

Removing a Tenant

Removing a Tenant:

Note:

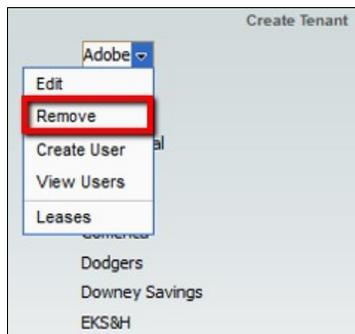
- Before a Tenant is able to be removed, the associated Tenant Users within that suite must *first* be removed. See [Deleting a User](#) for more information.

Method #1:

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

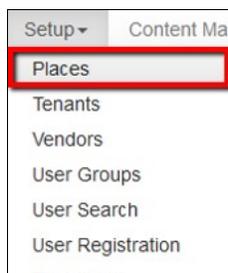


2. Hover over the Tenant you wish to remove and click on  to see the drop down menu and its options.
3. Click on **Remove**.

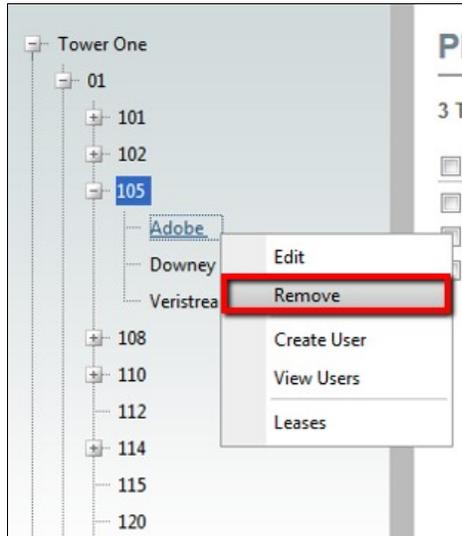


Method #2:

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. Hover over the **Tenant** you wish to remove on the left in the **Places Tree** and click on  to see the drop-down menu and its options.
6. Click on **Remove**.



7. **OR** in the **Places Setup** page on the right, select the desired Tenant with a check mark and click on **Remove**.

Places Setup Create **Remove**

3 Tenants

<input type="checkbox"/> Tenant	Phone Number	Move-in Date	Last Modified By	Last Modified Date	Action
<input checked="" type="checkbox"/> Adobe	323.327.1825	12/28/2007	Axis	10/6/2009 1:48:19 PM	Edit
<input type="checkbox"/> Downey Savings	222.222.2222	10/17/2007	Axis	4/8/2009 7:25:32 PM	Edit
<input type="checkbox"/> Veristream	555.555.5555		Demo Account	3/6/2015 1:37:46 PM	Edit