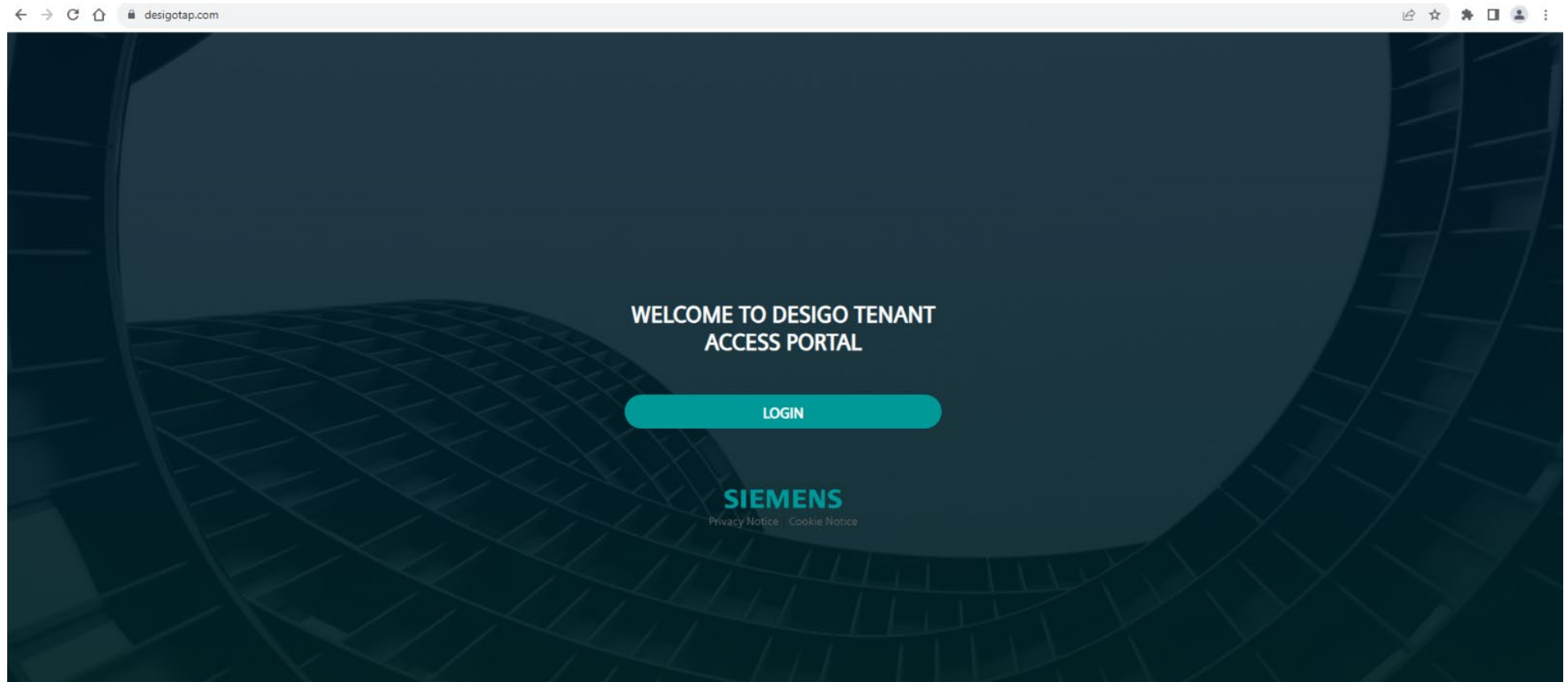


Desigo TAP After Hours Booking System

1. Open a web browser and enter the website address – <https://www.desigotap.com/>
2. Click login and enter your Username and Password provided (see next page for this information).



Log In Details

Level	User Name	Password
11	level11.aickin@vicbar.com.au	Bcl-level11!
14	level14.aickin@vicbar.com.au	Bcl-level14!
16	level16.aickin@vicbar.com.au	Bcl-level16!
18	level18.aickin@vicbar.com.au	Bcl-level18!
19	level19.aickin@vicbar.com.au	Bcl-level19!
20	level20.aickin@vicbar.com.au	Bcl-level20!
21	level21.aickin@vicbar.com.au	Bcl-level21!
22	level22.aickin@vicbar.com.au	Bcl-level22!
23	level23.aickin@vicbar.com.au	Bcl-level23!
27	level27.aickin@vicbar.com.au	Bcl-level27!
28	level28.aickin@vicbar.com.au	Bcl-level28!
29	level29.aickin@vicbar.com.au	Bcl-level29!
30	level30.aickin@vicbar.com.au	Bcl-level30!
31	level31.aickin@vicbar.com.au	Bcl-level31!
32	level32.aickin@vicbar.com.au	Bcl-level32!
33	level33.aickin@vicbar.com.au	Bcl-level33!
34	level34.aickin@vicbar.com.au	Bcl-level34!

All email addresses are managed by the BCL Service Desk.

Please do not submit a password reset request as you will not receive the email or be able to reset the password.

3. Once logged in, you'll see your desired building and username. If creating a New Request, click on the New Request button.

The screenshot shows a web browser window with the URL `desigotap.siemens.cloud/request/20030/index#`. The page header features the Siemens logo and the title "Desigo Tenant Access Portal". Below the header, a teal banner displays "Welcome Anthony Hammer". A navigation sidebar on the left includes links for Requests, Recurring Requests, Calendar, Users, Help, and Logout. In the main content area, two buttons are visible: "New Request" (circled in red) and "View Requests". Below these buttons, the address "200 Queen St" is shown. The main content area also features a large photograph of a modern glass skyscraper at dusk.

4. To submit a request complete the following fields:
 - a. **Description:** Enter a detailed description, including your name and room number.
 - b. **Zone:** Click on the first zone listed so it is highlighted (**Note:** this is the only zone that can be selected).
 - c. **Start date and time:** Select the date and time of your air conditioning request.
 - d. **Duration:** Select how long you want the air conditioning to operate for (note the maximum time is 1 hour and 55 minutes).
 - e. Click **'Submit Request'**.

Please keep in mind that when scheduling after hours air conditioning, this turns the heating and cooling on for the entire floor and is not isolated to a specific room or section of the floor. Therefore, it may take some time before the effect of the air conditioning is noticeable.

SIEMENS
Ingenuity for Life

New Request

New Request Form

Description (optional)
Anthony Hammer Level 14

Tenant*
Tenant 1401

Zone(s)*
Level 14 Zone 1 Q - Tenant 1401
Hold shift or ctrl-click to select multiple zones, if on desktop.

Start date and time*
2023-10-30 12:00

Note: Maximum request duration for user is: 60 minutes

Duration hour*
1

Duration minute*
00

Submit Request

Floor Plan

5. Once completed, you will be able to view and manage your request under 'View Requests'
 - a. To **delete** a request click on the link under the 'Description' title.
 - b. This will display a new page showing the booking info, click **Delete Request**. Note: you cannot delete a request within one hour of the start time.

The screenshot shows the Siemens Requests dashboard. The left sidebar contains navigation options: Requests, New Request, View Requests, Recurring Requests (highlighted with a red circle), Calendar, Users, Help, and Logout. The main content area is titled 'Requests' and is divided into three sections: 'Active Requests' (No Active Requests), 'Scheduled Requests' (a table with one entry), and 'Completed Requests' (No Completed Requests). The table for Scheduled Requests has the following data:

Description	Start Time	Duration (hrs)	Zone	Tenant
Anthony Hammer Level 14	Monday, October 30, 2023 12:00 PM	1.0	Level 14 Zone 1 Q	Tenant 1401

Showing 1 to 1 of 1 entries

N.B. All times are displayed in building's timezone: Australia/Melbourne

The screenshot shows the 'Request Information' page for a specific request. The left sidebar is the same as in the previous screenshot, with 'Recurring Requests' highlighted. The main content area is titled 'Request Information' and 'Request Detail'. It displays the following information:

Description: Anthony Hammer Level 14
Tenant: Tenant 1401
Zones: Level 14 Zone 1 Q

Start Time: 2023-10-30 12:00:00
End Time: 2023-10-30 13:00:00
Duration: 60 minutes

Created Time: 2023-10-30 09:05:56
User requested: anthony.hammer@siemens.com

At the bottom, there are two buttons: 'Back' and 'Delete Request' (highlighted with a red circle).

N.B. All times are displayed in building's timezone: Australia/Melbourne