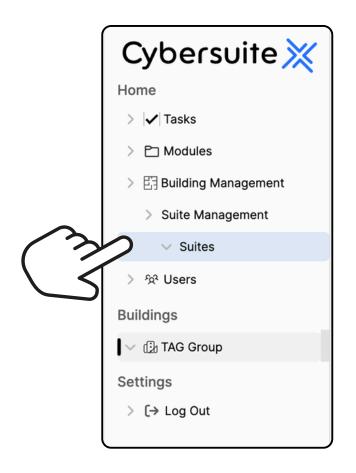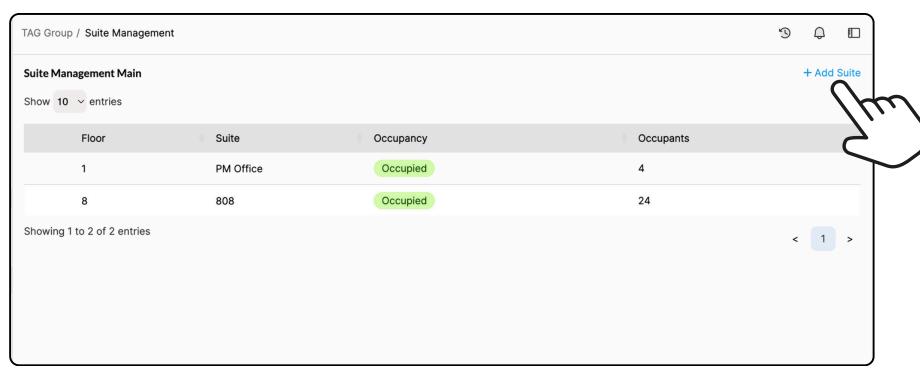# Building Management Module

The **Building Management** module allows you to manage your building's suites. On the left menu, select the dropdown arrow, select Suite Management, then select Suites. From the **Suite Management** page, you can **view** a suite by **selecting** one from the list, and **add** a suite by selecting **Add Suite**.

Building Management Module

When adding a suite, enter the **Floor**, then the **Suite Number**. Once done, select **Save**.

TAG Group / Suite Management / Add Suite

Add Suite

Floor   Select Floor ⌄

Suite   Enter suite

Cancel   Save