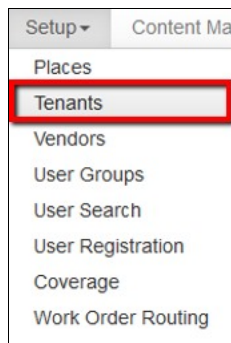


Creating a Tenant

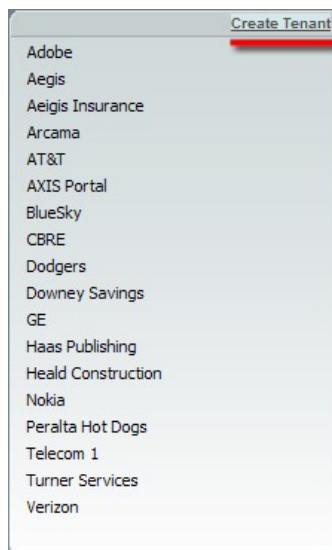
Creating a Tenant:

Method #1:

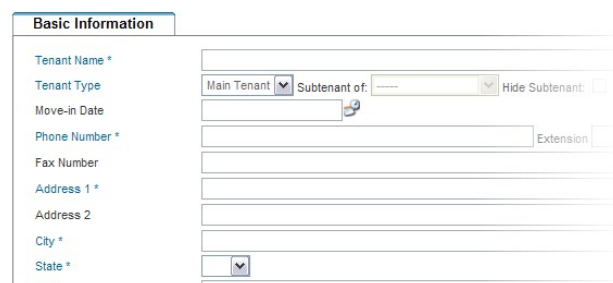
1. Go to **Setup > Tenants**.

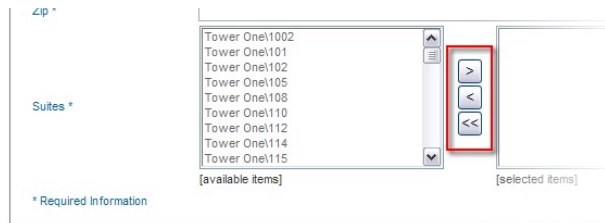


2. Click on **Create Tenant** on the top of the Tenant list.



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 a software interface showing the 'Basic Information' tab for creating a tenant. The form contains several fields: 'Tenant Name *', 'Tenant Type' (with a dropdown menu set to 'Main Tenant'), 'Subtenant of:' (with a dropdown menu set to '-----'), 'Hide Subtenant:' (with a checkbox), 'Move-in Date', 'Phone Number *', 'Fax Number', 'Address 1 *', 'Address 2', 'City *', and 'State *' (with a dropdown menu). There are also input fields for 'Extension' and a 'Save' button.



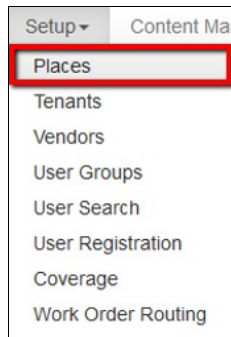
Note:


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

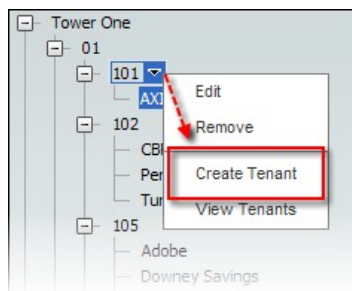
5. Click on **Create**.

Method #2:

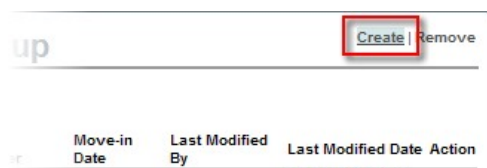
1. Go to **Setup > Places**.



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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