## **Importing Common Areas**

1. Click the My Spaces tab and select a property from the drop down at the top of the page.

	Building Engines	٢	Space	e Mana	perment Preperty 100 Server II v Likel Speer Name v Actions
					Show Non Suites 🗾
+	Create Work Order		0001		No Spaces
2	Work Orders		11		No Spaces
њл	Preventive	1	10		No Spaces
re m	Readings	L	,		No Spaces
	Incidents	L			No Spaces
:=	Bid Management	L	7		No Spaces
- 13	Resource Reservations	L	6		No Spaces
B	Visitors	L	5		No Spaces
ñ	EC	L	4		No Spaces
ø	Reporting	L	3		No Spaces
=	My Files	L	2		the second s
a	My Properties	L	1		No Speces
8	My Spaces		0		No Spaces
-4-	My Users				

2. Click the Actions button in the top right corner of the page then click Import Common Area from the drop down.

		Actions 🔨
	Export Current Floo	ors
↓	Export Items for Al	l Properties
ନ	Import Floors	
ନ	Import Suites	
ቀ	Import Common A	reas

3. Click the download template button and fill out the common area information on the template. Upload the finished template from your device then click the Import Common Area button to finish.

	Import Data  O Drop file to import. File types accepted: xlisx and .csv	×
	Cr2 Upload Common Area	
L. Downlo	ad Template 🕕	