”.

The screenshot displays the Banyan Street Capital reservation system interface. A modal window titled "NEW RESERVATION" is open, allowing users to create a new reservation. The background shows a calendar view for October 10, 11, and 12, 2019, with a legend indicating "First Come First Serve", "Unavailable", and "Available" status.

**BANYAN STREET CAPITAL**

**NEW RESERVATION**

Begin by selecting one or more resources. The calendar will refresh with your selection.

**Marquis II**

**Conference Room**

- ☐ MQII-Conference Ro... ⓘ
- ☒ MQII-Conference Ro... ⓘ
- ☐ MQII-Conference Ro... ⓘ

**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:**

**CREATE** **CANCEL**

Legend: ☒ First Come First Serve ☐ Unavailable ☐ Available

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.**

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**BANYAN STREET CAPITAL**

**NEW RESERVATION**

Begin by selecting one or more resources. The calendar will refresh with your selection.

**Marquis II**

Conference Room

- ☐ MQII-Conference Room - A
- ☒ MQII-Conference Room - B
- ☐ MQII-Conference Room - C

**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:**

**CREATE** **CANCEL**

Legend: ☒ First Come First Serve ☐ Unavailable ☐ Available