

# BMS Front

## User Manual

*Building Tenant – Quick Request*

### Introduction

BMS Front is a web-based building service system allowing the enabling of building services over the web ([bmsfront.com](http://bmsfront.com)). Building services may be defined for air conditioning and lighting.

BMS Front allows building tenants to turn on air conditioning and lighting in their respective buildings outside of their normal operating hours by submitting a request via the website. A building manager may also make the request on a tenant's behalf. Each request is tracked and included in a report to the building manager.

### Using the System (In a Nutshell)

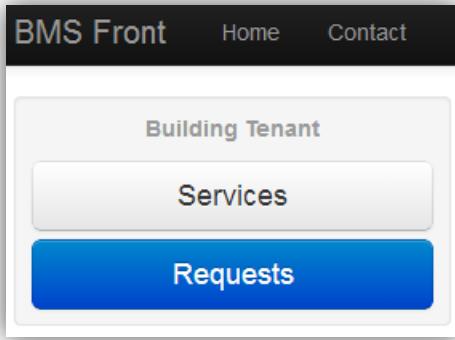
BMS Front is utilized by making Requests for Building services. At the end of a billing cycle, a Building Manager will generate reports for Request usage for a Building Tenant company for a date range.

### Logging In

- 1) Open a web browser and navigate to [www.bmsfront.com](http://www.bmsfront.com)
- 2) Login using your provided credentials

### Main Areas

There are 2 main areas you may navigate to: Services and Requests. You navigate by clicking the buttons on the left:



### Add a New Service Request

From the Requests main page, click on the **Add** button. Enter the following information for the request, then click **Next**:

- **Service** (the service that this request will be for)
- **Service Begin Date** (mm/dd/yyyy format) (the date this request should begin)
- **Service Begin Time** (hh:mm) (the time this request should begin)
- **Service Run Duration** (hh:mm or m format) (the time duration this request should run)
- **Hourly Cost (\$)** (non-editable) (the amount of money to be charged per hour for this service)

For example:

## Request "Service 1" Service

Service	Service 1
Service Begin Date	05/28/2014
Service Begin Time	17:00
Service Run Duration	05:00
Hourly Cost	\$50.00

**Next** **Cancel**

On the next screen, confirm the request. The final calculation will take into account non-billable tenant lease hours and billable holidays. Holidays take precedence.

### **View an Existing Service Request**

From the Requests main page, find the Request you would like to view. Under the **Actions** column, click the *view* icon. A summary is displayed including request info, related service, company, and requesting user.

### **Cancel an Existing Service Request**

From the Requests main page, find the Request you would like to view. Under the **Actions** column, click the *cancel* icon. Depending on the state of the request, different actions will be taken.

If a request was in the scheduled state (not yet in progress), it will be cancelled with no charge recorded. If the request was set to be recurring, the recurrence will be cancelled too.

If a request was in progress and it has not yet exceeded the related service's minimum run time requirement, it will be adjusted to run for the min run time and the service will turn off when that time has been met. If the request was set to be recurring, the next recurrence will be calculated.