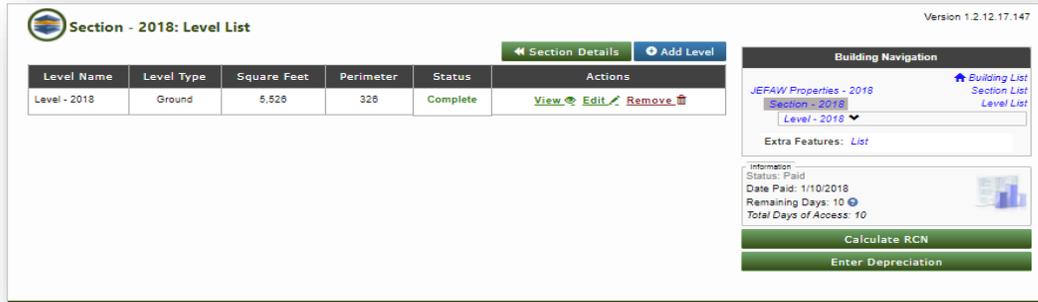


Step 3 - Add Level

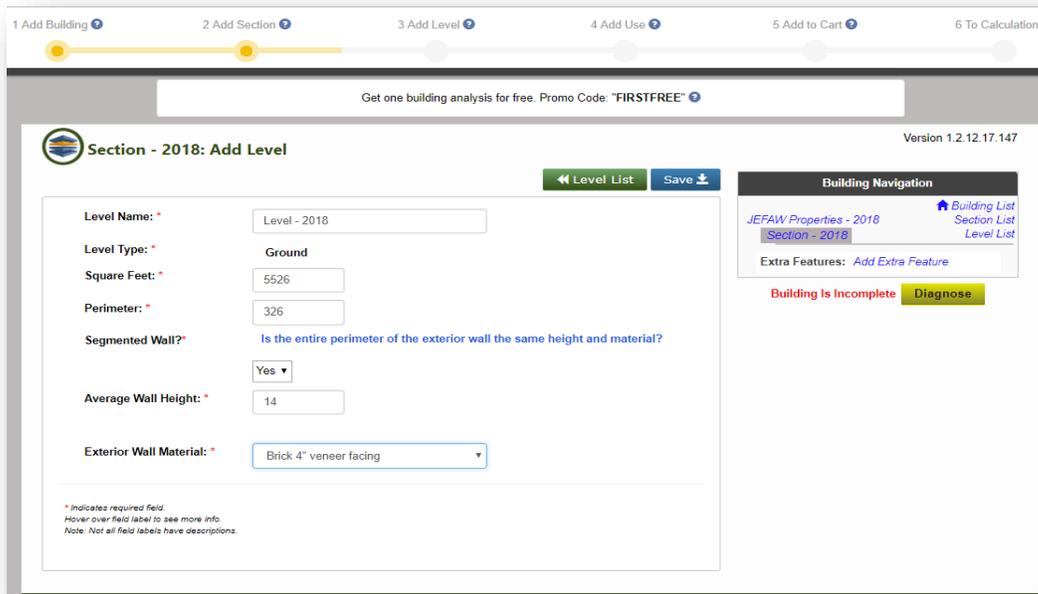
1. A Level is commonly known as a floor (i.e. Basement, First, Ground). A Building may have multiple Sections and a Section may have multiple levels. Levels are assigned to Sections. Level Names are assigned by the user and printed on the reports.



Level Name	Level Type	Square Feet	Perimeter	Status	Actions
Level - 2018	Ground	5,526	326	Complete	View Edit Remove

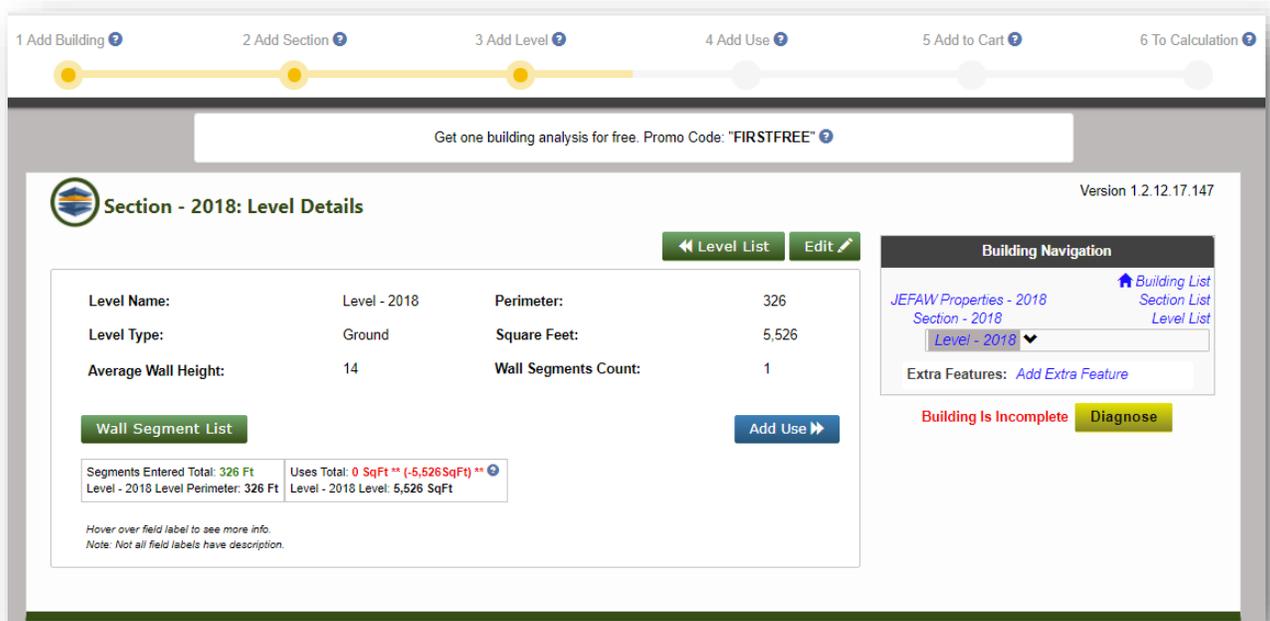
2. Complete the **Add Level** form:

- Enter the details requested on the form. Note: the first level of every building is the Ground level. Since, Ground is the default for the first level you will enter it first.
- If the **Segmented Wall** question; “Is the entire perimeter of the exterior wall the same height and material?” is answered “No,” additional information will be needed. See article on **Segmented Walls** entry.



Note: The Progress Bar at the top of the screen will help you see where you are in the process of entering a building.

3. Click [Save](#) The Level Details summary will show the information entered. Note that if the Segment totals are incomplete, you will see that information under the **Wall Segment List** button. In this example, the total Square Footage has been entered. So the square feet total is green. The Use has not been completed so the Uses Total square feet is red.



1 Add Building 2 Add Section 3 Add Level 4 Add Use 5 Add to Cart 6 To Calculation

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Section - 2018: Level Details Version 1.2.12.17.147

[← Level List](#) [Edit](#)

Level Name:	Level - 2018	Perimeter:	326
Level Type:	Ground	Square Feet:	5,526
Average Wall Height:	14	Wall Segments Count:	1

[Wall Segment List](#) [Add Use](#)

Segments Entered Total: 326 Ft	Uses Total: 0 SqFt ** (-5,526 SqFt) **
Level - 2018 Level Perimeter: 326 Ft	Level - 2018 Level: 5,526 SqFt

Hover over field label to see more info.
Note: Not all field labels have description.

Building Navigation
[Building List](#)
[JEF AW Properties - 2018](#)
[Section - 2018](#)
[Level - 2018](#)
[Extra Features: Add Extra Feature](#)
Building Is Incomplete [Diagnose](#)

Note the Building Navigation on the right of this screen has changed. The Highlighted item indicates where you are currently.

Also, the Progress Bar at the top of the screen now indicates that Building, Section and Level data have been added and adding Use data is the next step.

The Building is Incomplete because additional information is required for the calculations. Click [Diagnose](#) to see what is missing.

4. **Next Step:** [Add Use](#)