Importing Tenants

1. Click the My Companies tab and navigate to the Actions button to the right of the page

	Building C Engines	Companies					+ Add Company
	J	All					Actions 🗸
+	Create Work Order	Search Sort by			Туре		
R	Communications	Search by keyword, phrase,	etc Q	Newest	~ C	hoose Type 🗸 🗸	0 Filters Applied
81	Communications	Property Groups	Properties		Compliance Status		
۲	Space Management	Choose Property Grou	Select Properties	· ·	Choose Insurance St	a 🗸	
	Resource Reservations	Company Status	Guider roperties				
Ē	Visitors	Default Active					
	EC My Properties	22 Total Companies					< < Page 1 of 1 >>
±±±	My Users	Company	Туре	Insurance Status	Expiration Date	Last Compliant Date	Actions +
1	My Companies	Mezz3 Tenant	Tenant		-	-	View

2. Select Import Tenants from the drop down under Actions

Companies						+ Add Com	pany
All							Actions 🔨
Search		Sort by		Туре			rt Vendors rt Tenants
Search by keyword, phrase, etc		Newest	~	Choose Type	~	⊥ Expo	rt
Property Groups	Properties		Compliance Stat	us			
Choose Property Grou 💙 Select Properties		✓ Choose Insura		ance Sta 💙			
Company Status							
Default Active							
22 Total Companies						I< < Page	1 of 1 📎
Company Type	Ir	isurance Status	Expiratio	in Date La	st Compliant Date	Actions	+

3. Upload your data and click blue Import Tenant Companies button to finish.

		Import D	ata	
	Drop file	e to import. File types a	accepted: .xlsx and .csv	
	(†) (Upload Tenant (Companies	
	1	Drop file to import, o	or <u>browse</u>	
			A	
Jownload Ter	nplate ()		Import Tenant Companie	es