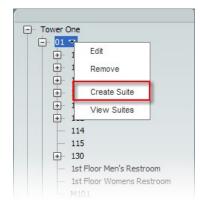
Create / Edit / Remove Suites

Setup > Places

Create / Edit / Remove Suites:

Creating a Suite:

- 1. Go to Setup > Places.
- 2. Locate and click on the Building name.
- 3. Locate and click on the Floor.
- 4. On the Floor Level of the Places Tree, click on to see the drop-down menu and its options.
- 5. Click on Create Suite.



OR click on Create on the top right in the Places Setup page above the list of suites shown for that floor.

PI	aces Set	up	<u>Create</u> Remove			
12 9	Suites Suite	Usable Sq. Ft.	Rentable Sq. Ft.	Last Modified By	Last Modified Date	Action
	1st Floor Men's Restroom			Daisy Caster	2/27/2008 8:44:23 AM	Edit
	1st Floor Womens Restroom			Daisy Caster	1/31/2008 3:37:33 PM	Edi
	101	5000	1182		4/2/2010	Edit

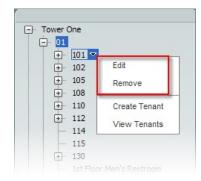
- 7. Fill out the necessary information.
- 8. Click on Create.

Editing / Removing a Suite:

Note:

 Before a suite is able to be removed, the Tenants and associated Tenant Users within that suite must *first* either be removed altogether or the Tenant must be moved to a different suite. See <u>Create / Edit / Remove Tenants</u> and <u>Create / Edit / Remove Tenant Users</u> for more information.

- 1. Locate and click on the **Building** name.
- 2. Locate and click on the **Floor**.
- 3. Hover over the **Suite** you wish to edit or remove and click on to see the drop down menu and its options.
- 4. Click on Edit or Remove.



5. **OR** click on **Edit** for the desired suite in the **Places Setup** page on the right, which displays the list of suites for that floor. To remove a suite, select the desired suite with a check mark and click on **Remove**.

Places Setup Create Remove								
12 Suites Usable Rentable Last Last Modified								
Suite	Sq. Ft.	Sq. Ft.	Modified By		Action			
Ist Floor Men's Restroom			Daisy Caster	2/27/2008 8:44:23 AM	Edi			
1st Floor Womens Restroom	5		Daisy Caster	1/31/2008 3:37:33 PM	Edi			
101	5000	1182	Axis	4/2/2010 11:45:01 AM	Edi			
102			unknown	unknown	Edit			

- 6. Follow the on-screen instructions and make the desired changes.
- 7. Click on Save if editing a suite or click on OK if removing a suite.