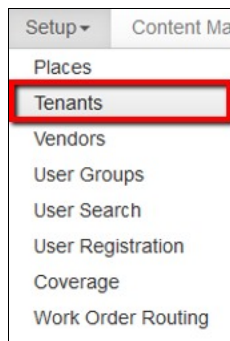


Creating a Tenant

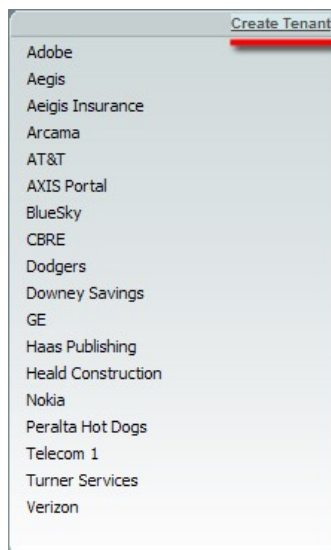
Creating a Tenant:

Method #1:

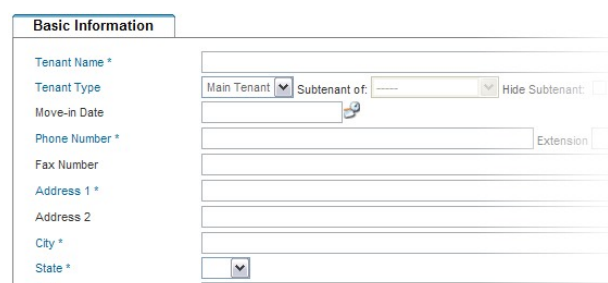
1. Go to **Setup > Tenants**.

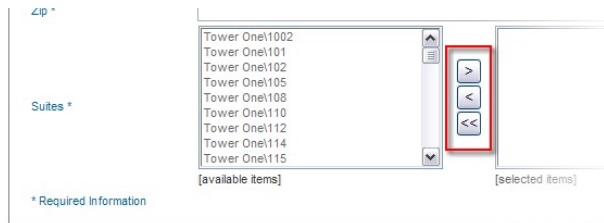


2. Click on **Create Tenant** on the top of the Tenant list.



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.

A screenshot of the 'Basic Information' tab in the 'Create Tenant' form. The form contains several fields: 'Tenant Name *' (text input), 'Tenant Type' (dropdown menu with 'Main Tenant' selected), 'Subtenant of:' (dropdown menu), 'Hide Subtenant:' (checkbox), 'Move-in Date' (text input with a calendar icon), 'Phone Number *' (text input), 'Extension' (text input), 'Fax Number' (text input), 'Address 1 *' (text input), 'Address 2' (text input), 'City *' (text input), and 'State *' (dropdown menu). There are also some small icons and a 'Cancel' button at the bottom.



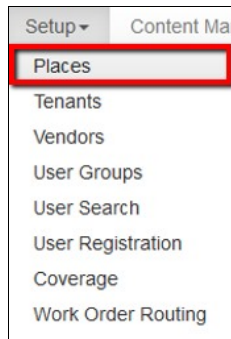
Note:

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

5. Click on **Create**.

Method #2:


1. Go to **Setup > Places**.



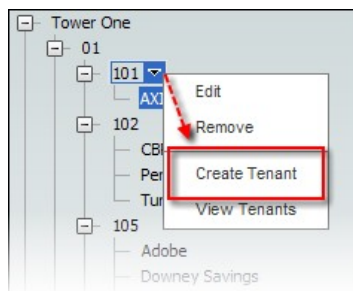
2. Locate and click on the **Building** name.

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).
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