Creating a Tenant

Creating a Tenant:

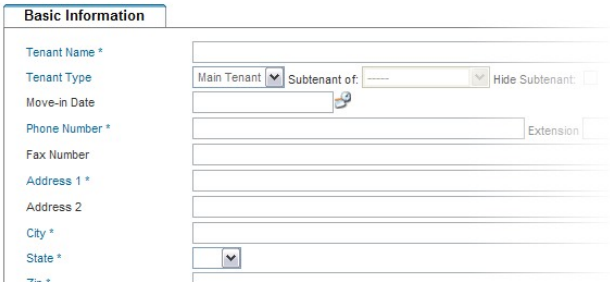
Method #1:

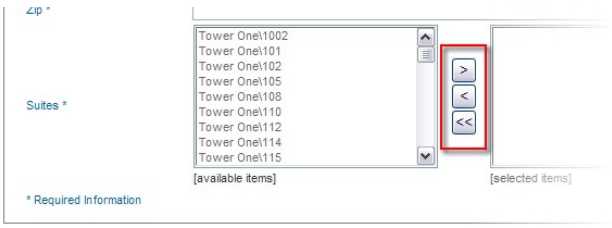
1. Go to **Setup** > **Tenants**.

2. Click on **Create Tenant** on the top of the Tenant list.

3. In the **Basic Information** tab, fill out the necessary information.

4. Select the suite(s) that the Tenant occupies in the **Available Items** list and move them to the **Selected Items** list by using the arrows.





Note:

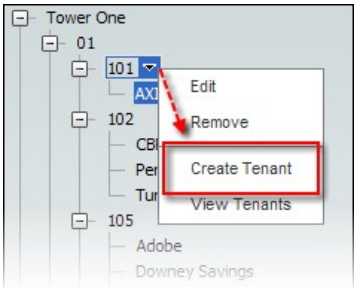
- The suites are listed according to "**Building Name \ Suite**".

5. Click on **Create**.

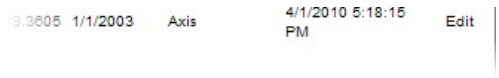
Method #2:

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. On the **Suite Level** of the **Places Tree**, click on to see the drop-down menu and its options.
6. Click on **Create Tenant**.



7. **OR** click on **Create** on the top right in the **Places Setup** page above the list of Tenants shown for that suite.



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

Note:

- The newly created Tenant will also appear on the Tenants list under **Setup** > **Tenants** (See **Method #1** above).