

Create A Property

In the left hand menu select Properties > New Property.

In **Enter Property Information** enter a title for your property. See our property naming suggestions for more.

Enter Property Information

Property Title

Full Address

Default Vendor

Trade

[Lookup Geolocation](#)

Start typing the default vendor's name in the field. (You've created at least one vendor to get to this point). Suggested vendors will appear in a dropdown list. Either arrow down on your keyboard or click/tap your choice.

Select a Trade to maintain for this property and vendor. Trades are associated with your account. If you need others please contact your Sytewise Administrator.

Click **Lookup Geolocation**

The geolocation of your property is important to verify and confirm the address of your property on a map. Sytewise searches a geocoding service for the address you entered and creates a strictly formatted address and the latitude and longitude of the property. The results are displayed on the map and fields on the right.

Move the map marker to more accurately portray the location of the property. Once you are satisfied with the Formatted Address and the location of the marker

Click **Create Property**

If the results are not correct or the search failed to locate a valid address check your entry and try again. Again, it is very important to locate the property on the map accurately to proceed.

Save

Enter an address to generate a geolocation

(36.16124750000001, -86.7784713)

Formatted Address

116 5th Ave N, Nashville, TN 37219, USA

You will be able to create the new property once the geolocation is found.

Create Property



Revision #6

Created Sat, Feb 1, 2020 6:02 PM by Joe Smith

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