


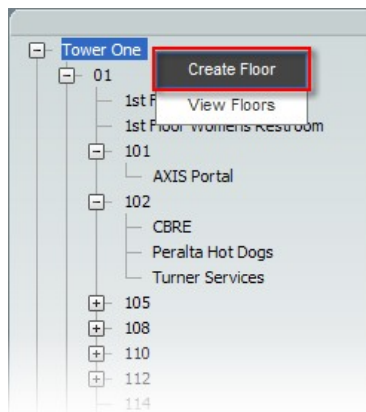
Create / Edit / Remove Floors

[Setup > Places](#)

Create / Edit / Remove Floors:

Creating a Floor:

1. Go to **Setup > Places**.
2. Locate and click on the **Building** name.
3. On the **Building Level** of the **Places Tree** on the left, click on  to see the drop-down menu and its options.
4. Click on **Create Floor**.



5. **OR** click on **Create** on the top right in the **Places Setup** page above the list of floors shown for that building.




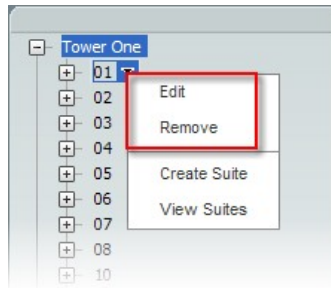
6. Fill out the necessary information.
7. Click on **Create**.

Editing / Removing a Floor:

Note:

- Before a floor is able to be removed, the suites under that floor must *first* be removed. See [Create / Edit / Remove Suites](#) for more information.
- In order to remove a suite from a floor, the Tenants and associated Tenant Users must *first* either be removed altogether or the Tenant must be moved to a different suite. See [Create / Edit / Remove Tenants](#) and [Create / Edit / Remove Tenant Users](#) for more information.

1. Locate and click on the **Building** name.
2. Hover over the **Floor** you wish to edit or remove and click on  to see the drop down menu and its options.
3. Click on **Edit** or **Remove**.



4. **OR** click on **Edit** for the desired floor in the **Places Setup** page on the right, which displays the list of floors for that building. To remove a floor, select the desired floor with a check mark and click on **Remove**.



5. Follow the on-screen instructions and make the desired changes.
6. Click on **Save** if editing a floor or click on **OK** if removing a floor.