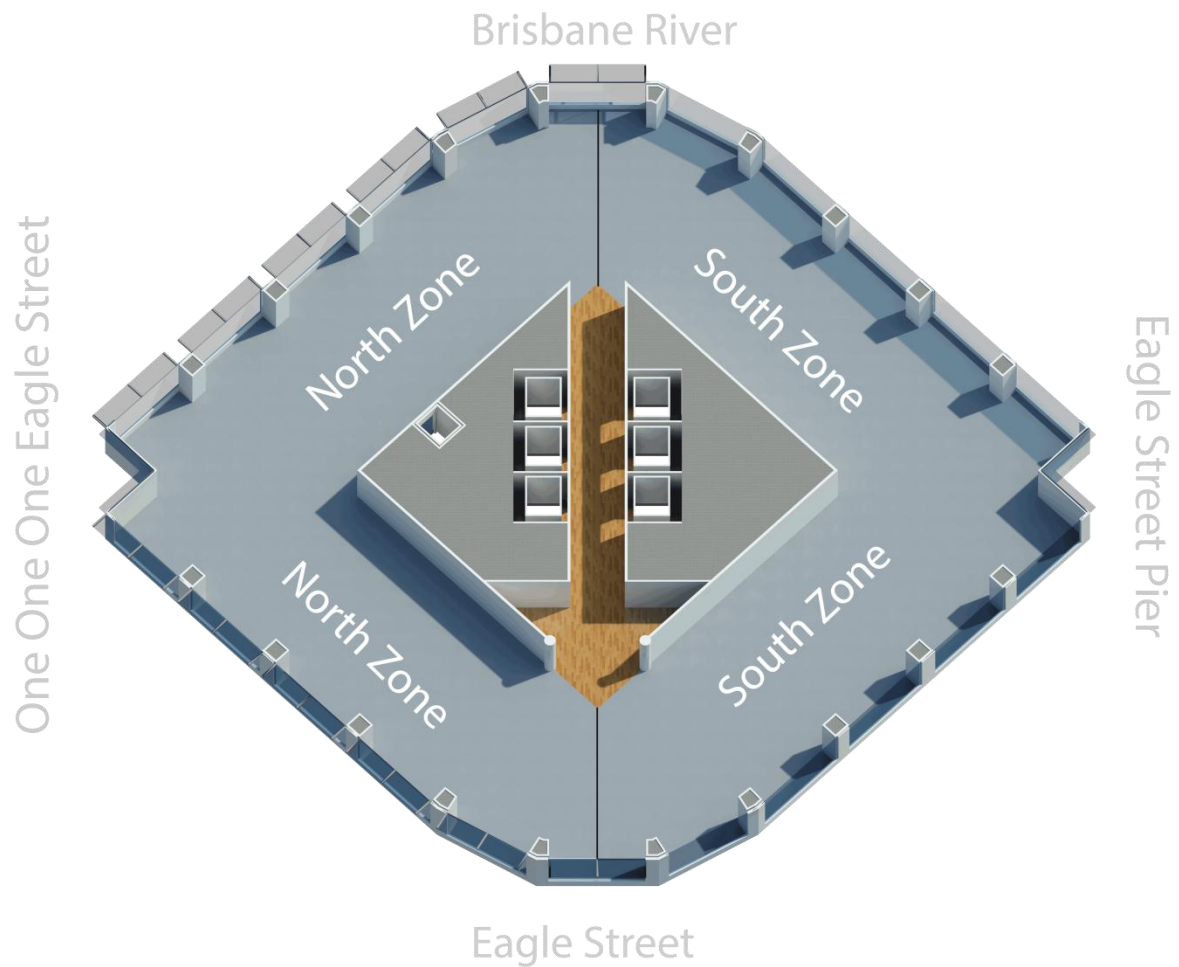


After Hours User Guide

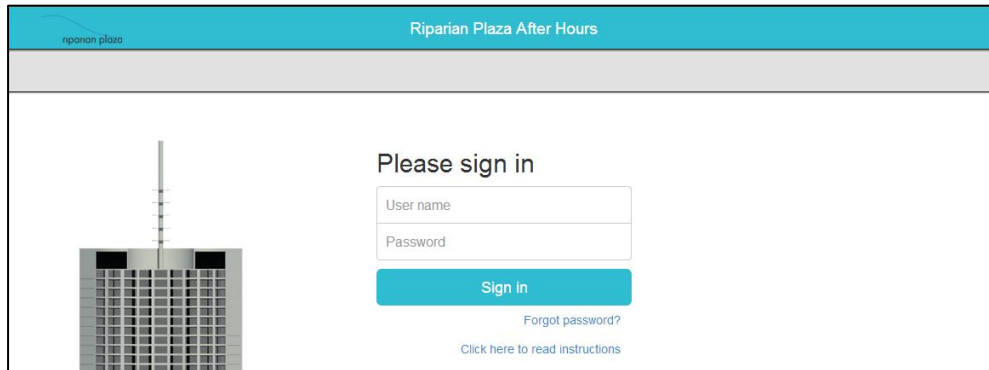
Floor Orientation

When accessing the After Hours system, it's important to know your physical location and the two after hours zone that exist at Riparian Plaza. The below floor plan depicts the north and south zones which split the building in half. Before requesting after hours air-conditioning identify your zone and physical location.



Logging In

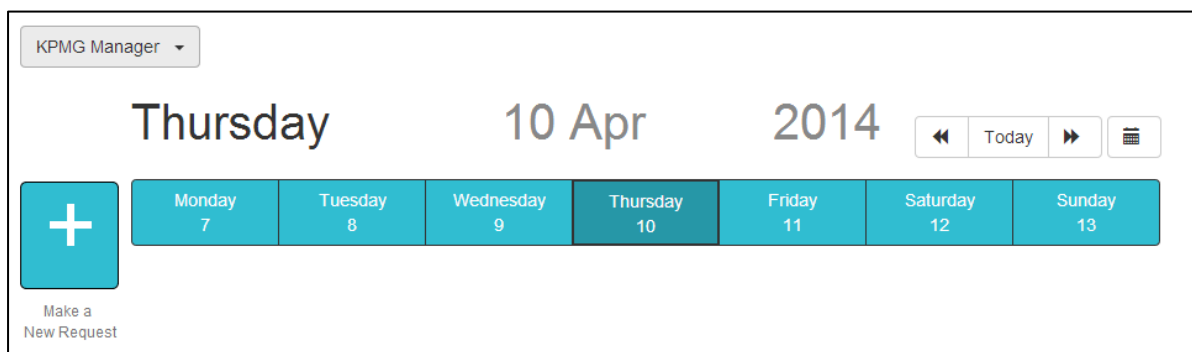
When accessing the After Hours system, you will be presented with a login screen similar to the following. Simply enter your username and password and you will be given access to the sections relevant to you your permission level.



The screenshot shows a web browser window with the title "Riparian Plaza After Hours". The page has a teal header with the "riparian plaza" logo on the left. The main content area features a "Please sign in" heading, a "User name" input field, a "Password" input field, and a teal "Sign in" button. Below the button are links for "Forgot password?" and "Click here to read instructions". On the left side of the page, there is a stylized illustration of a building.

Request

The request section is accessible by all users, however zones are still locked down so that a user must have the correct permissions to make a request. The picture below shows a request that's been made by a user.

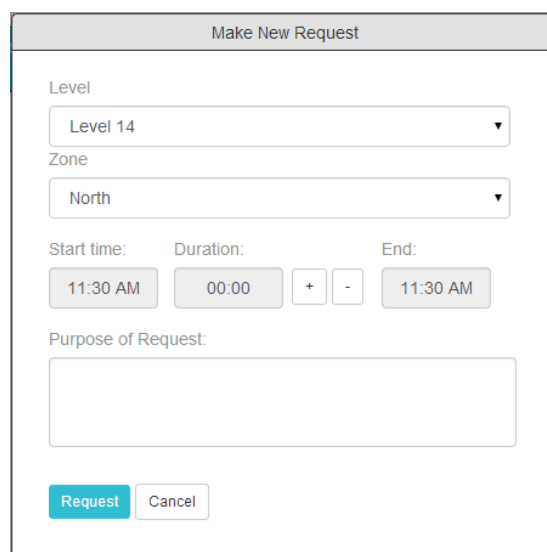


The screenshot shows a calendar interface for "KPMG Manager". At the top, it displays "Thursday 10 Apr 2014" with navigation buttons for "Today" and a calendar icon. Below this is a row of days from Monday (7) to Sunday (13). A large teal button with a white plus sign is positioned to the left of the calendar, with the text "Make a New Request" underneath it.

On the right you will see the "Make a New Request" form that is accessed via the large "plus" sign.

In this form, select the desired level, zone, start time, duration and days to repeat on. Then press the request button to have the request added to the list as seen in the previous image.

note: where both north and south zones are required it will be necessary to repeat the process by using the drop down box selecting the south zone.



The screenshot shows a "Make New Request" form. It includes a "Level" dropdown menu set to "Level 14", a "Zone" dropdown menu set to "North", and fields for "Start time" (11:30 AM), "Duration" (00:00), and "End" (11:30 AM). There are also "+" and "-" buttons between the duration and end time fields. Below these fields is a "Purpose of Request:" text area. At the bottom of the form are "Request" and "Cancel" buttons.

