






# Editing a Tenant

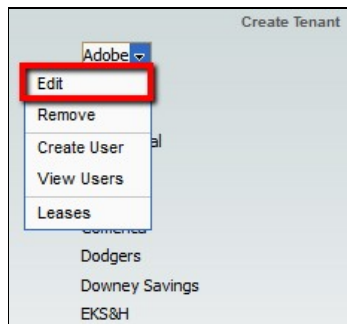
## Editing a Tenant:

### Method #1:

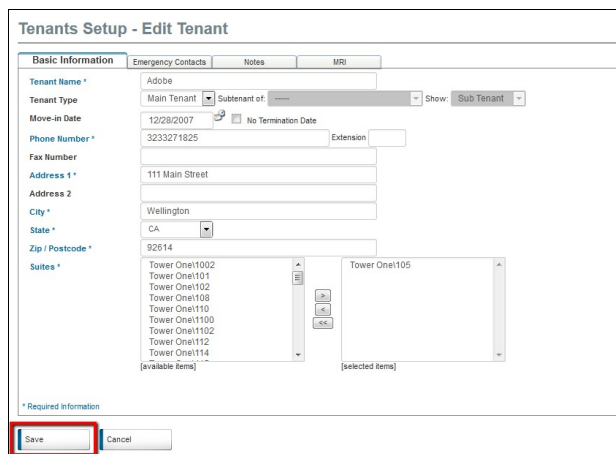
1. Go to **Setup > Tenants**.



2. Hover over the Tenant you wish to edit and click on  to see the drop down menu and its options.
3. Click on **Edit**.

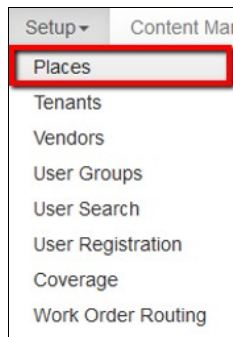



4. Make the necessary changes.
5. Click on **Save**.

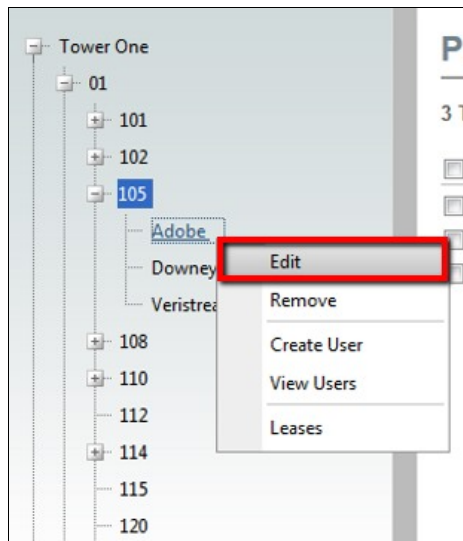
A screenshot of the 'Tenants Setup - Edit Tenant' form. The form is divided into several sections: 'Basic Information', 'Emergency Contacts', 'Notes', and 'MR'. The 'Basic Information' section is active and contains fields for 'Tenant Name' (Adobe), 'Tenant Type' (Main Tenant), 'Move-in Date' (12/28/2007), 'Phone Number' (3233271825), 'Fax Number', 'Address 1' (111 Main Street), 'Address 2', 'City' (Wellington), 'State' (CA), 'Zip / Postcode' (92614), and 'Suites' (a list of Tower One suites). The 'Save' button at the bottom left is highlighted with a red rectangular box.

## Method #2:

1. Go to **Setup > Places**.



2. Locate and click on the **Building** name.
3. Locate and click on the **Floor**.
4. Locate and click on the **Suite**.
5. Hover over the **Tenant** you wish to edit on the left in the **Places Tree** and click on  to see the drop-down menu and its options.
6. Click on **Edit**.



7. **OR** click on **Edit** for the desired Tenant on the right in the **Places Setup** page.

Places Setup						Create   Remove
3 Tenants						
<input type="checkbox"/> Tenant	Phone Number	Move-in Date	Last Modified By	Last Modified Date	Action	
<input type="checkbox"/> Adobe	323.327.1825	12/28/2007	Avis	10/6/2009 1:48:19 PM	<a href="#">Edit</a>	
<input type="checkbox"/> Downey Savings	222.222.2222	10/17/2007	Avis	4/8/2009 7:25:32 PM	<a href="#">Edit</a>	
<input type="checkbox"/> Veristream	555.555.5555		Demo Account	3/6/2015 1:37:46 PM	<a href="#">Edit</a>	

8. Make the necessary changes.
9. Click on **Save**.