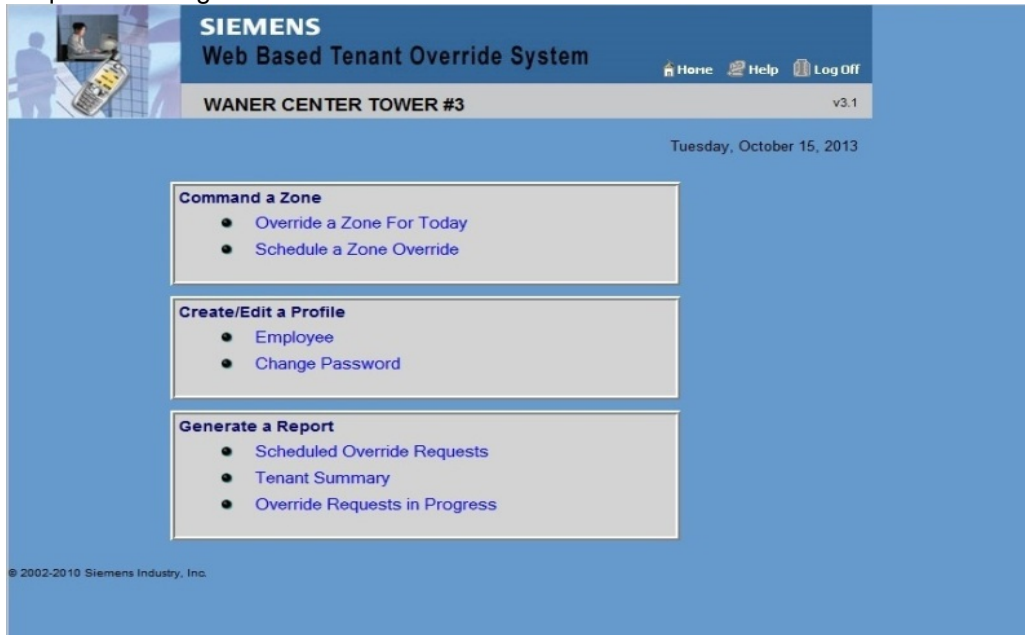


## TO DELETE A STANDING OR CURRENT RUNNING REQUEST (T3 TOS)

First, check and see if the Request is running. Select from Generate a Report / Override Requests in Progress..



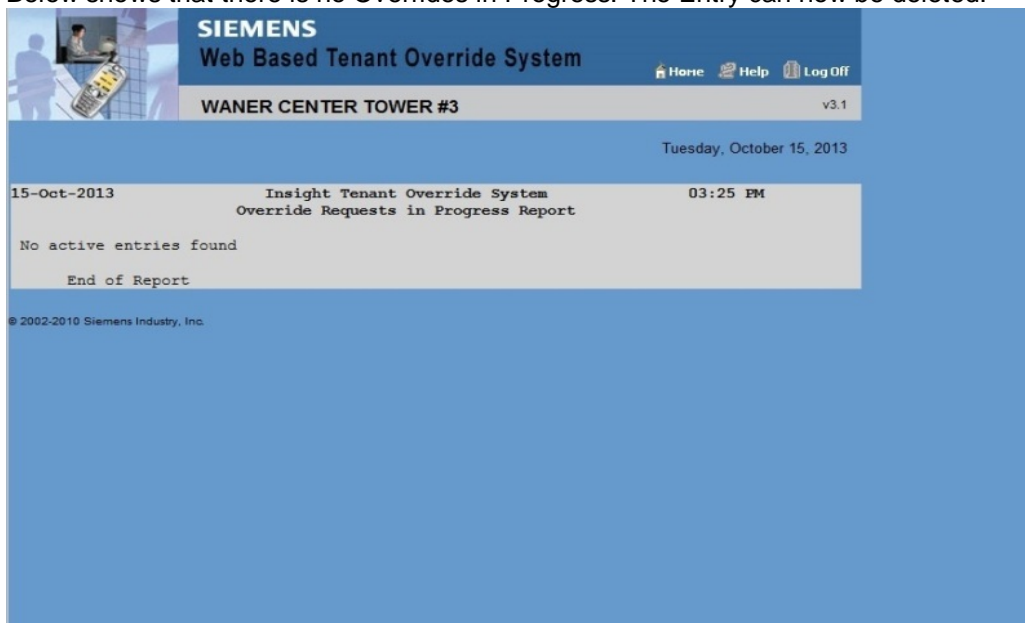
The screenshot shows the main menu of the Siemens Web Based Tenant Override System. The header includes the Siemens logo, the system name, and navigation links for Home, Help, and Log Off. The location is identified as WANER CENTER TOWER #3, and the version is v3.1. The date is Tuesday, October 15, 2013. The main menu is divided into three sections:

- Command a Zone**
  - [Override a Zone For Today](#)
  - [Schedule a Zone Override](#)
- Create/Edit a Profile**
  - [Employee](#)
  - [Change Password](#)
- Generate a Report**
  - [Scheduled Override Requests](#)
  - [Tenant Summary](#)
  - [Override Requests in Progress](#)

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If there are no Override Requests in progress you can simply delete the Scheduled Request from the Schedule a Zone Override from the Main Menu above.

Below shows that there is no Overrides in Progress. The Entry can now be deleted.



The screenshot shows the report page of the Siemens Web Based Tenant Override System. The header is identical to the main menu. The report title is "Insight Tenant Override System Override Requests in Progress Report" dated 15-Oct-2013 at 03:25 PM. The report content is as follows:

```
15-Oct-2013      Insight Tenant Override System      03:25 PM
                  Override Requests in Progress Report

No active entries found

End of Report
```

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If the Report above shows that the Request is currently running, you need to STOP the Request before Deleting the Entry from Schedule a Zone Override Menu. If you only delete the Entry, the current request for that day will continue to run creating a billable charge.

To STOP the Current running Request:  
Select Override a Zone for Today from the Main Menu.

Select a value of "0" from the drop down box.

Press the Override Button.

This will stop the Currently running request. (see below)

The screenshot shows the Siemens Web Based Tenant Override System interface. The header includes the Siemens logo, the system name 'Web Based Tenant Override System', and navigation links for Home, Help, and Log Off. The specific location is identified as 'WANER CENTER TOWER #3' with version 'v3.1'. The date is 'Tuesday, October 15, 2013'. The main section is titled 'Override a Zone For Today'. It features a 'Zone Number' dropdown menu currently set to '2 - HVAC'. Below it is a 'Duration (hours)' dropdown menu that is open, displaying a list of numbers from 0 to 23. The number '0' is highlighted, indicating it is the selected option. To the right of the duration dropdown is a text input field for 'Comment (optional)' with a character limit of '(0 - 60 chars)'. A blue note provides additional information: 'Note: If additional hours are entered during normal business hours, the requested time will be appended to the end of the building/tenant occupancy schedule for uninterrupted environmental services.' At the bottom left of the form area is an 'Override Now' button. The footer contains the copyright notice '© 2002-2010 Siemens Industry'.

Once the Current request has stopped, (by using the report override requests in progress) Then you can delete the request.

Any Request can be stopped this way and will terminate the Billing to the Minute when it is stopped.

For example, If you come in on Saturday after Lease Hours (which is 9am to 1pm) and you arrive at 2pm and want 2-1/2 Hours of A/C until 4:30pm:

First select the Override a Zone for Today.

Select 3 Hours and Press the Override Now Button.

The system will start and run for 3 Hours until you CANCEL the Request as outlined above by again selecting "0" from the drop down box at 4:30pm when you leave. This will ONLY bill for the 2-1/2 Hours.

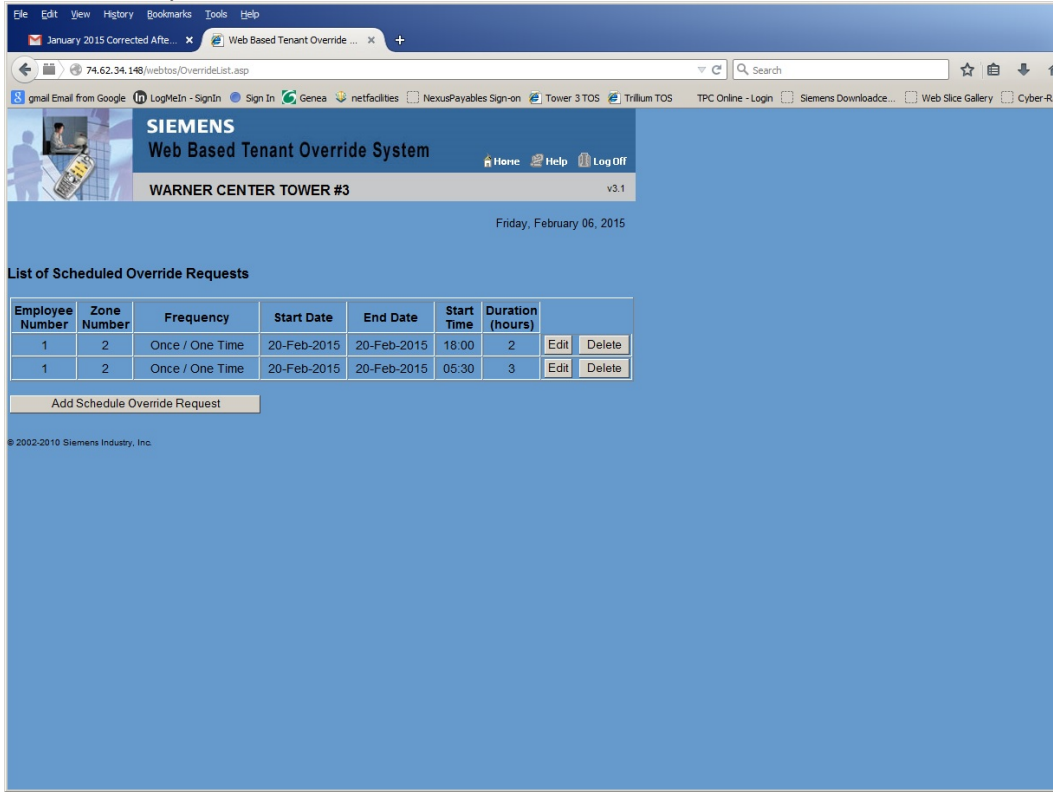
Any Immediate Request made during Lease Hours will be added to the end of the Lease Hours.

## **PROGRAMMING STANDING REQUESTS**

The Building Occupancy Schedule is the Standard 8am to 6pm Monday through Friday and 9am through 1pm Saturday. Other Tenants may have a modified Occupancy Schedule depending on their Lease. The Occupancy Schedules do NOT allow an access request to run across the Lease Hour Schedule. (Example: 5:30am to 8:00pm) You will need to make TWO SCHEDULES.

Let's say you want to run from 5:30am to 8:00pm for instance. Remember this is Military Time (0530 to 2000).

See the example below:



The screenshot shows a web browser window displaying the Siemens Web Based Tenant Override System. The page title is "SIEMENS Web Based Tenant Override System" and the user is logged in as "WARNER CENTER TOWER #3". The date is Friday, February 06, 2015. Below the header, there is a section titled "List of Scheduled Override Requests" with a table containing two rows of data. Below the table is a button labeled "Add Schedule Override Request".

Employee Number	Zone Number	Frequency	Start Date	End Date	Start Time	Duration (hours)		
1	2	Once / One Time	20-Feb-2015	20-Feb-2015	18:00	2	Edit	Delete
1	2	Once / One Time	20-Feb-2015	20-Feb-2015	05:30	3	Edit	Delete

0530 to 0800 is 2.5 Hours and 1800 to 2000 is 2 Hours. The total override time above will be 5 Hours. You can only select the duration in Hours only. For 0530 select 3 Hours. The Request will be stopped when it enters the 8am Lease Hour and will only record 2.5 Hours.

**CAUTION !!** Any Scheduled Request entered DURING the Lease Hours will be added at the end of the Lease Hours and run for that amount of Duration time selected.

Any Scheduled Request entered BEFORE Lease Hours will be terminated at the start of the Lease Hours and only Billed for that Time it was running.