


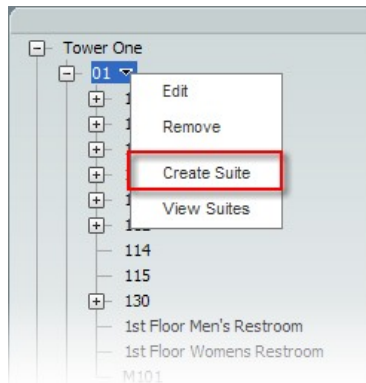
Create / Edit / Remove Suites

[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**.



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




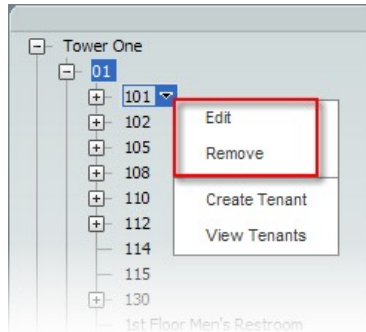
7. Fill out the necessary information.
8. Click on **Create**.

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 [Create / Edit / Remove Tenants](#) and [Create / Edit / Remove Tenant Users](#) 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 

12 Suites

<input type="checkbox"/> Suite	Usable Sq. Ft.	Rentable Sq. Ft.	Last Modified By	Last Modified Date	Action
<input checked="" type="checkbox"/> 1st Floor Men's Restroom			Daisy Caster	2/27/2008 8:44:23 AM	
<input type="checkbox"/> 1st Floor Womens Restroom			Daisy Caster	1/31/2008 3:37:33 PM	
<input type="checkbox"/> 101	5000	1182	Axis	4/2/2010 11:45:01 AM	
<input type="checkbox"/> 102			unknown	unknown	

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.