


Editing a Tenant

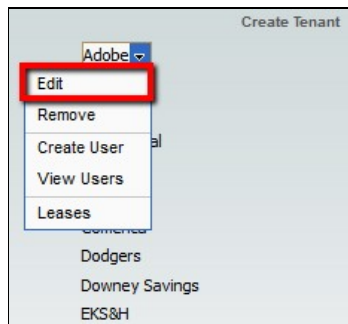
Editing a Tenant:

Method #1:

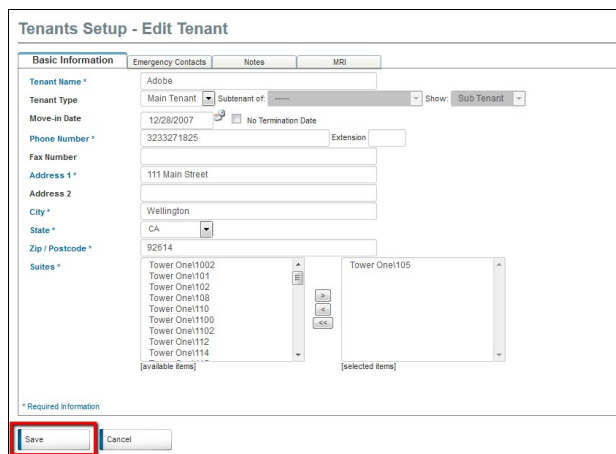
1. Go to **Setup > Tenants**.



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**.

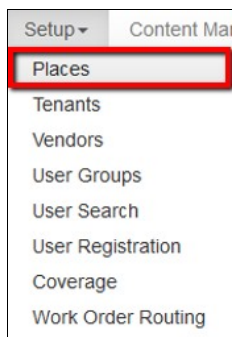



4. Make the necessary changes.
5. Click on **Save**.

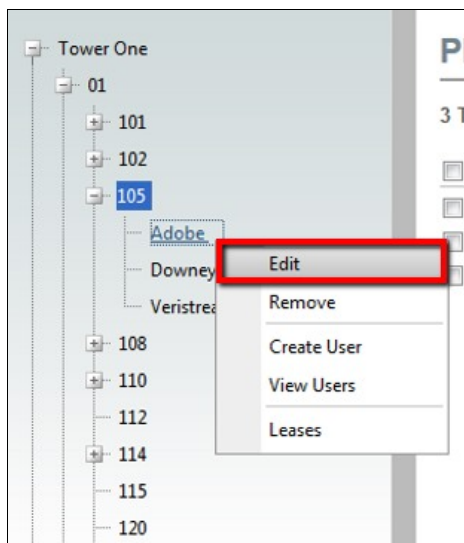


Method #2:

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 |
|---|--------------|--------------|------------------|----------------------|-------------|-----------------|
| 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**.