


Editing a Tenant

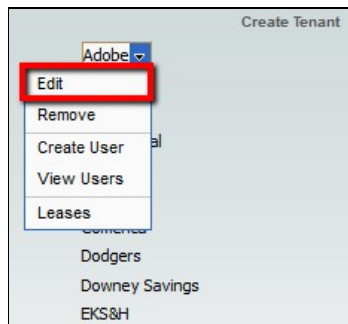
Editing a Tenant:

Method #1:

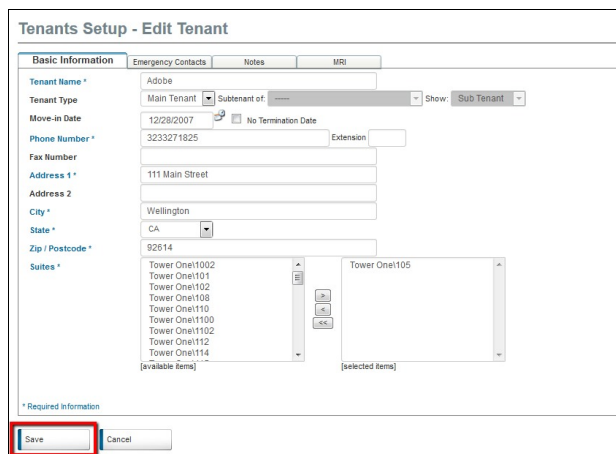
1. Go to **Setup > Tenants**.



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**.

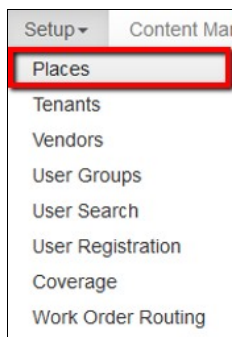



4. Make the necessary changes.
5. Click on **Save**.

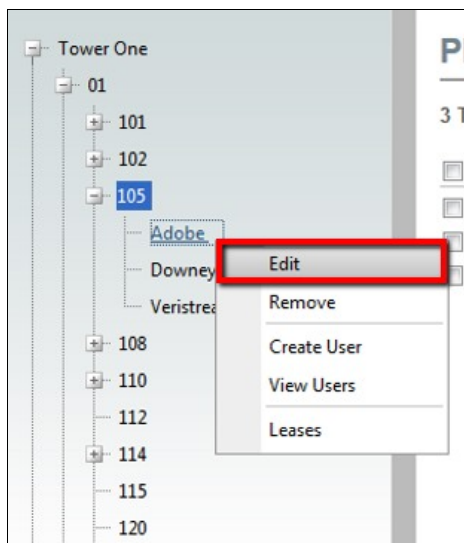


Method #2:

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

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

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