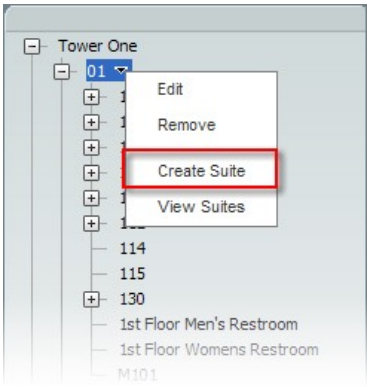
Create / Edit / Remove Suites

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.

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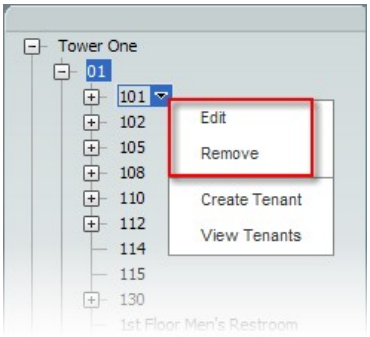
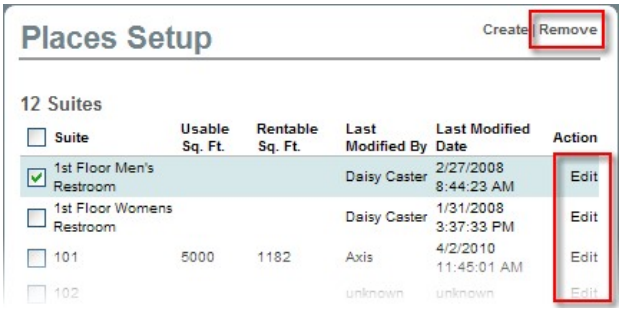
1. Locate and click on the **Building** name.
2. Locate and click on the **Floor**.
3. Hover over the **Suite** you wish to edit or remove and click on to see the drop down menu and its options.
4. Click on **Edit** or **Remove**.



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**.



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.