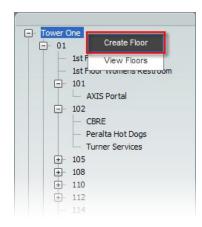
Create / Edit / Remove Floors

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.

Places	Setup	Create Remove		
20 Floors	Last Modified By	Last Modified Date	Action	
01	Axis	6/2/2008 6:23:01 PM	Edit	
02	unknown	unknown	Edit	
03	unknown	unknown	Edit	
04	unknown	unknown	Edit	

- 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 <u>Create / Edit / Remove Suites</u> 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 <u>Create /</u>
 <u>Edit / Remove Tenants</u> and <u>Create / Edit / Remove Tenant Users</u> 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.

(+) 01 (+) 02 Edit		
+ 03 Remove		
÷ 04	-	
+ 05 Create Suite		
+ 06 View Suites		
+- 07 L	_	

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**.

Places Setup		Create Remov	
20 Floors	Last Modified By	Last Modified Date	Action
01	Axis	6/2/2008 6:23:01 PM	Edit
02	unknown	unknown	Edit
03	unknown	unknown	Edit
04	unknown	unknown	Edit

- 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.