

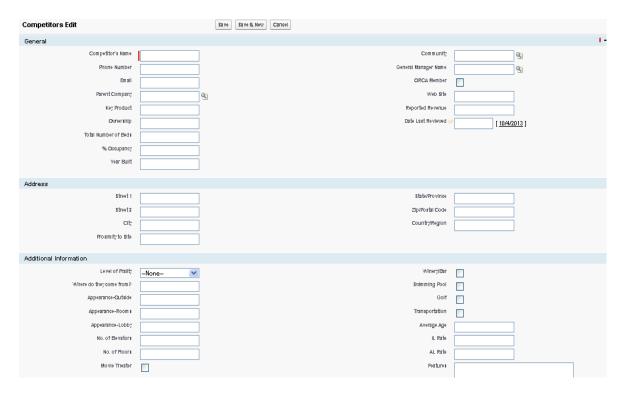
## How to Enter and Maintain Competitors

## **Description**

Use this function to enter competitor information into your database. Competitors can then be linked to various other parts of the system, such as a destination of a Resident who is moving out.

## **Step by Step**

- Navigate to the Competitors tab. If this tab does not appear at the top of your screen, click the plus sign (+) to the right of your tabs for a complete list of tabs.
- Click New
- 3 Enter the Competitor's Name
- 4 Enter any other information you may have about the competitor, such as the **Phone Number**, **Email**, and **General Manager Name**
- 5 Enter the competitor's Address
- 6 Enter any additional information you may have about the building, the suites, the programs, etc.
- 7 Click Save



Updated: October 4, 2013