

191 Peachtree Conference Facility

Angus/Banyan Street Capital

Reservation Service Request/ Work Order System

Reserving the Conference Facility in 5 EASY STEPS:

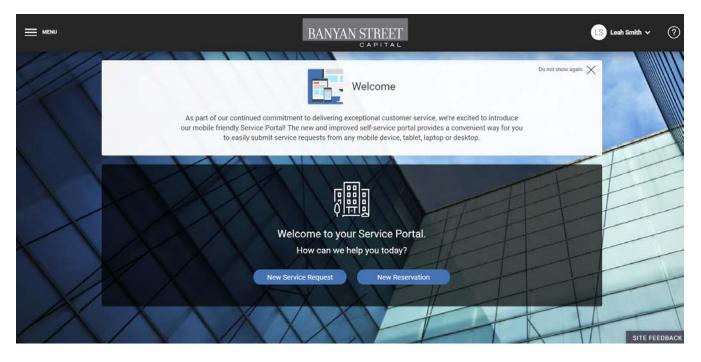
1. Log on to:

https://www.ng1.angusanywhere.com/Tenant/5600/Main/home/home.aspx

- i) Enter your User name and Password
- ii) Tenant Coordinators that require access to the system, should send an email request with their contact information to <u>info@191peachtreetower.com</u>

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	BANYAN STREET		
	CAPITAL		
	WELCOME TO THE SERVICE PORTAL Easily access building operations information, services and submit service requests.		
$\wedge \times$	Username		-
XX	Password Sign In	Ħ	1
$\langle N \rangle$	Forgot your password? Remember Me	1	1
	To become a registered user, please contact Property Management.	T	1
X	VV		1

2. Select "New Reservation"



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

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https://www.ng1.angusa	anywhere.com/Tenant/5600/Main/RR/ResourceReservations.asp	x#/new/default							
🗋 YARDI ⊘ Paychex	🖌 Angus AnyWhere 👂 Pandora Plus - Listen 🛛 🎆 HD Credit Cent	er 🗾 Credit One	Bank® - 🤇 🚾 🕅	Vells Fargo – Bank	in: 🤤 myAT&T	Login - Pay 🏼 🗋 🕚	/ictoria's Secret An	ge 🗋 Pier 1 Imp	orts Rewari 🔟 Gap ブ Capit
		XX	BANY	AN STR	REET	_		_	
K	NEW RESERVATION	11	173						
	Begin by selecting one or more resources below. The calendar will refresh with your selections	Toda	y 4 >	🗊 Sunda	y, September	30, 2018 - Satu	ırday, October	06, 2018	
	The calendar will refresh with your selections		Sun 9/30	Mon 10/01	Tue 10/02	Wed 10/03	Thu 10/04	Fri 10/05	Sat 10/06
		multi-day			_				
	Conference Room Source Ath Floor Conference	8:00 AM	4th Floor Co	Reserve					And the second s
		9:00 AM							
1		10:00 AM							
		11:00 AM							
1		12:00 PM							
		1:00 PM							
1		2:00 PM							
XA		3:00 PM							
X		4:00 PM							
$\langle \rangle$									
		5:00 PM							
1/			irst Come Fir	st Serve	Unavailab	le Ava	ilable	ii.	. 4
e									

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

			BANYAN STREE							
		NEW RESERVATION					_			
	Begin by selecting one or more resou The calendar will refresh with your se			-(£3)		tober 0 704	16, 2018 Fri 10/05	Sat 10/06		
	Conference Room ☑ 4th Floor Conference_ ①	Reserve	Documentation Required	Approval Required					•	
		RESOURCES: TIME START:	4th Floor Conference Room	08:00AM	1					
		TIME END:	10/1/2018	11:00AM	•					
X		REQUESTED BY: ADDITIONAL INFORMATION:	Leah Smith 1. FULL-DAY OR HALF-DAY RESERVATION	N:	•					
			Half Day (4 hours) 2. NUMBER OF ATTENDEES:		•					1
			50-100 3. CATERER NAME & TELEPHONE NO. (PL CERTIFICATE OF INSURANCE):							1
\sim		AMENITIES:	The Commerce Club , 404-222-019 INCLUDED Wifi	1						/
/			AVAILABLE ON REQUEST			1		/	Ť	~
		RESERVATION NOTES:	Breakfast Meeting for VIP catered I Meeting Code : 12345-VIP	by The Commerce Club		t		-	Ľ	
		TERMS AND CONDITIONS:	I have reviewed and agreed to t	he Terms and condition	ns	_	-	M	~	
	VA			CREATE	EL	-	-	1		

5. Your Reservation is Set! Save this page for your record. An email Confirmation will be emailed to you directly from Property Management within 1 business day.

		BANYAN STR	REET
RESERVATION 38	3435776		
		Reserved Documentation Requi	CANCEL RESERVATION RETURN
The reservation is created Audio, Visual Instructions & ↓ 191 Conference Facility A Rules & Regulations ↓ 191 Conference Facility R Rental Rates ↓ 191 Peachtree Conference	WIFI info V Instructions.pdf Rules and Regulations,	.092018.pdf	following document(s) for review and approval. .OAD .OAD
Reservation Details			
RESOURCES 4th Floor Conference Room		REQUESTED BY	RESERVATION DATE AND TIME Oct 1, 2018 - 8:00 AM to 11:00 AM RESCHEDULE
DURATION 3 hour(s)		PROPERTY 191 Peachtree Tower	BUILDING 191 Peachtree St NE
ADDITIONAL INFORMATION 1. FULL-DAY OR HALF-DAY RESERVAT Half Day (4 hours)	ION:	2. NUMBER OF ATTENDEES: 50-100	3. CATERER NAME & TELEPHONE NO. (PLEASE PROVIDE A CURRENT CERTIFICATE OF INSURANCE): The Commerce Club , 404-222-0191
AMENITIES INCLUDED Wifi			
RESERVATION NOTES Breakfast Meeting for VIP cate Meeting Code : 12345-VIP		e Club	
History			
Date	Event	Notes	
Sep 17, 2018 - 3:45 PM	Requires Approval		