

Creating a Building and Assigning to a Precinct

1. Go to PLMS.
2. Select All Buildings tab in left-hand-side menu.
3. Select Add New in the top ribbon, input information, and save.

Home Back Save Save/Next

Building Add/Edit

Building ID: 8087

Organization Code: FMD

Building Name: Suite 323

Organization Name: Gov't Center and Supervisors Offices

Organization Type: Public

Building Address: Street Address
12000 Government Center Pkwy

City: Fairfax State: VA

Zip: 22035 Area Of City:

Home Precinct: XXX

Latitude:

Longitude:

☐ Define Mailing Address for Payment

Survey: Surveyed By: Date Surveyed: Survey Result: Pending

Facility Phone Number: (703) 324-4861

Special Notes:

Picture Map Point Attach Files

No Picture

Choose File No file chosen Upload

Maximum file size: 5MB.
The allowed file format: .gif; .jpg; .jpeg; .bmp; .png

Primary Contact (Same as Organization)

Salutation: First Name: Last Name: Position: Work Phone:

4. Once saved, hit back to return to All Buildings. Search for the newly created building using the keyword search. You will see that the status is inactive.

5. Select the checkbox next to the building information and hit change status at the bottom of the screen.

✓ 8087 Suite 323 Public

All A B C D E F G H I J K L M N O P

Add New Delete Change Status Communication

6. Change the status to Potential using the drop-down. Make sure to save.

Change Status

Change Status To: Potential

Reason:

Save Cancel

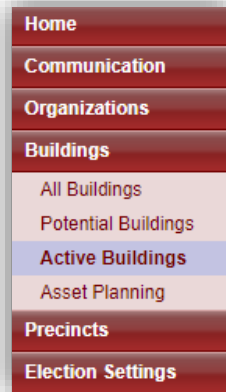
7. Go to the Potential Buildings tab using the left-hand-side menu. Find the building using the keyword search, select the checkbox, and Set as Active at the bottom of the screen.

✓ 8087 Suite 323 Public

All A B C D E F G H I J K L M

Remove From Potential Set As Potential Set As Active Communication

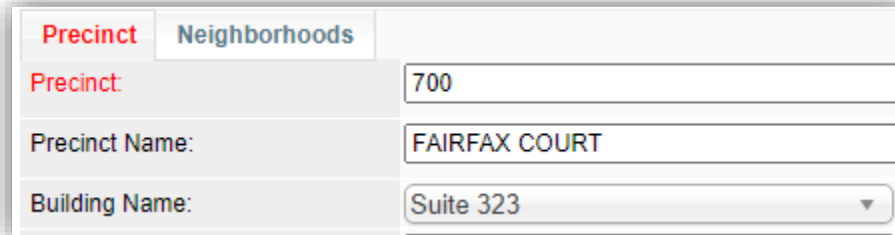
- The building should now show up in the Active Buildings tab.



- Go to the Precincts tab using the left-hand-side menu.
- Find the precinct that will use this building and click on it.
- Hit Edit in the top ribbon.



- Use the drop-down field for Building Name to select the building.



- Save!