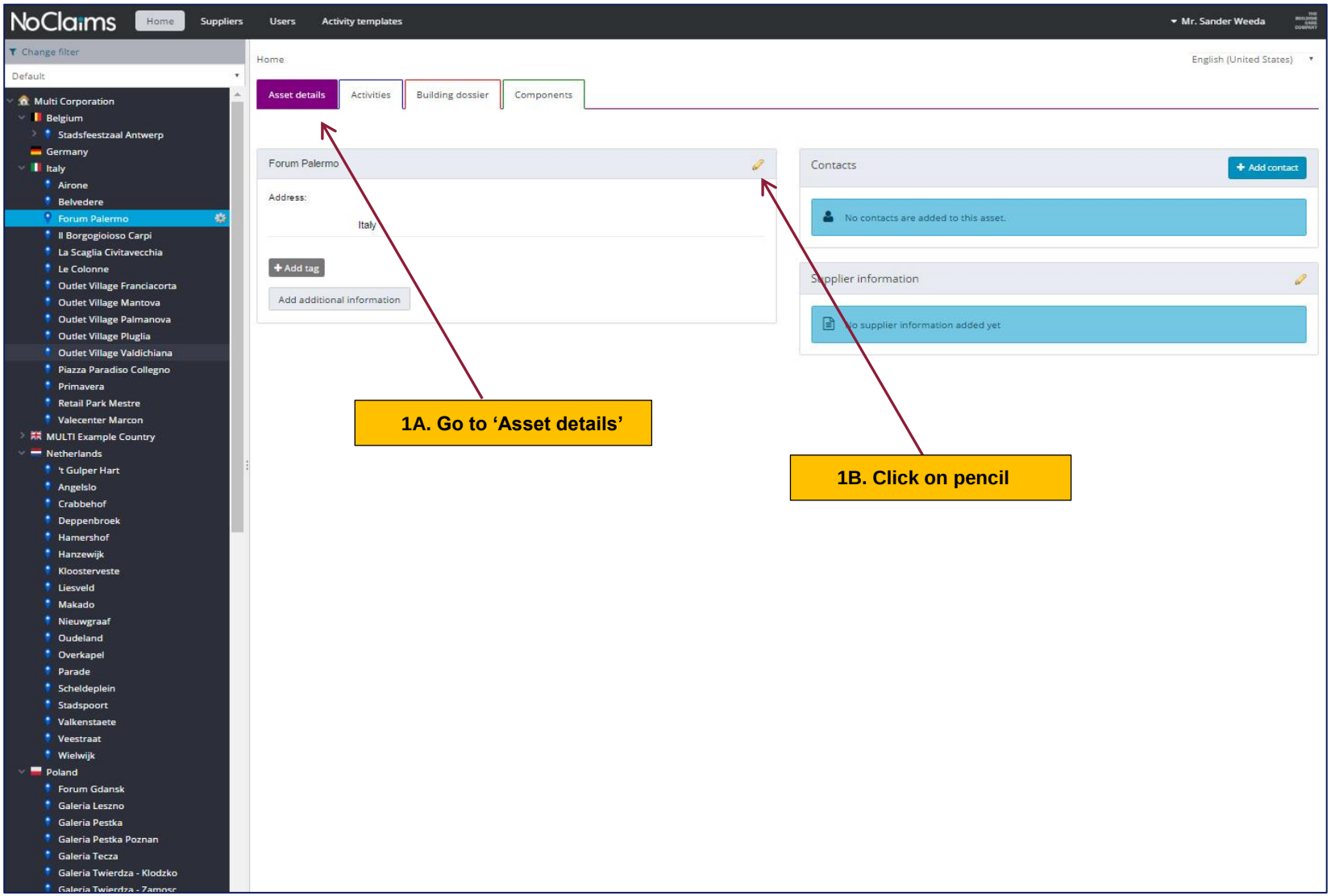
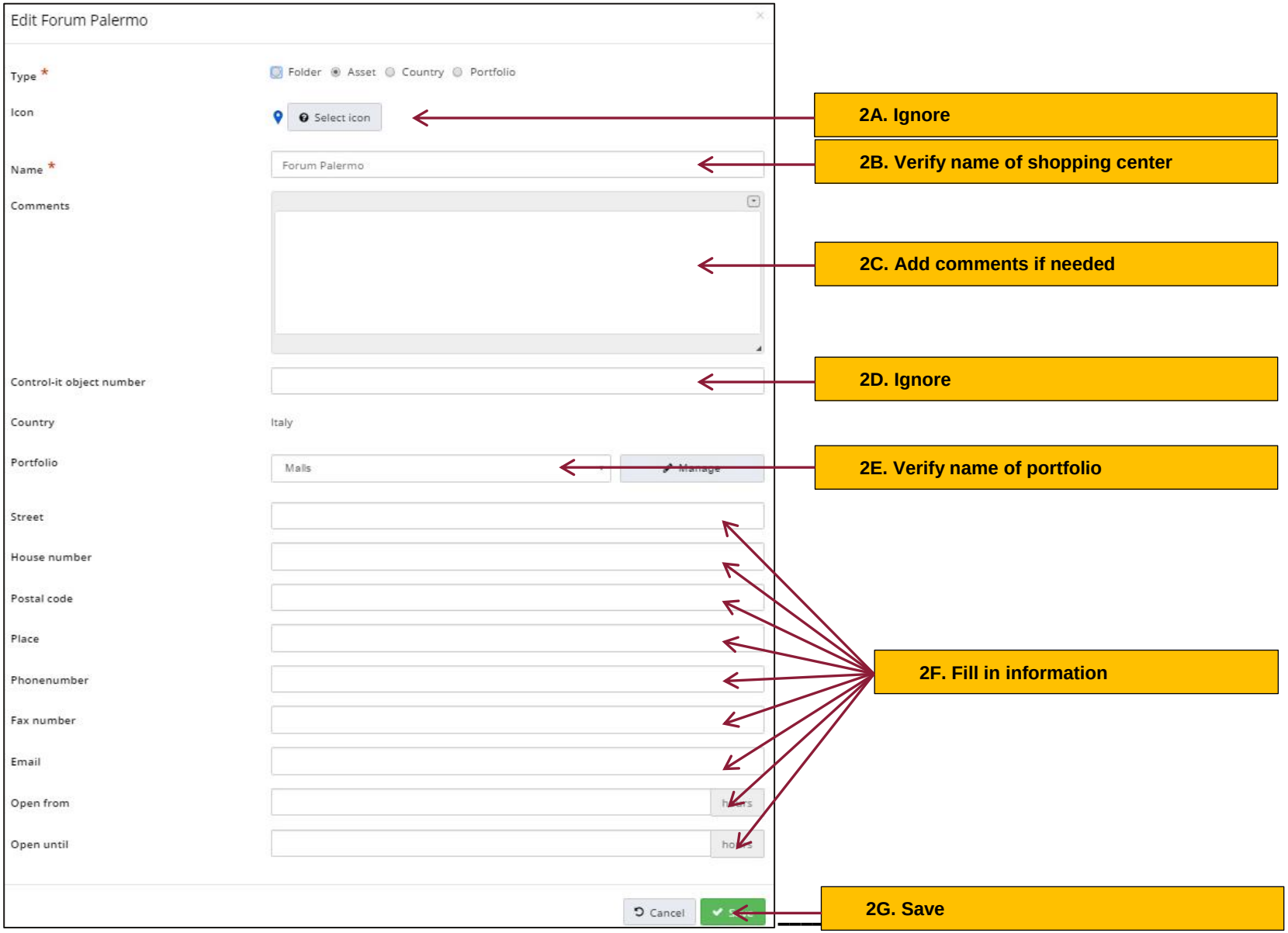
# MANUAL – RECORD ASSET DETAILS

**Date: 11-1-2017**

## STEP 1



## STEP 2


Edit Forum Palermo
Type *
Folder
Asset
Country
Portfolio
Icon
Select icon
Name *
Forum Palermo
Comments
Control-it object number
Country
Italy
Portfolio
Malls
Manage
Street
House number
Postal code
Place
Phonenumber
Fax number
Email
Open from
Open until
Cancel
2A. Ignore
2B. Verify name of shopping center
2C. Add comments if needed
2D. Ignore
2E. Verify name of portfolio
2F. Fill in information
2G. Save