How to schedule events using the Axis Portal:

On Tue, Aug 18, 2015 at 10:53 AM, Marnett, Marilen @ Miami <Marilen.Marnett@cbre.com> wrote:

We will be opening our conference center in the next 2 months. We will have multiple conference rooms for our tenants to reserve. Do you use the Axis Portal for conference room reservations or is there another software that you prefer?

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We use the portal for reservations at 161. There are a few kinks I am trying to get worked out with Axis, such as;

- Tenants being able to see which room is reserved.
- Ability to print out a report with room, setup and notes.
- Ability to change room and times once it has been submitted.

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Tenants can book through me and the tenant contacts can book on the portal and through me directly. My email provider is Gmail, so for some who request specific confirmations, I will send them a google calendar invite to accept which they can use to invite others.

Greer Anne Worthington

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I have a separate calendar set up in Outlook. Tenants book directly through me. It allows me to effectively manage meetings and turn times.

Heather Paciotti | 5-Star Worldwide Manager | Meeting & Event Planner/Concierge