

HVAC After-Hours Request **How-To Guide for End Users**

TABLE OF CONTENTS

Accessing the HVAC Request System.....	2
Enter a new SINGLE DAY Request.....	3
Enter a new RECURRING DATE Request.....	6
Enter a new SPECIFIC DATE Request.....	8
Approving an HVAC Request.....	11
Editing an HVAC Request.....	14
Duplicating an HVAC Request.....	15

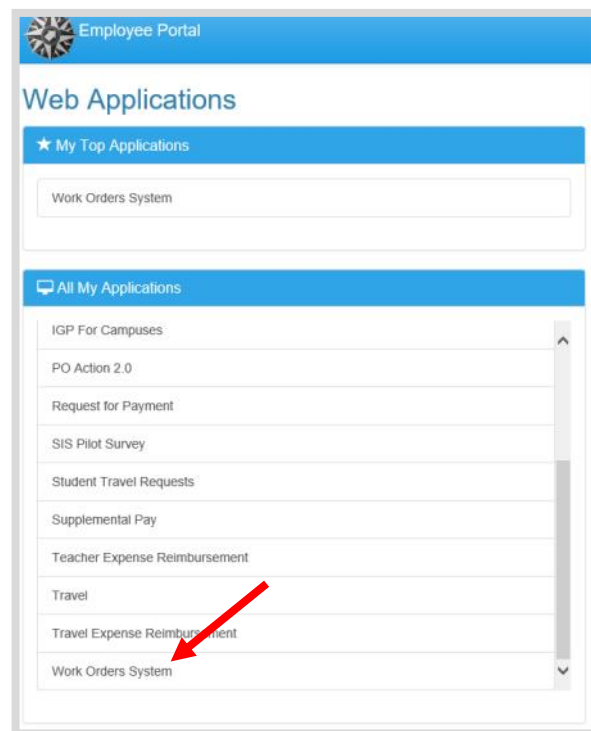
For assistance with the new HVAC Request system, please contact the
Management Information Services department at 407-0189
or via email: cnewco@neisd.net

HVAC After-Hours Request How-To Guide for End Users

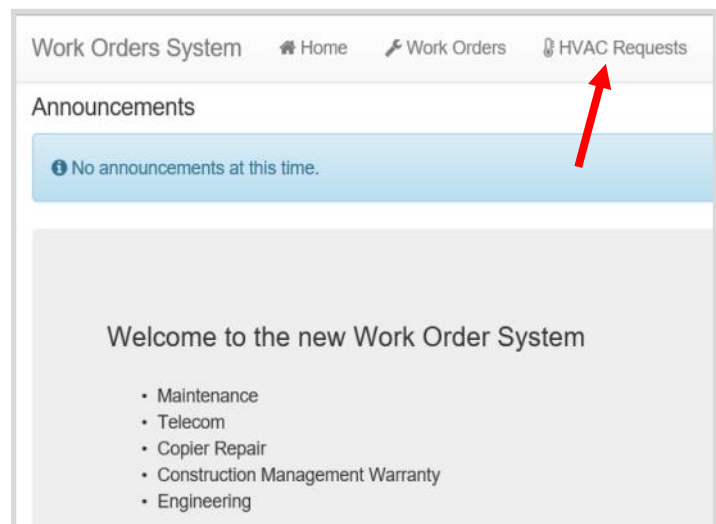
After hours heating and cooling requests will now be submitted through the Work Order Application in Employee Portal.

Accessing the HVAC Request System

- Log into Employee Portal.
- Select “Work Order System” from your application list (it is last on the list—you may have to scroll down)

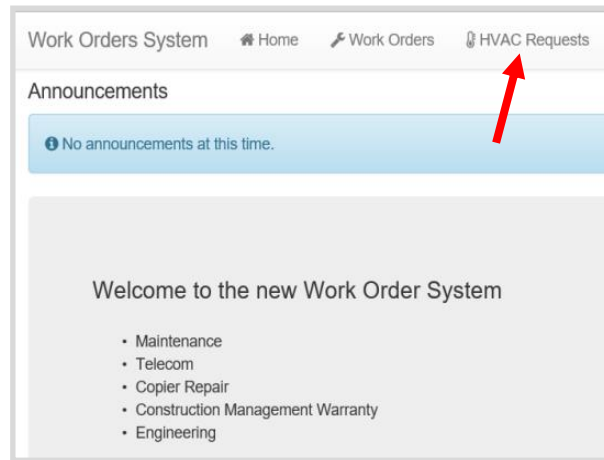


- Click on “HVAC Requests” at the top of the Work Order Home page.



Entering A New After Hours HVAC Request—**SINGLE DAY REQUEST**

- Click on “HVAC Requests” at the top of the Work Order Home page.



Work Orders System Home Work Orders HVAC Requests

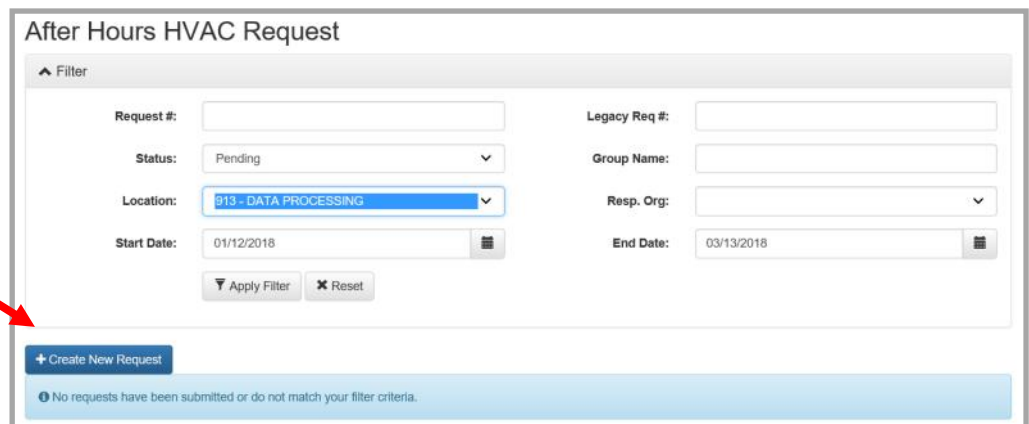
Announcements

No announcements at this time.

Welcome to the new Work Order System

- Maintenance
- Telecom
- Copier Repair
- Construction Management Warranty
- Engineering

- Click on “Create New Request”



After Hours HVAC Request

Filter

Request #: Legacy Req #:

Status: Pending Group Name:

Location: 913 - DATA PROCESSING Resp. Org:

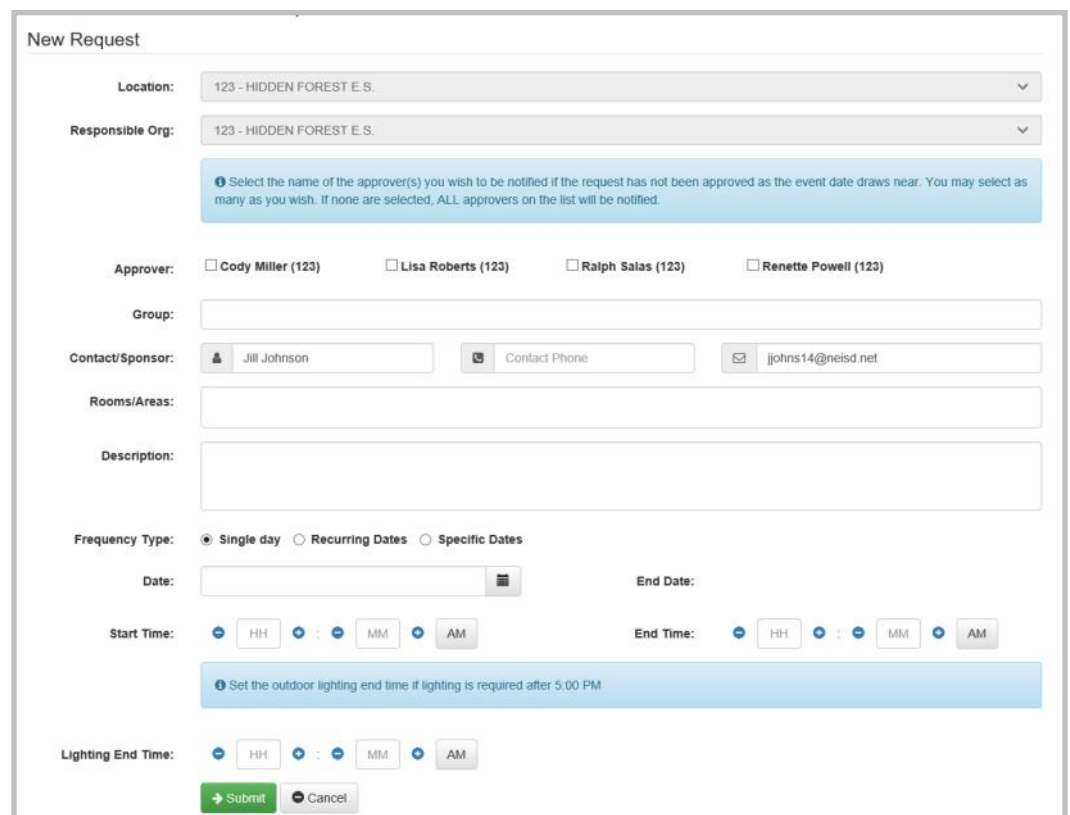
Start Date: 01/12/2018 End Date: 03/13/2018

Apply Filter Reset

+ Create New Request

No requests have been submitted or do not match your filter criteria.

- A new request page will open



New Request

Location: 123 - HIDDEN FOREST E.S.

Responsible Org: 123 - HIDDEN FOREST E.S.

Select the name of the approver(s) you wish to be notified if the request has not been approved as the event date draws near. You may select as many as you wish. If none are selected, ALL approvers on the list will be notified.

Approver: ☐ Cody Miller (123) ☐ Lisa Roberts (123) ☐ Ralph Salas (123) ☐ Renette Powell (123)

Group:

Contact/Sponsor: Jill Johnson Contact Phone Email: jjohns14@neisd.net

Rooms/Areas:

Description:

Frequency Type: ☒ Single day ☐ Recurring Dates ☐ Specific Dates

Date: End Date:

Start Time: HH:MM:AM End Time: HH:MM:AM

Set the outdoor lighting end time if lighting is required after 5:00 PM

Lighting End Time: HH:MM:AM

Submit Cancel

New Request

Location: 1 123 - HIDDEN FOREST E.S. ▼

Responsible Org: 2 123 - HIDDEN FOREST E.S. ▼

Approver: 3 ☐ Cody Miller (123) ☐ Lisa Roberts (123) ☐ Ralph Salas (123) ☐ Renette Powell (123)

Group: 4 Choir

Contact/Sponsor: 5

Rooms/Areas: 6 Cafeteria

Description: 7 Choir Concert

Frequency Type: 8 ☒ Single day ☐ Recurring Dates ☐ Specific Dates

Date: 9 05/02/2018

Start Time: 11 05 : 00 PM **End Date:** 10 05/02/2018

End Time: 12 08 : 00 PM

Lighting End Time: 13 HH : MM AM

Click the button to change from AM to PM

Set the outdoor lighting end time if lighting is required after 5:00 PM

1. Choose the location where the After Hours HVAC is needed.
2. Choose the org/campus responsible for the cost of the After Hours HVAC request.
3. Choose an approver for this request. If no approver is selected, all approvers will be notified when the event date is within the next 60 days.
4. Indicate the Group that needs the HVAC after hours (e.g. Band, Choir, etc.)
5. Indicate the contact for this request. You can change the populated name and email. You will be required to input a phone number.
6. Indicate the room(s) and/or area(s) that need the HVAC after hours (e.g. rm 101, Gym 1, etc.).
7. *Optional field.* Give a brief description of the event or further details if necessary.
8. Choose if this request is for a single day, recurring days, or specific dates. (For this example, we will use Single Day. Recurring and Specific days will be detailed later in this guide.)
9. Indicate the date when the After Hours HVAC is needed in mm/dd/yyyy format or choose from the calendar)
10. The end date for single day requests will be the same as the date in #9.
11. Indicate the start time for the HVAC request
12. Indicate the end time for the HVAC request.
13. If after hours outdoor lighting is also needed, indicate the END time for the lighting.

Click "Submit" when all fields are complete. (You will receive a message if there are errors or missing information in your request.)

You will see a pop-up with your request number when you have submitted your request successfully.

Request Confirmation

Request # 4060

Approved: 0
 Pending: 1

OK

After your request is submitted, you will be redirected to your HVAC request home page. As you can see below, the request that was just submitted, #4060, does not show on the list of requests. This is because request #4060 takes place on 5/2/2018 and is outside of the 60-day window. By default, only requests that take place within the next 60 days will show in your list.

After Hours HVAC Request

Filter

Request #:

Legacy Req #:

Status: Pending

Group Name:

Location: 123 - HIDDEN FOREST E.S.

Resp. Org:

Start Date: 01/17/2018

End Date: 03/18/2018

Apply Filter

Reset

Create New Request

Req #	Loc	Date	Time	Group Name	Sponsor	Status	
4059	123 - HIDDEN FOREST E.S.	02/01/2018	1:00 PM-2:00 PM	test	Jill Johnson	Pending	Action

Recs/Page: 10

To view requests that are outside of the 60-day window, you will need to change the start and end dates on your filter and click “Apply Filter”.

NOTE: ALL fields in your filter are dependent on each other. Therefore, if you are trying to find an Approved request, you will have to change the status filter to “Approved” or “-All-” for that request to show on your list.

After Hours HVAC Request

Filter

Request #:

Legacy Req #:

Status: Pending

Group Name:

Location: 123 - HIDDEN FOREST E.S.

Resp. Org:

Start Date: 05/01/2018

End Date: 06/15/2018

Apply Filter

Reset

Create New Request

Req #	Loc	Date	Time	Group Name	Sponsor	Status	
487	123 - HIDDEN FOREST E.S.	06/07/2018	8:30 AM-10:30 AM	5TH GRADE AWARDS	PRINCIPAL	Pending	Action
4060	123 - HIDDEN FOREST E.S.	05/02/2018	5:00 PM-8:00 PM	Choir	Jill Johnson	Pending	Action

Recs/Page: 10

Entering A New After Hours HVAC Request—RECURRING DATES

Requests for events that occur on recurring days (e.g. Wednesday every week) can be scheduled using the “Recurring Dates” feature.

- Click on “Create New Request”

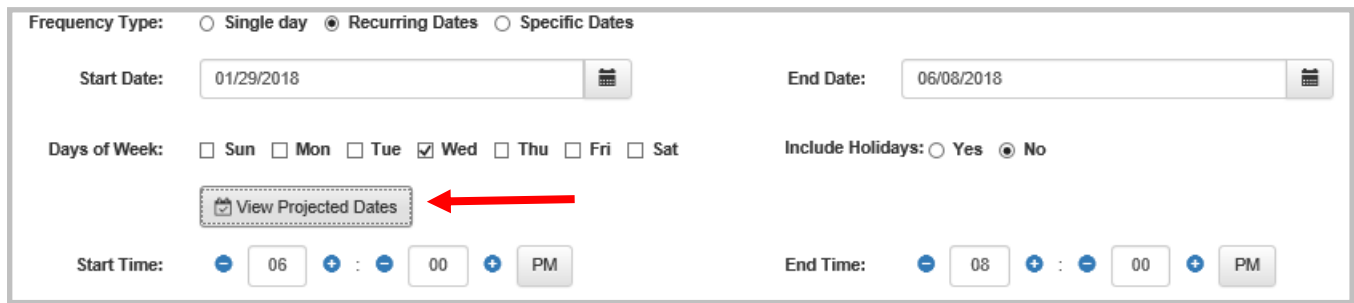
The screenshot shows the 'After Hours HVAC Request' form. It includes fields for Request #, Legacy Req #, Status (set to Pending), Location (set to 013 - DATA PROCESSING), Start Date (01/12/2018), End Date (03/13/2018), Group Name, and Resp. Org. There are 'Apply Filter' and 'Reset' buttons. At the bottom left, there is a '+ Create New Request' button. A red arrow points from this button to the first bullet point in the adjacent list.

Enter information the same as you would for a “Single Day” request (pgs. 2-3) for location, responsible org, approver, group, contact/sponsor, rooms/areas, and description.

This screenshot shows the 'Recurring Dates' section of the form. The 'Description' is 'weekly meetings'. The 'Frequency Type' is set to 'Recurring Dates' (indicated by a red '1' and a yellow highlight). The 'Start Date' is 01/29/2018 (indicated by a red '2') and the 'End Date' is 06/08/2018 (indicated by a red '3'). The 'Days of Week' are set to Wednesday (indicated by a red '4' and a checked box). The 'Include Holidays' option is set to 'No' (indicated by a red '5'). The 'Start Time' is 06:00 PM (indicated by a red '6') and the 'End Time' is 08:00 PM (indicated by a red '7'). A blue box contains the text: 'Set the outdoor lighting end time if lighting is required after 5:00 PM'. The 'Lighting End Time' is set to 8:00 AM (indicated by a red '8'). A red arrow points to the 'Submit' button.

- Frequency type: select “Recurring Dates”.
- Select the starting date for the series of events.
- Select the end date for the series of events.
- Select the day(s) of the week the events will occur.
- Indicate if the event should take place on holidays.
- Indicate the start time for each event
- Indicate the end time for each event.
- If after hours OUTDOOR lighting is also needed, indicate the END time for the lighting.

To review the dates of your recurring dates request before submitting, click on the “View Projected Dates” button.



Frequency Type: ☐ Single day ☒ Recurring Dates ☐ Specific Dates

Start Date: 01/29/2018 End Date: 06/08/2018

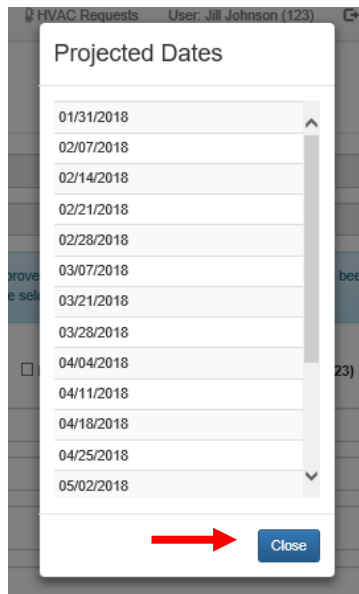
Days of Week: ☐ Sun ☐ Mon ☐ Tue ☒ Wed ☐ Thu ☐ Fri ☐ Sat Include Holidays: ☐ Yes ☒ No

View Projected Dates (highlighted with a red arrow)

Start Time: 06 : 00 PM End Time: 08 : 00 PM

A pop-up box will appear listing all the dates that you are about to schedule.

Click “Close” to exit the pop-up.

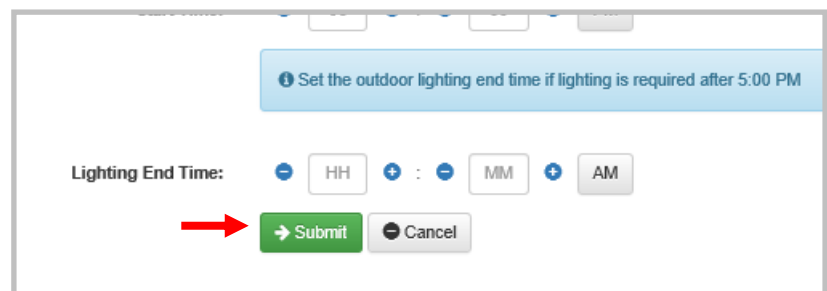


Projected Dates

- 01/31/2018
- 02/07/2018
- 02/14/2018
- 02/21/2018
- 02/28/2018
- 03/07/2018
- 03/21/2018
- 03/28/2018
- 04/04/2018
- 04/11/2018
- 04/18/2018
- 04/25/2018
- 05/02/2018

Close (highlighted with a red arrow)

Click “Submit” when all fields are complete. (You will receive a message if there are errors or missing information in your request.)

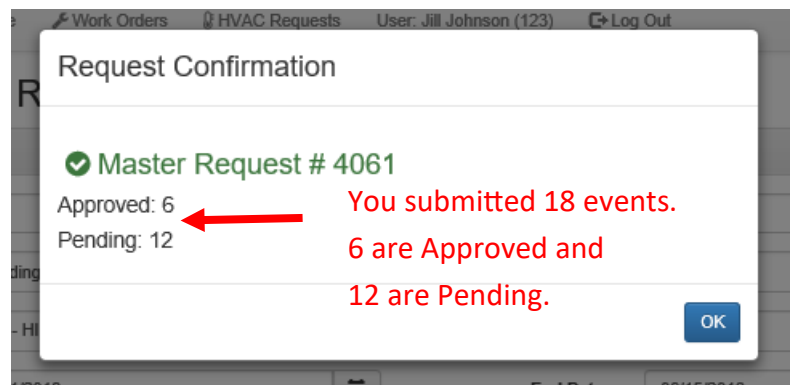


Set the outdoor lighting end time if lighting is required after 5:00 PM

Lighting End Time: HH : MM AM

Submit (highlighted with a red arrow) Cancel

You will see a pop-up with your request number when you have submitted your request successfully.



Request Confirmation

✓ Master Request # 4061

Approved: 6 Pending: 12 (highlighted with a red arrow)

You submitted 18 events.
6 are Approved and
12 are Pending.

OK

Entering A New After Hours HVAC Request—SPECIFIC DATES

Requests for events that occur on recurring days but not necessarily every week or the same day every month can be scheduled using the “Specific Dates” feature.

- Click on “Create New Request”

After Hours HVAC Request

Filter

Request #:

Status: Pending

Location: 013 - DATA PROCESSING

Start Date: 01/12/2018

Legacy Req #:

Group Name:

Resp. Org:

End Date: 03/13/2018

Apply Filter Reset

+ Create New Request

No requests have been submitted or do not match your filter criteria.

Enter information the same as you would for a “Single Day” request (pgs. 2-3) for location, responsible org, approver, group, contact/sponsor, rooms/areas, and description.

Description: Monthly Faculty Meetings-last Monday of each month

Frequency Type: 1 ☐ Single day ☐ Recurring Dates ☒ Specific Dates

May 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02
03	04	05	06	07	08	09

01/29/2018 ✕ 02/26/2018 ✕ 03/26/2018 ✕ 04/30/2018 ✕ 05/28/2018 ✕

Start Time: 3 03 : 30 PM

End Time: 4 04 : 30 PM

Set the outdoor lighting end time if lighting is required after 5:00 PM

Lighting End Time: 5 HH : MM AM

Submit Cancel

- Frequency type: select “Specific Dates”.
- Select dates on the calendar by clicking on the specific dates you want to add to this event. Use the arrow buttons on the calendar to move through months. As you add dates they will show up in a list to the right. To delete a date, click the Red “x” next to the date.
- Indicate the start time for each event
- Indicate the end time for each event.
- If after hours OUTDOOR lighting is also needed, indicate the END time for the lighting.

Click “Submit” when all fields are complete. (You will receive a message if there are errors or missing information in your request.)



After Hours HVAC Request

Filter

Request #:

Status:

--All--

Location:

123 - HIDDEN FOREST E.S.

Start Date:

01/29/2018

Legacy Req #:

Group Name:

Resp. Org:

End Date:

06/29/2018

Apply Filter

Reset

Create New Request

Req #	Loc	Date	Time	Group Name	Sponsor	Status	
1857	123 - HIDDEN FOREST E.S.	04/19/2018	2:50 PM-4:00 PM	COMMUNITY EDUCATION	CARRIE SMITH	Pending	Action
1858	123 - HIDDEN FOREST E.S.	04/26/2018	2:50 PM-4:00 PM	COMMUNITY EDUCATION	CARRIE SMITH	Pending	Action
4061	123 - HIDDEN FOREST E.S.	01/31/2018	6:00 PM-8:00 PM	Girl Scout Troop 44235	Jill Johnson	Approved	Action
4062	123 - HIDDEN FOREST E.S.	02/07/2018	6:00 PM-8:00 PM	Girl Scout Troop 44235	Jill Johnson	Approved	Action
4063	123 - HIDDEN FOREST E.S.	02/14/2018	6:00 PM-8:00 PM	Girl Scout Troop 44235	Jill Johnson	Approved	Action
4064	123 - HIDDEN FOREST E.S.	02/21/2018	6:00 PM-8:00 PM	Girl Scout Troop 44235	Jill Johnson	Approved	Action
4065	123 - HIDDEN FOREST E.S.	02/28/2018	6:00 PM-8:00 PM	Girl Scout Troop 44235	Jill Johnson	Approved	Action
4066	123 - HIDDEN FOREST E.S.	03/07/2018	6:00 PM-8:00 PM	Girl Scout Troop 44235	Jill Johnson	Approved	Action
4067	123 - HIDDEN FOREST E.S.	03/21/2018	6:00 PM-8:00 PM	Girl Scout Troop 44235	Jill Johnson	Pending	Action
4068	123 - HIDDEN FOREST E.S.	03/28/2018	6:00 PM-8:00 PM	Girl Scout Troop 44235	Jill Johnson	Pending	Action
4069	123 - HIDDEN FOREST E.S.	04/04/2018	6:00 PM-8:00 PM	Girl Scout Troop 44235	Jill Johnson	Pending	Action
4070	123 - HIDDEN FOREST E.S.	04/11/2018	6:00 PM-8:00 PM	Girl Scout Troop 44235	Jill Johnson	Pending	Action
4071	123 - HIDDEN FOREST E.S.	04/18/2018	6:00 PM-8:00 PM	Girl Scout Troop 44235	Jill Johnson	Pending	Action
4072	123 - HIDDEN FOREST E.S.	04/25/2018	6:00 PM-8:00 PM	Girl Scout Troop 44235	Jill Johnson	Pending	Action
4073	123 - HIDDEN FOREST E.S.	05/02/2018	6:00 PM-8:00 PM	Girl Scout Troop 44235	Jill Johnson	Pending	Action
4074	123 - HIDDEN FOREST E.S.	05/09/2018	6:00 PM-8:00 PM	Girl Scout Troop 44235	Jill Johnson	Pending	Action
4075	123 - HIDDEN FOREST E.S.	05/16/2018	6:00 PM-8:00 PM	Girl Scout Troop 44235	Jill Johnson	Pending	Action
4076	123 - HIDDEN FOREST E.S.	05/23/2018	6:00 PM-8:00 PM	Girl Scout Troop 44235	Jill Johnson	Pending	Action
4077	123 - HIDDEN FOREST E.S.	05/30/2018	6:00 PM-8:00 PM	Girl Scout Troop 44235	Jill Johnson	Pending	Action
4078	123 - HIDDEN FOREST E.S.	06/06/2018	6:00 PM-8:00 PM	Girl Scout Troop 44235	Jill Johnson	Pending	Action

You will see a pop-up with your request number when you have submitted your request successfully.

Work Orders HVAC Requests User: Jill Johnson (123) Log Out

Request Confirmation

✓ Master Request # 4079

Approved: 0

Pending: 5

You submitted 5 events.
0 are Approved and 5 are Pending.

OK

On the After Hours HVAC Request Home Page, you can see your requests for this recurring dates submission. As seen below, each date is given its own unique request number. Events will be sent to the approver when they are within the 60-day approval window (i.e. when the date is no more than 60 days in the future).

After Hours HVAC Request

Filter

Request #: Legacy Req #:

Status: --All-- Group Name: Faculty

Location: 123 - HIDDEN FOREST E.S. Resp. Org:

Start Date: 01/18/2018 End Date: 05/31/2018

Apply Filter Reset

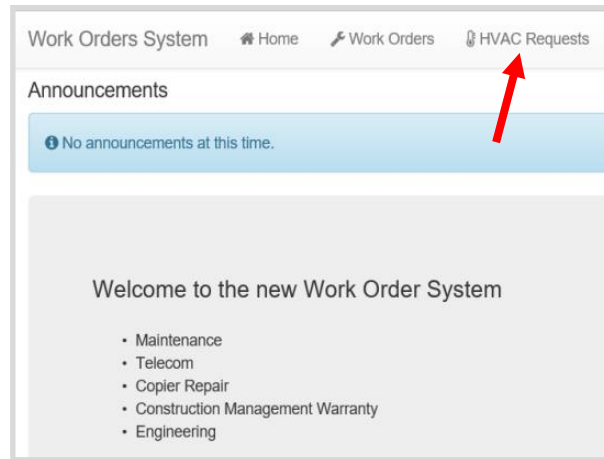
Create New Request

Req #	Loc	Date	Time	Group Name	Sponsor	Status	
4079	123 - HIDDEN FOREST E.S.	01/29/2018	3:30 PM-4:30 PM	Faculty	Jill Johnson	Pending	Action
4080	123 - HIDDEN FOREST E.S.	02/26/2018	3:30 PM-4:30 PM	Faculty	Jill Johnson	Pending	Action
4081	123 - HIDDEN FOREST E.S.	03/26/2018	3:30 PM-4:30 PM	Faculty	Jill Johnson	Pending	Action
4082	123 - HIDDEN FOREST E.S.	04/30/2018	3:30 PM-4:30 PM	Faculty	Jill Johnson	Pending	Action
4083	123 - HIDDEN FOREST E.S.	05/28/2018	3:30 PM-4:30 PM	Faculty	Jill Johnson	Pending	Action

****NOTE**:** On All After Hours HVAC requests—if you are an HVAC request approver for the org/campus listed as the “responsible org”, any requests you submit will be automatically approved.

Approving After Hours HVAC requests

- Click on “HVAC Requests” at the top of the Work Order Home page.



Below is your After Hours HVAC Request Home Page.

Pay close attention to how your filters are set. By default, status will be “pending”, location will be your campus, and resp. org will be blank. To see only requests you can approve, change your resp. org (as shown in the example below) and click “Apply Filter”. (If you are an approver for more than one org/campus, you will have more than one selection to choose from.)

Also note that the dates that appear will only include the next 60 days. If you are looking for a request outside of those dates, be sure to change your dates and “Apply Filter” to see the request.

After Hours HVAC Request

Filter

Request #:

Legacy Req #:

Status: Pending

Group Name:

Location: 123 - HIDDEN FOREST E.S.

Resp. Org: 123 - HIDDEN FOREST E.S.

Start Date: 01/18/2018

End Date: 03/19/2018

Req #	Loc	Date	Time	Group Name	Sponsor	Status	
4059	123 - HIDDEN FOREST E.S.	02/01/2018	1:00 PM-2:00 PM	test	Jill Johnson	Pending	Action v
4079	123 - HIDDEN FOREST E.S.	01/29/2018	3:30 PM-4:30 PM	Faculty	Jill Johnson	Pending	Action v
4080	123 - HIDDEN FOREST E.S.	02/26/2018	3:30 PM-4:30 PM	Faculty	Jill Johnson	Pending	Action v

Recs/Page: 10

There are two options to approve a request. You can approve from the HVAC home page, or your can approve from the Detail View of the request.

To approve from the HVAC home page, use the “Action” drop-down menu by clicking on the arrow. Choose “Approve” to approve the request.

Create New Request

Req #	Location	Date	Time	Group Name	Sponsor	Status	
4059	123 - HIDDEN FOREST E.S.	02/01/2018	3:00 PM-5:00 PM	Spirit Club	Jill Johnson	Pending	Action
4079	123 - HIDDEN FOREST E.S.	01/29/2018	3:30 PM-4:30 PM	Faculty	Jill Johnson	Pending	
4080	123 - HIDDEN FOREST E.S.	02/26/2018	3:30 PM-4:30 PM	Faculty	Jill Johnson	Pending	

Recs/Page: 10

Details

Duplicate

Approve

Cancel

View Related

To approve from the Detail View, click on either the request number on the left, or chose Details from the Action drop-down menu.

Create New Request

Req #	Location	Date	Time	Group Name	Sponsor	Status	
4059	123 - HIDDEN FOREST E.S.	02/01/2018	3:00 PM-5:00 PM	Spirit Club	Jill Johnson	Pending	Action
4079	123 - HIDDEN FOREST E.S.	01/29/2018	3:30 PM-4:30 PM	Faculty	Jill Johnson	Pending	
4080	123 - HIDDEN FOREST E.S.	02/26/2018	3:30 PM-4:30 PM	Faculty	Jill Johnson	Pending	

Recs/Page: 10

Details

Duplicate

Approve

Cancel

View Related

Once in Detail View, you can see all the details of the request.

You can choose to Edit the request, Approve the request, Cancel the request, or Return to the list by using the corresponding button at the bottom of the page.

After Hours HVAC Request

Request # 4059 Details

Location: 123 - HIDDEN FOREST E.S.

Resp Org: 123

Status: Pending

Group: Spirit Club

Contact/Sponsor: Jill Johnson

555-5555

email@neisd.net

Rooms/Areas: gym1

Description: Spirit Club practice

Date: 02/01/2018

End Date: 02/01/2018

Start Time: 3:00 PM

End Time: 5:00 PM

Lighting End Time:

Edit Request

Approve Request

Cancel Request

Return

To Cancel a request, click the “Cancel Request “ button at the bottom of the detail page. If you choose to Cancel the request, you must enter a reason for the cancellation. This is a mandatory field. Select OK when complete.

Request # 4059 Cancel Confirmation

Practice Cancelled

OK Cancel

To Edit a request before approving, click the Edit button at the bottom of the detail page. Make the necessary changes and then click “Save Changes”. This will take you back to the detail page.

Edit Request # 4059

Location: 123 - HIDDEN FOREST E.S. Resp Org: 123 Status: Pending

Group: Spirit Club

Contact/Sponsor: Jill Johnson 555-5555 email@neisd.net

Rooms/Areas: gym1

Description: Spirit Club practice

Date: 02/01/2018 End Date: 02/01/2018

Start Time: 03 : 00 PM End Time: 05 : 00 PM

Lighting End Time: HH : MM AM

Save Changes Cancel Changes

To Approve the request, click the green “Approve Request” button at the bottom of the detail page.

Edit Request Approve Request Cancel Request Return

After approving, click “Return” to be returned to the list on the HVAC home page.

Edit Request Cancel Request Return

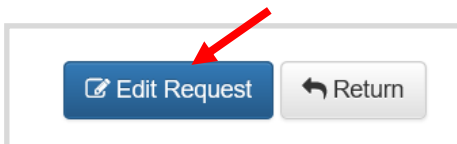
Editing an After Hours HVAC Request

Requests can be edited when they are in a “Pending” or “Approved” status.

To edit a request: From your HVAC Request Home Screen, Use the Action drop-down box to choose “Details”. This will open the Detail View of the request.



Once in the Detail View, Click on the blue “Edit Request” button at the bottom of the page.



Make the necessary changes to the request. You cannot edit the location, responsible org, or start/end dates. When you have made all the changes, click on “Save Changes” to save your changes and return to the detail view.

After Hours HVAC Request

Update Request # 4059

Location: 123 - HIDDEN FOREST E.S. Resp Org: 123 Status: Pending

Group: Spirit Club

Contact/Sponsor: Jill Johnson 555-5555 email@neisd.net

Rooms/Areas: gym1

Description: Spirit Club practice

Date: 02/01/2018 End Date: 02/01/2018

Start Time: 03:00 PM End Time: 05:00 PM

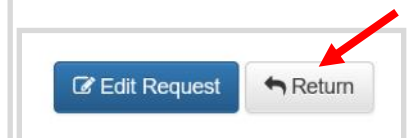
Lighting End Time: HH:MM AM

Save Changes Cancel Changes

Actions Log

Action	Date	Action By	Comment
Submit	01/17/2018 10:32	Jill Johnson	

Click on “Return” to return to the list on the HVAC home page.



The next time the request is opened the Action Log at the bottom of the request will show that a change was made and which user made the change..

Actions Log		
Action	Date	Action By
Submit	01/17/2018 10:32	Jill Johnson
Change	01/18/2018 13:37	Jill Johnson

Duplicating an After Hours HVAC Request

You can duplicate a previous request by choosing duplicate from the Action drop-down box.



The location, resp. org, approver, group, contact/sponsor, room/areas, and description fields will pre-fill with information from the request you are duplicating.

You will need to complete the frequency type, start/end date, start/end time, and lighting end time (if applicable).

Click Submit when you have completed all fields to submit the request and get a request number.

This information will be pre-filled with information from the request you are duplicating. Make any edits necessary.

Complete this portion of the request.

A screenshot of the 'After Hours HVAC Request' form. The form is titled 'New Request' and contains several sections. The top section includes 'Location' (123 - HIDDEN FOREST E.S.), 'Responsible Org' (123 - HIDDEN FOREST E.S.), and a note about selecting an approver. The middle section includes 'Approver' (Cody Miller, Lisa Roberts, Ralph Salas, Renette Powell), 'Group' (HF PARENTS & STUDENTS), 'Contact/Sponsor' (A LEONHARDT, 2104074000, Contact Email), 'Rooms/Areas' (CAFETERIA & GYM), and 'Description' (MUSIC FAMILY FUN NIGHT). The bottom section includes 'Frequency Type' (Single day, Recurring Dates, Specific Dates), 'Date' (empty), 'End Date' (empty), 'Start Time' (06:00 PM), 'End Time' (09:00 PM), and 'Lighting End Time' (09:00 PM). A 'Submit' button is at the bottom right, and a 'Cancel' button is next to it. Red arrows point to the 'Submit' button and the 'Lighting End Time' field.