

Add Available Space

[Control Panel](#) > [Content Manager](#) > [Available Space](#)

Add Available Space:

1. Click **Add** on the top right.

Display:
☒ Default ☐ IFrame

Available Space - 4 entries

Enable Tracking: ☒

[Add](#) | [Remove](#)

<input type="checkbox"/>	Building	Floor	Suite	SQF	Rate	Type	
<input type="checkbox"/>	Tower One	15	1501	0	\$	PreBuiltOffice	Edit
<input type="checkbox"/>	Tower One	05	501	0	Upon Request	RetailOffice	Edit
<input type="checkbox"/>	Tower Two	02	210	15,000	\$21	OfficeDowntownHighRise	Edit
<input type="checkbox"/>	Tower Two	04	450	25,000	\$23	OfficeDowntownHighRise	Edit

2. Fill out all required attributes of the newly available space.
3. To select the **Available Date**, click on the popup mini-calendar.

Condition

Available Date

Base Type

Base Term

Operating Expenses

Real Estate Taxes

Buildout Allowance

Virtual Tour Uri

October 2010

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

4. To add pictures, click the **Browse** links at the bottom of the page.
5. Locate and select the desired pictures from your computer using the popup window.

Note:

- It is recommended that pictures be previously resized to an in a third-party image editing program before uploading to your portal.

6. Click **Submit**.