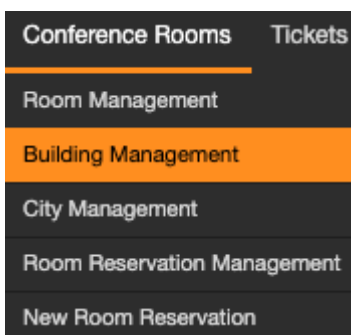


Adding buildings

You can manage buildings in a few simple steps.

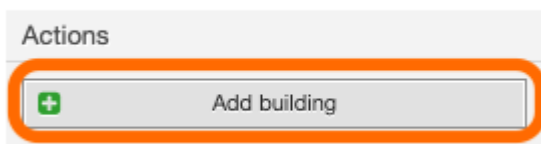
Buildings must be placed in the cities so make sure you have added at least one city before proceeding further.

Go to the buildings list by opening the *Conference Rooms* tab in the main menu and clicking *Building Management*.



Click **Add building** button in the actions block to add a new building.

Building Management



Fill out the information about your building and make sure that the **Validity** is set to **Yes**. Submit the form.

A screenshot of a web form titled 'Add building'. The form contains several input fields: '* Name:' with 'Intalio HQ', '* Street:' with 'Piękna', '* Building number:' with '30', '* City:' with a dropdown menu showing 'Poznań', '* Zip:' with '60-591', '* Administration information:' with 'Intalio Headquarter', and '* Validity:' with a dropdown menu showing 'Yes'. At the bottom right, there are two buttons: 'Submit' and 'or Cancel'.

You should see a new building on your buildings list. You can add more buildings if necessary.

Revision #4

Created 16 April 2020 09:33:01 by editor

Updated 27 May 2020 14:34:02 by editor