

Add/ Edit/ Remove Leasing Documents

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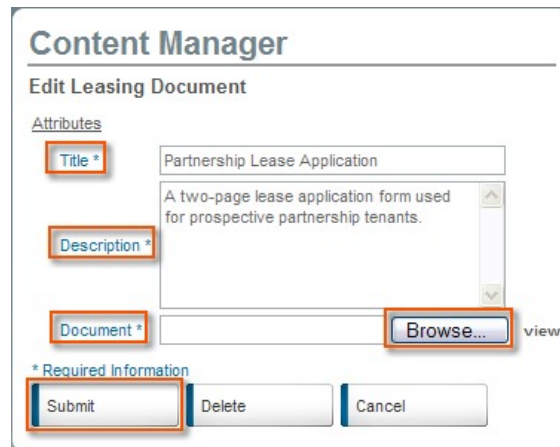
1. Click [Control Panel > Content Manager > Available Space > Leasing Documents](#)
2. To remove or edit existing leasing documents, select the desired document; and click **Remove** or **Edit**.
3. To upload leasing documents, click **Add**.



The screenshot shows the 'Content Manager' interface. At the top right, there are 'Add' and 'Remove' buttons. Below the header, it says 'Leasing Document - 2 entries'. There is a table with columns for 'File Name', 'Title', and 'Description'. The first row is selected, with a checkmark in the 'File Name' column and an 'Edit' button in the 'Description' column. The second row is not selected and also has an 'Edit' button.

| <input type="checkbox"/> File Name | Title | Description |
|--|-------------------------------|---|
| <input checked="" type="checkbox"/> partnershipapp.doc | Partnership Lease Application | A two-page lease appl... Edit |
| <input type="checkbox"/> soleproprietorapp.doc | Sole Proprietorship | A two-page lease appl... Edit |

4. If Adding or Editing a Leasing Document, fill out the **Title** and **Description**.
5. Click **Browse** and locate the file on your computer or local network.
6. Click **Submit**.



The screenshot shows the 'Edit Leasing Document' form. It has a 'Title' field with the value 'Partnership Lease Application' and a 'Description' field with the value 'A two-page lease application form used for prospective partnership tenants.' There is a 'Document' field with a 'Browse...' button next to it. At the bottom, there are 'Submit', 'Delete', and 'Cancel' buttons. A note at the bottom left says '* Required Information'.

Attributes

Title * Partnership Lease Application

Description * A two-page lease application form used for prospective partnership tenants.

Document * [Browse...](#) view

* Required Information

[Submit](#) [Delete](#) [Cancel](#)