

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**.