

Guide - Updating/Adding Location Codes

Brookfield Properties

This guide provides a step-by-step approach to effectively update or add location codes within the Maximus property management system. It is essential for tenant management and maintaining up-to-date location information for incident and activity reporting.

- 1 Navigate to [Maximus](#) and click on the Administration module.

The screenshot displays the Maximus software interface. On the left, there is a vertical sidebar with a success story about a security officer performing CPR. The main area contains a grid of nine icons representing different modules: INCIDENTS/DISPATCH, RESEARCH, DASHBOARD, INSPECTIONS, SECURITY SCHEDULING, COMMUNICATIONS, ADMINISTRATION, INCIDENT REPORT BOARD, MAP MANAGEMENT, TIER MANAGEMENT, INCIDENT REPORT LOG, and RISKCONNECT REPORT LOG. The 'ADMINISTRATION' icon, which features a gear and a person icon, is highlighted with an orange circle. To the right of the grid, there is another vertical sidebar with news articles. The top article is titled 'Maximus Message: Southern California - Significant Business Hour Jewelry Store Smash-And-Grab Robber Almost \$1M In Jewelry Monday' and includes a thumbnail image of a break-in at a jewelry store.

2 Click "PROPERTY MANAGEMENT".

The screenshot shows the MAXIMUS Incident Management System interface. At the top, there's a navigation bar with links for 'TEST SITE', 'MAXIMUS Alerts', '0 Tutorials', 'Trending View', 'Change Password', and 'Nathaniel Kusolek'. Below the navigation is a menu bar with 'HOME', 'GOE MANAGEMENT' (which is highlighted in green), 'ORGANIZATION MANAGEMENT', and 'PROPERTY MANAGEMENT'. Under 'PROPERTY MANAGEMENT', there are sub-links: 'MY GOES', 'INCIDENT SUBJECT', 'REPORTING SET', 'PROPERTY USE AREA', 'DISPOSITION CODES', 'DYNAMIC RECORD FORMS', 'ASSIGN PROPERTY PROFILE FORMS', 'BANNING PROGRAM', and 'ASSET MANAGEMENT'. The main content area is titled 'GLOBAL OPERATIONS ENVIRONMENT'. It shows a table with columns: 'GOE ID', 'GOE TITLE', 'DESCRIPTION PURPOSE', 'CREATED', 'CREATED BY', 'UPDATED', 'USE RESTRICTED', and 'MY ROLE'. The table contains four rows of data.

GOE ID	GOE TITLE	DESCRIPTION PURPOSE	CREATED	CREATED BY	UPDATED	USE RESTRICTED	MY ROLE
GOE-20-001	BPR GLOBAL OPERATIONS ENVIRONMENT	Brookfield Properties - Retail Group Global Operations Environment defines key global admin values in MAXIMUS for properties associated with Brookfield Properties - Retail Group security.	02/22/2020	DAN RYAN	02/22/2020	YES	
GOE-23-002	MULTIFAMILY OPERATIONS ENVIRONMENT		06/15/2023	KATIE SNELLEN	06/15/2023	NO	
GOE-23-003	TEST		06/27/2023	KATIE SNELLEN	06/27/2023	NO	
GOE-25-004	TEST 2		05/28/2025	KATIE SNELLEN	05/28/2025	NO	

3 Click the property you'd like to update or add a location code to. (In this case "Carolina Place")

The screenshot shows a list of properties in the Global Operations Environment. The properties are listed in a table with columns: 'TEST 1234', 'Property', '2000', and 'BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001'. The 'Property' column contains names like 'Augusta Mall', 'Ballston Quarter', 'Baybrook Mall', etc. The 'BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001' column contains descriptions of the properties. One row, 'Carolina Place', is highlighted with an orange circle. The last column contains 'VIEW' buttons and 'None' status indicators.

TEST 1234	Property	2000	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001				VIEW	None
Augusta Mall	Property	2003	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	3450 Wrightsboro Road	Georgia	30909	VIEW	None
Ballston Quarter	Property	3208	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	4238 Wilson Blvd Ste 1200	Virginia	22203	VIEW	None
Baybrook Mall	Property	2009	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	500 Baybrook Mall	Texas	775462797	VIEW	None
Bayshore Mall	Property	7624	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	3300 Broadway	California	955013809	VIEW	None
Beachwood Place	Property	4214	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	26300 Cedar Road	Ohio	44122	VIEW	None
Bellis Fair	Property	2126	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	One Bellis Fair Parkway	Washington	982265590	None Assigned	None
Birchwood Mall	Property	7640	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	4350 24th Ave	Michigan	480592214	Sompo International	None
Boise Towne Square	Property	3075	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	350 North Milwaukee	Idaho	83704	VIEW	None
Brass Mill Center	Property	3692	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	495 Union Street	Connecticut	067061292	None Assigned	None
Carolina Place	Property	3793	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	11025 Carolina Place Parkway	North Carolina	281347515	VIEW	None
Chesterfield Towne Center	Property	7692	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	11500 Midlothian Tpk	Virginia	23235	VIEW	None
Christiana Mall	Property	4370	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	132 Christiana Mall	Delaware	19702	VIEW	None
Chula Vista Center	Property	7626	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	555 Broadway	California	919105342	VIEW	None
Clackamas Town Center	Property	3841	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	12000 SE 82nd Ave	Oregon	97086	VIEW	None
Coastland Center	Property	2024	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	1900 Tamiami Trail North	Florida	341024893	VIEW	None
Columbia Mall (MO)	Property	2267	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	2300 Bernadette Drive	Missouri	652034607	VIEW	None
Columbian Centre	Property	3697	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	100 Columbian Circle	South Carolina	292122231	VIEW	None
Coral Ridge Mall	Property	2193	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	1451 Coral Ridge Ave	Iowa	522412802	VIEW	None
Coronado Center	Property	2027	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	6600 Menaul NE	New Mexico	87110	VIEW	None
Crossroads Center (MN)	Property	2199	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	4101 W Division St	Minnesota	563016601	VIEW	None



Note: Only properties you have access to will be listed.

4 Click "LOCATION MANAGEMENT".

The screenshot shows the MAXIMUS Incident Management System interface. At the top, there's a banner for 'TEST SITE' and 'MAXIMUS Alerts' with a message about jewelry store robberies. Below the banner, the navigation menu includes 'HOME', 'GOE MANAGEMENT', 'ORGANIZATION MANAGEMENT', 'PROPERTY MANAGEMENT' (which is highlighted in green), 'MY PROPERTIES' (highlighted in green), 'LOCATION MANAGEMENT' (circled in red), 'PATROL ZONE MANAGEMENT', 'PROPERTY PROFILE', 'BANNING DURATION', 'ACTIVITIES LIBRARY', 'SHIFTS LIBRARY', and 'ASSET RECORDS'. The main content area is titled 'MY PROPERTIES' and contains search fields for Property ID, Street Address, State, Zip Code, Company/Subdivision, and Type. A table lists various properties with columns for Name, Subunit, ID, Description, Address, State, Zipcode, Companies/Subdivisions, and Subunit. Each row has a 'VIEW' button. The table includes entries like 'Test Katie', 'Ala Moana Center (HI)', 'Alderwood', 'Altamonte Mall', 'Animas Valley Mall', 'TEST 1234', and 'Augusta Mall'.

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	SHOW ALL PROPERTIES					
	PROPERTY NAME / PROPERTY SUBUNIT NAME	PROPERTY / PROPERTY SUBUNIT	PROPERTY ID	PROPERTY GOE + GOE ID NUMBER	ADDRESS	STATE	ZIPCODE	COMPANIES/COMPANY SUBDIVISIONS	PROPERTY SUBUNIT																							
	Test Katie	Property	1111	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001				Z Dev Evo Test Company	None																							
	Ala Moana Center (HI)	Property	3442	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	1450 Ala Moana Blvd	Hawaii	968144529	<button>VIEW</button>	None																							
	Alderwood	Property	3795	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	3000 - 184th Street SW	Washington	980374732	<button>VIEW</button>	None																							
	Altamonte Mall	Property	3806	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	451 E. Altamonte Mall Dr	Florida	327014613	<button>VIEW</button>	None																							
	Animas Valley Mall	Property	7652	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	4601 E Main St	New Mexico	87402	None Assigned	None																							
	TEST 1234	Property	2000	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001				<button>VIEW</button>	None																							
	Augusta Mall	Property	2003	BPR GLOBAL OPERATIONS ENVIRONMENT GOE-20-001	3450 Wrightsboro Road	Georgia	30909	<button>VIEW</button>	None																							

5 Click "Edit".

TEST SITE
DO NOT ENTER ACTUAL LIVE DATA

MAXIMUS Alerts "at a crisis level" with 14 robberies occurring in the last month. See alert action items in Maximus Messages.

0 Tutorials Trending View Change Password Nathaniel Kusolek Test Katie

ON MANAGEMENT PROPERTY MANAGEMENT

ON MANAGEMENT PATROL ZONE MANAGEMENT PROPERTY PROFILE BANNING DURATION ACTIVITIES LIBRARY SHIFTS LIBRARY ASSET RECORDS

1 Tutorials View by GOE

Place - 3793

SUB CATEGORY NAME	LOCATION NAME	SPACE #	PROPERTY USE AREA	CREATED DATE	STATUS
Offsite	7/11 Gas Station		Offsite/Other	03/01/2021	Active
Retail Location	A R Gold Treasure	5538	Retail/Tenant Space (inc RMUs and Kiosks)	10/20/2021	Active
Retail Location	Aerie1	C-19	Retail/Tenant Space (inc RMUs and Kiosks)	03/19/2021	Active
Retail Location	Aerie2		Retail/Tenant Space (inc RMUs and Kiosks)		Active
Retail Location	Aerie3		Retail/Tenant Space (inc RMUs and Kiosks)		Active
Retail Location	Aéropostale1	A-08	Retail/Tenant Space (inc RMUs and Kiosks)	03/19/2021	Active
Retail Location	Aéropostale2		Retail/Tenant Space (inc RMUs and Kiosks)		Active
Retail Location	Aéropostale3	08	Retail/Tenant Space (inc RMUs and Kiosks)		Active
Retail Location	Aéropostale4		Retail/Tenant Space (inc RMUs and Kiosks)		Active
Retail Location	ALDO		Retail/Tenant Space (inc RMUs and Kiosks)		Active
Retail Location	All Season Sneaker		Retail/Tenant Space (inc RMUs and Kiosks)		Active
			Retail/Tenant Space (inc RMUs and Kiosks)		

6 Hover over the hashtag symbol to see the space number of any property. (In this case "Auntie Anne's1")

ON MANAGEMENT PROPERTY PROFILE BANNING DURATION ACTIVITIES LIBRARY SHIFTS LIBRARY ASSET RECORDS

1 Tutorials View by GOE

Place - 3793

ON SCREEN REPORT

LOCATION SUB-CATEGORY	LOCATION	ACTIVE	INACTIVE	ALL	ASSIGNED	UNASSIGNED	ALL	SPACE#	PROPERTY USES AREA
	Arôme Parfums2	#	?	+	lock	checkmark	trash	02	Anchor Store
	At Home	#	?	+	lock	checkmark	trash	03	Common Area
	ATM - Cardtronics1	#	?	+	lock	checkmark	trash	05	Corridors/Docks
	ATM - Cardtronics2	#	?	+	lock	checkmark	trash	06	Exterior/Parking
	Auntie Anne's1	#	?	+	lock	checkmark	trash	07	Lodging/Tenant Space
	Auntie Anne's2	#	?	+	lock	checkmark	trash	08	Office/Tenant Space
	Authentiks1	#	?	+	lock	checkmark	trash	09	Offsite/Other
	Authentiks2	#	?	+	lock	checkmark	trash	5515	Retail/Tenant Space (inc RMUs and Kiosks)
	Authentiks3	#	?	+	lock	checkmark	trash	5517	
	Avalon The Nail Salon1	#	?	+	lock	checkmark	trash	5518	



Scenario 1: Updating a location code because the previous tenant moved out and a new tenant moved in (Continue to step 7).

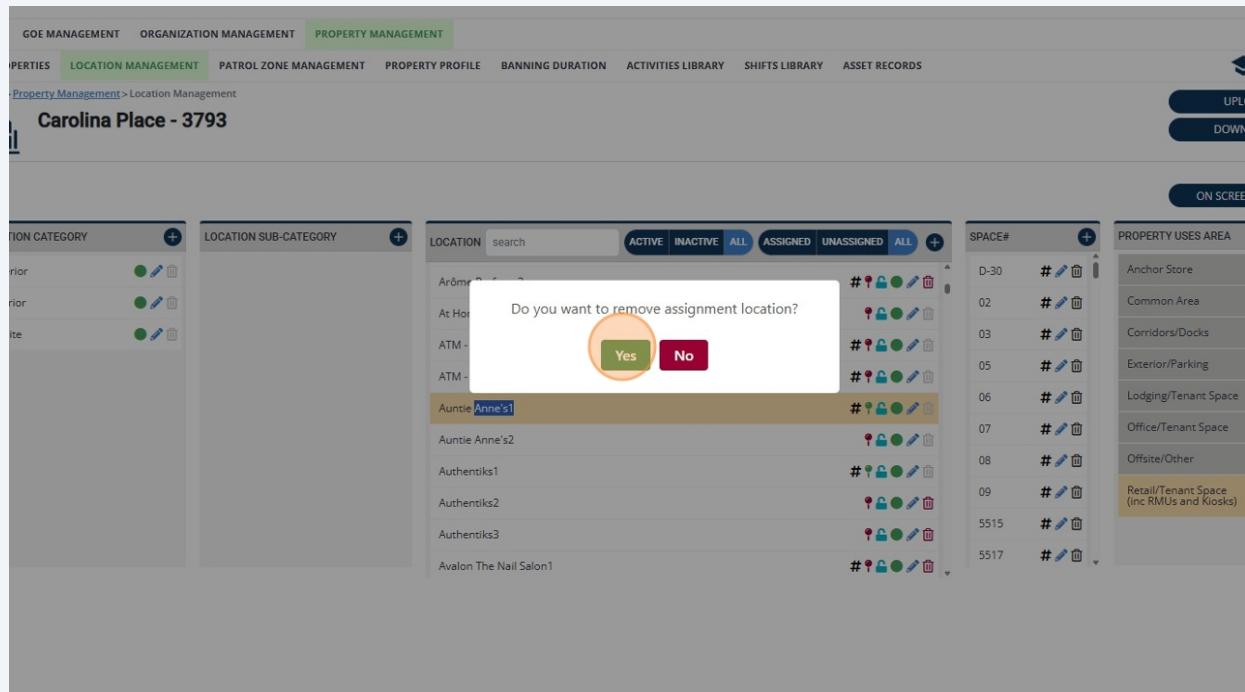
Scenario 2: Adding a new location code due to property redevelopment (Go to step 19).

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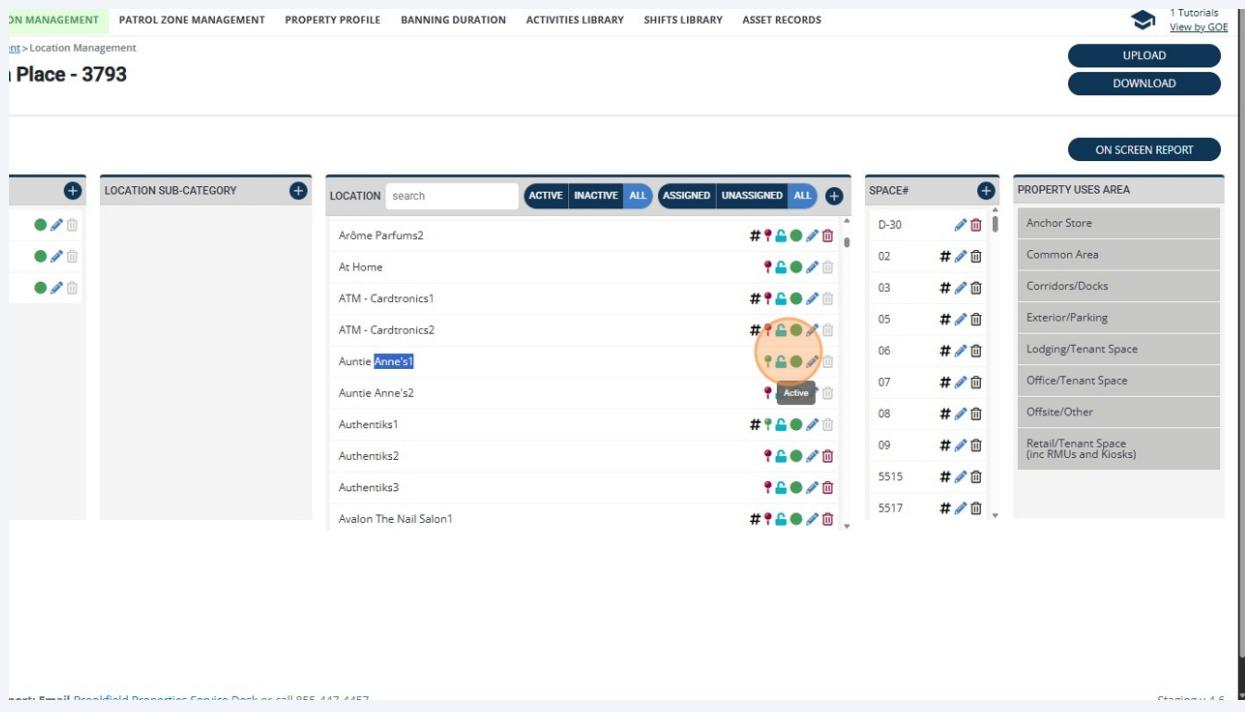
Double click the location you want to remove. (In this case "Auntie Anne's1")

The screenshot shows the 'LOCATION MANAGEMENT' tab selected in the top navigation bar. The main area displays a grid of locations. On the left, there are two dropdown menus: 'LOCATION CATEGORY' (with options Exterior, Interior, Offsite) and 'LOCATION SUB-CATEGORY' (with options Arôme Parfums2, At Home, ATM - Cardtronics1, ATM - Cardtronics2, Auntie Anne's1, Auntie Anne's2, Authentiks1, Authentiks2, Authentiks3, Avalon The Nail Salon1). The center grid lists these locations with columns for ACTIVE, INACTIVE, ALL, ASSIGNED, UNASSIGNED, and another ALL button. To the right, a vertical column shows 'SPACE#' (02, 03, 05, 06, 07, 08, 09, 5515, 5517, 5518) and 'PROPERTY USES' (Anchor Store, Common Area, Corridors/Doc, Exterior/Parkin, Lodging/Tenar, Office/Tenant, Offsite/Other, Retail/Tenant (inc RMUs and)). The location 'Auntie Anne's1' is highlighted with a red circle. A footer note at the bottom left reads: 'To contact customer support, email: support@broadbandcommunications.com or call 800.347.4457.'

8 Click "Yes".



9 Click on the green circle to make the tenant space show as inactive.



10 Click on the plus sign here to create a new location.

The screenshot shows the IMUS interface with the following details:

- Header:** TEST SITE, DO NOT ENTER ACTUAL LIVE DATA, MAXIMUS Alerts, Members of the jewelry industry have C E.
- Top Navigation:** ORGANIZATION MANAGEMENT, PROPERTY MANAGEMENT, ON MANAGEMENT, PATROL ZONE MANAGEMENT, PROPERTY PROFILE, BANNING DURATION, ACTIVITIES LIBRARY, SHIFTS LIBRARY, ASSET RECORDS.
- Left Sidebar:** Location Management, Carolina Place - 3793.
- Main Content:** A table listing locations with columns: LOCATION, ACTIVE, INACTIVE, ALL, ASSIGNED, UNASSIGNED, and ALL. The 'ALL' column contains an 'Add' button, which is circled in orange.
- Right Sidebar:** PROPERTY USES AREA, listing categories like Anchor Store, Common Area, Corridors/Docks, etc.
- Bottom Buttons:** UPLOAD, DOWNLOAD, ON SCREEN REPORT.

11 Click the "Location Name" text field.

The screenshot shows the MAXIMUS interface with the following details:

- Header:** TEST SITE, DO NOT ENTER ACTUAL LIVE DATA, MAXIMUS Alerts, Members of the jewelry industry have indicated that smash and grab da.
- Top Navigation:** HOME, GOE MANAGEMENT, ORGANIZATION MANAGEMENT, PROPERTY MANAGEMENT, MY PROPERTIES, LOCATION MANAGEMENT, PATROL ZONE MANAGEMENT, PROPERTY PROFILE, BANNING DURATION, ACTIVITIES LIBRARY, SHIFTS LIBRARY, ASSET RECORDS.
- Left Sidebar:** Home > Property Management > Location Management, Carolina Place - 3793.
- Main Content:** A table listing locations with columns: LOCATION, ACTIVE, INACTIVE, ALL, ASSIGNED, UNASSIGNED, and ALL. The 'ALL' column contains an 'Add' button, which is circled in orange.
- Bottom Buttons:** UPLOAD, DOWNLOAD, ON SCREEN REPORT.

12 Type in the name of the new tenant. (In this case "New Store")

13 Click on the "Description" text field and type in a description. (Optional)

The screenshot shows the MAXIMUS Alerts Property Management system. At the top, there are tabs for INCIDENT MANAGEMENT SYSTEM, MAXIMUS Alerts (which is active), and PROPERTY MANAGEMENT. Below these are sub-tabs: HOME, GOE MANAGEMENT, ORGANIZATION MANAGEMENT, MY PROPERTIES, LOCATION MANAGEMENT (which is active), PATROL ZONE MANAGEMENT, PROPERTY PROFILE, BANNING DURATION, ACTIVITIES LIBRARY, SHIFTS LIBRARY, and ASSET RECORDS. The main content area is titled "Carolina Place - 3793". On the left, there are two dropdown menus: "LOCATION CATEGORY" with options Exterior, Interior, and Offsite; and "LOCATION SUB-CATEGORY" with options Interior Common Areas, Interior Corridors and Docks, Offices, Retail Location, and Utility Spaces/Areas. In the center, there is a table for "LOCATION" with columns for search, ACTIVE, INACTIVE, ALL, ASSIGNED, UNASSIGNED, and ALL. A row for "New Store" is selected, and its "Description" field is highlighted with an orange circle. To the right, there is a "SPACE#" column with entries D-30, 02, 03, 05, 06, 07, 08, 09, 5515, and 5517, each with a corresponding row of icons. On the far right, there is a "PROPERTY USES" column with a list of categories: Anchor Store, Common Area, Corridors/Dock, Exterior/Parkin, Lodging/Tenar, Office/Tenant, Offsite/Other, and Retail/Tenant (inc RMUs and). The bottom of the page shows a navigation bar with Home, Property Management, Location Management, Logout, and Help.

14 Click the green floppy disk icon to save the new location name.

The screenshot shows the MAXIMUS Property Management system. In the center, there is a table titled 'LOCATION' with a search bar. A new location entry, 'New Store', is being typed into the search field. To the right of the search bar are buttons for 'ACTIVE', 'INACTIVE', 'ALL', 'ASSIGNED', 'UNASSIGNED', and another 'ALL' button. Below the search bar, there is a list of existing locations: ATM - Cardtronics2, Auntie Anne's1, Auntie Anne's2, Authentiks1, Authentiks2, Authentiks3, Avalon The Nail Salon1, Avalon The Nail Salon2, Avis Budget Car Rental, Lic1, and Avis Budget Car Rental, Lic2. On the far right, there is a sidebar titled 'PROPERTY USES AREA' listing categories like Anchor Store, Common Area, Corridors/Docks, etc. At the top of the screen, there are tabs for 'ORGANIZATION MANAGEMENT' and 'PROPERTY MANAGEMENT', and a navigation bar with links like 'ON MANAGEMENT', 'PATROL ZONE MANAGEMENT', 'PROPERTY PROFILE', etc. There are also 'UPLOAD' and 'DOWNLOAD' buttons at the top right.

15 Note: If you cannot find the store you created, click the "search" field and type in the location name.

The screenshot shows the MAXIMUS Property Management system. In the center, there is a table titled 'LOCATION' with a search bar. A location entry, 'AR Gold Treasure', is being typed into the search field. To the right of the search bar are buttons for 'ACTIVE', 'INACTIVE', 'ALL', 'ASSIGNED', 'UNASSIGNED', and another 'ALL' button. Below the search bar, there is a list of existing locations: Aerie1, Aerie2, Aerie3, Aéropostale1, Aéropostale2, Aéropostale3, Aéropostale4, ALDO, and All Season Sneaker. On the far right, there is a sidebar titled 'PROPERTY USES AREA' listing categories like Anchor Store, Common Area, Corridors/Docks, etc. At the top of the screen, there are tabs for 'TEST SITE' and 'PROPERTY MANAGEMENT', and a navigation bar with links like 'HOME', 'GOE MANAGEMENT', 'ORGANIZATION MANAGEMENT', etc. There are also 'MAXIMUS Alerts' and user profile links at the top right.

- 16 Click the location that you just created. (In this case "New Store")

- 17 Click on the now vacant space number that you want this location to move in to. (In this case "D-30")

18

Scenario 1 should now be complete. You should see a hashtag next to the space number. If you hover over it, it should show the location name of the new tenant.

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Scenario 2: Adding a location code because a new spot has been built.

19

Click on this plus sign next to "SPACE#".

The screenshot shows the IMUS GEMENT SYSTEM software interface. The top navigation bar includes 'TEST SITE', 'DO NOT ENTER ACTUAL LIVE DATA', 'MAXIMUS Alerts', user info ('Nathaniel Kusiolek', 'Test Katie'), and a search bar ('Members of the Jewelry industry'). Below the navigation is a menu bar with 'ORGANIZATION MANAGEMENT', 'PROPERTY MANAGEMENT' (selected), 'PATROL ZONE MANAGEMENT', 'PROPERTY PROFILE', 'BANNING DURATION', 'ACTIVITIES LIBRARY', 'SHIFTS LIBRARY', and 'ASSET RECORDS'. A sub-menu for 'Place - 3793' is open. On the left, a sidebar lists 'LOCATION SUB-CATEGORY' with items like 'Interior Common Areas', 'Interior Corridors and Docks', 'Offices', 'Retail Location', and 'Utility Spaces/Areas'. In the center, a table lists locations: 'New Store' (Space# D-30) is highlighted. To the right, a sidebar titled 'PROPERTY USES AREA' lists categories such as 'Anchor Store', 'Common Area', 'Corridors/Docks', etc. An orange circle highlights the '+' button next to 'SPACE#' in the table header.

20 Click on the text field "Space #" to title the new space number.

The screenshot shows the IMUS Management System interface. At the top, there's a header with the IMUS logo, 'TEST SITE DO NOT ENTER ACTUAL LIVE DATA', and a 'MAXIMUS Alerts' button. Below the header, there are tabs for 'ORGANIZATION MANAGEMENT' and 'PROPERTY MANAGEMENT', with 'PROPERTY MANAGEMENT' being active. Under 'PROPERTY MANAGEMENT', there are sub-tabs: 'LOCATION MANAGEMENT', 'PATROL ZONE MANAGEMENT', 'PROPERTY PROFILE', 'BANNING DURATION', 'ACTIVITIES LIBRARY', 'SHIFTS LIBRARY', and 'ASSET RECORDS'. On the right side, there are buttons for 'UPLOAD' and 'DOWNLOAD', and a link to 'ON SCREEN REPORT'. The main content area is titled 'Place - 3793'. It shows a list of locations under 'LOCATION SUB-CATEGORY'. One location, 'New Store', is highlighted with an orange background. To the right of this list is a table for 'SPACE#'. The first row of this table has a green header with 'Space #'. The second row contains the value 'D-30'. The third row contains '02'. The fourth row contains '03'. The fifth row contains '05'. The sixth row contains '06'. The seventh row contains '07'. The eighth row contains '08'. The ninth row contains '09'. The 'Space #' column for each row has a red circle around it, indicating it's the target for step 20. The 'Description' column for each row is empty.

21 Type in the new space number ID. (In this case "E-1")

22 Click on the "Description" field to give the space number a description. (Optional)

This screenshot shows the 'PROPERTY MANAGEMENT' section of the software. On the left, there's a sidebar with 'LOCATION SUB-CATEGORY' options like Interior Common Areas, Interior Corridors and Docks, Offices, Retail Location, and Utility Spaces/Areas. The main area displays a list of locations under 'ALDO' with columns for ACTIVE, INACTIVE, ALL, ASSIGNED, and UNASSIGNED status. A specific location, 'E-1', is selected and its details are shown in a modal. The 'Description' field in this modal is highlighted with a red circle, indicating where the user should click to enter a description. To the right, there's a 'PROPERTY USES AREA' sidebar with categories such as Anchor Store, Common Area, Corridors/Docks, Exterior/Parking, Lodging/Tenant Space, Office/Tenant Space, Offsite/Other, and Retail/Tenant Space (inc RMUs and Kiosks). Buttons for 'ON SCREEN REPORT', 'UPLOAD', and 'DOWNLOAD' are also visible.

23 Click on the green floppy disk icon to save the new space number.

This screenshot shows the same 'PROPERTY MANAGEMENT' interface as the previous one. The 'Description' field in the 'E-1' location modal now contains the text 'Space Number'. The green 'Save' button at the bottom right of the modal is highlighted with a red circle, indicating the next step. The rest of the interface remains consistent with the first screenshot, showing the list of locations and the sidebar for property uses.

24 Click on the new space number.

The screenshot shows a software interface for managing locations. On the left, there's a sidebar with categories like 'LOCATION SUB-CATEGORY' (Interior Common Areas, Interior Corridors and Docks, Offices, Retail Location, Utility Spaces/Areas) and a main table for 'LOCATION' (ALDO, All Season Sneaker, Allure1, Allure2, American Diva1, American Diva2, American Eagle Outfitters1, American Eagle Outfitters2, Armoury At Champs Sports, Arôme Parfums1). To the right, a 'SPACE#' column lists numbers 32 through E-1. A vertical orange circle highlights the space number 'E-1'. On the far right, a 'PROPERTY USES AREA' sidebar lists categories such as Anchor Store, Common Area, Corridors/Docks, Exterior/Parking, Lodging/Tenant Space, Office/Tenant Space, Offsite/Other, and Retail/Tenant Space (inc RMUs and Kiosks). Buttons for 'UPLOAD' and 'DOWNLOAD' are at the top right, and an 'ON SCREEN REPORT' button is at the bottom right.

25 If you have not done so already, add a new location for the new space number, following the instructions from scenario 1.

This screenshot shows the 'IMUS GEMENT SYSTEM' interface. The top navigation bar includes 'TEST SITE', 'MAXIMUS Alerts', '0 Tutorials', 'Trending View', 'Change Password', 'Nathaniel Kusolek', 'Test Katie', and a user icon. Below the navigation, tabs for 'ORGANIZATION MANAGEMENT' (selected), 'PROPERTY MANAGEMENT', 'PATROL ZONE MANAGEMENT', 'PROPERTY PROFILE', 'BANNING DURATION', 'ACTIVITIES LIBRARY', 'SHIFTS LIBRARY', and 'ASSET RECORDS' are visible. A 'Place - 3793' link is in the top left. On the right, there are 'UPLOAD' and 'DOWNLOAD' buttons, and an 'ON SCREEN REPORT' button. The main area features a sidebar with 'LOCATION SUB-CATEGORY' (Interior Common Areas, Interior Corridors and Docks, Offices, Retail Location, Utility Spaces/Areas) and a 'LOCATION' table (AR Gold Treasure, Aerie1, Aerie2, Aerie3, Aéropostale1, Aéropostale2, Aéropostale3, Aéropostale4, ALDO, All Season Sneaker). A vertical orange circle highlights the 'Add' button in the 'LOCATION' table header. To the right, a 'SPACE#' column lists numbers 32 through E-1. A vertical orange circle highlights the space number 'E-1'. On the far right, a 'PROPERTY USES AREA' sidebar lists categories such as Anchor Store, Common Area, Corridors/Docks, Exterior/Parking, Lodging/Tenant Space, Office/Tenant Space, Offsite/Other, and Retail/Tenant Space (inc RMUs and Kiosks).

26

Click on the location that you want to assign to the space number. (In this case "New Store 2")

The screenshot shows the MAXIMUS Alerts Incident Management System interface. The top navigation bar includes 'MAXIMUS Alerts' and tabs for 'HOME', 'GOE MANAGEMENT', 'ORGANIZATION MANAGEMENT', 'PROPERTY MANAGEMENT' (which is selected), 'MY PROPERTIES', 'LOCATION MANAGEMENT', 'PATROL ZONE MANAGEMENT', 'PROPERTY PROFILE', 'BANNING DURATION', 'ACTIVITIES LIBRARY', 'SHIFTS LIBRARY', and 'ASSET RECORDS'. Below the navigation is a breadcrumb trail: 'Home > Property Management > Location Management'. The main content area is titled 'Carolina Place - 3793' and shows a list of locations. On the left, there are two dropdown menus: 'LOCATION CATEGORY' (with options Exterior, Interior, Offsite) and 'LOCATION SUB-CATEGORY' (with options Interior Common Areas, Interior Corridors and Docks, Offices, Retail Location, Utility Spaces/Areas). In the center, a table lists locations with columns for 'LOCATION' (containing 'new store'), 'ACTIVE', 'INACTIVE', 'ALL', 'ASSIGNED', 'UNASSIGNED', and 'ALL'. Two rows are shown: 'New Store' and 'New Store 2'. An orange circle highlights 'New Store 2'. On the right, there is a table for 'SPACE#' (32, 33, 34, 36, 39, 4, 40, 5541, D-41, E-1) and 'PROPERTY USES' (Anchor Store, Common Area, Corridors/Dock, Exterior/Parkin, Lodging/Tenanc, Office/Tenant, Offsite/Other, Retail/Tenant (inc RMUs and)). The row for 'E-1' is also highlighted with an orange circle.



If you hover over the space number #, it should say the new location name. If you hover over the location #, it should say the new space number.

27 Click "HOME".

28 Click on the Map Management module.

29 Click on "Position Objects on Maps".

The screenshot shows the MAXIMUS Incident Management System interface. At the top, there's a header with the MAXIMUS logo, a TEST SITE notice, and user information like 'Nathaniel Kusiolek'. Below the header, the 'MAP MANAGEMENT' tab is selected. The main area is titled 'MAP MANAGEMENT' and shows a table with columns for 'FLOORPLAN NAME', 'DESCRIPTION', 'DATE UPDATED', 'BY WHOM', and 'THUMBNAIL'. A search bar at the top right says 'Select Property/Subunit' and 'Property/Subunit'. An orange circle highlights the 'Position Objects on Maps' link in the left sidebar.

30 Click the "Property/Subunit" field.

The screenshot shows the XIMUS Management System interface. At the top, there's a header with the XIMUS logo, a TEST SITE notice, and user information like 'Test Katie'. Below the header, the 'MAP MANAGEMENT' tab is selected. The main area shows a map of Canada with cities like Vancouver, Calgary, and Winnipeg labeled. Above the map, there's a 'SELECT MAP' section and a 'Location' search bar with buttons for 'ALL', 'PINNED', and 'UNPINNED'. An orange circle highlights the 'Property/Subunit' field in the search bar.

31

Click the property you are creating a new space and location for. (In this case "Carolina Place")

The screenshot shows the MAXIMUS Management System's MAP MANAGEMENT interface. At the top, there is a banner with the MAXIMUS logo and a message about recent robberies. Below the banner, the 'MAP MANAGEMENT' section is visible. A dropdown menu titled 'Select Property/Subunit' is open, listing various locations. The item 'Carolina Place' is highlighted and circled in orange. Below the dropdown, a map of the western United States and parts of Canada is displayed, showing cities like Vancouver, Calgary, Spokane, and Winnipeg.

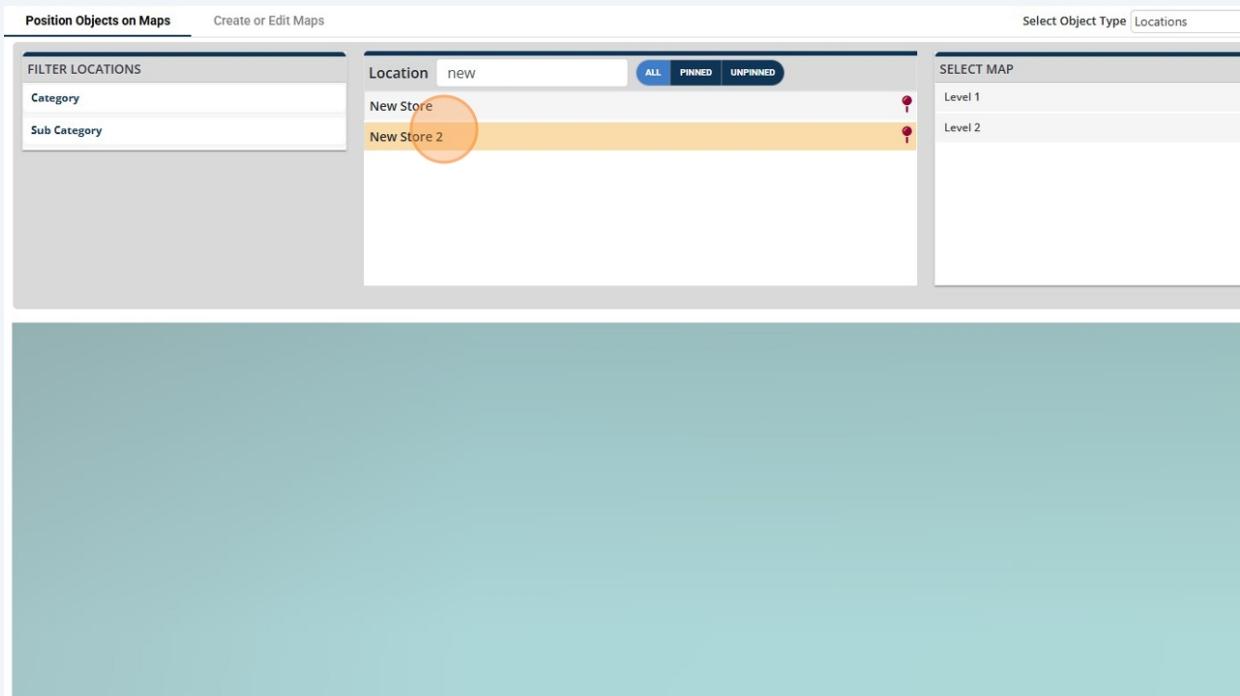
32

Click the "Search" field.

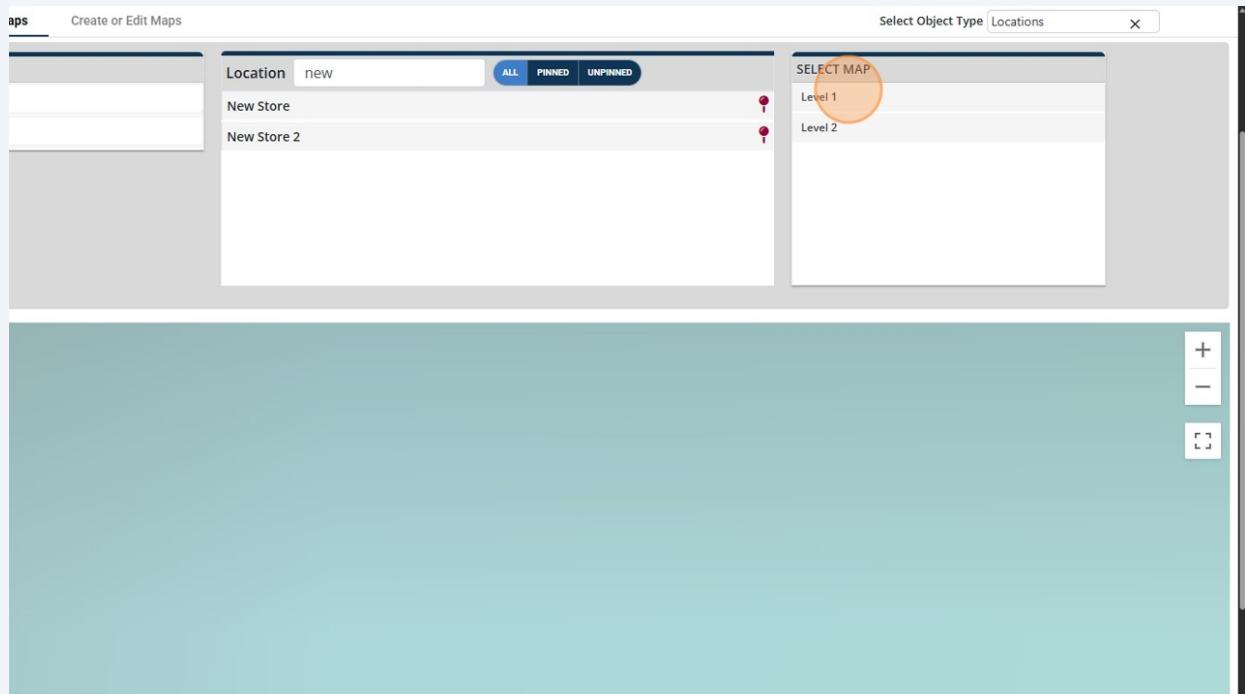
The screenshot shows the MAXIMUS Management System's Position Objects on Maps interface. The header includes a 'Create or Edit Maps' button and a 'Select Object Type' dropdown set to 'Locations'. Below the header, there is a search bar with the word 'Search' highlighted by an orange circle. To the left, there is a 'FILTER LOCATIONS' section with 'Category' and 'Sub Category' dropdowns. The main area displays a list of locations with their status (e.g., PINNED, UNPINNED) and edit icons. To the right, there is a 'SELECT MAP' section showing levels 1 and 2.

33 Type in the name of the new location that you want to pin to the map.

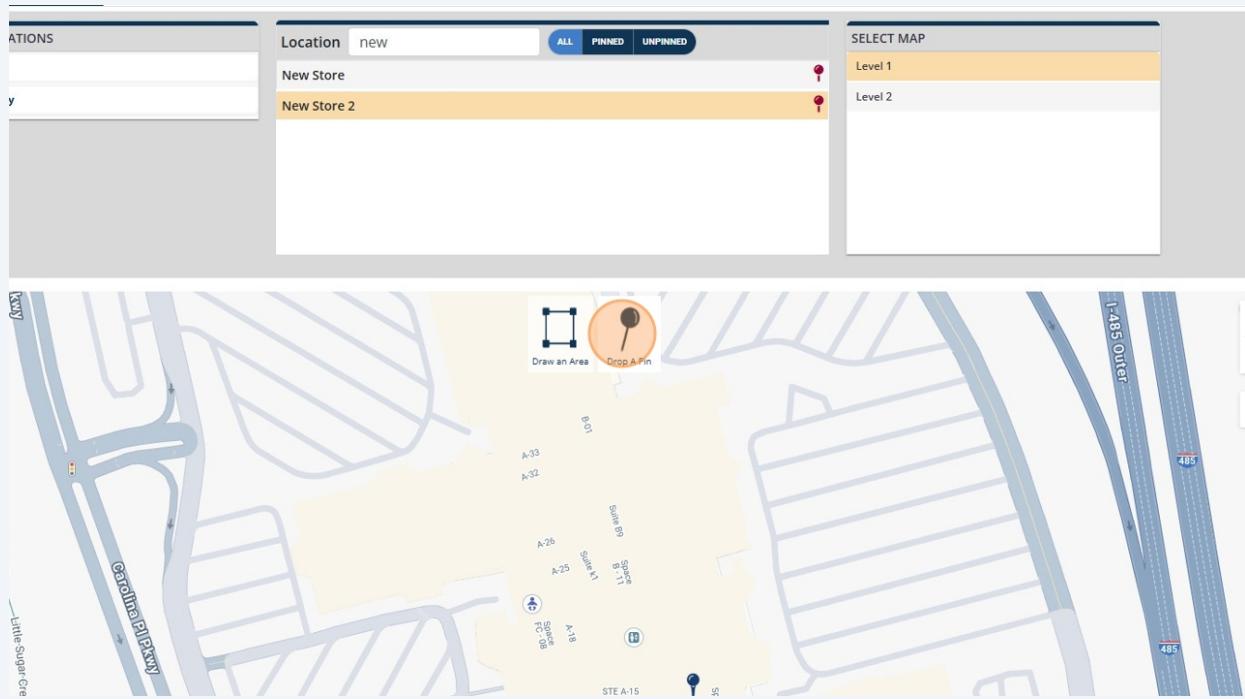
34 Click on the new location. (In this case "New Store 2")



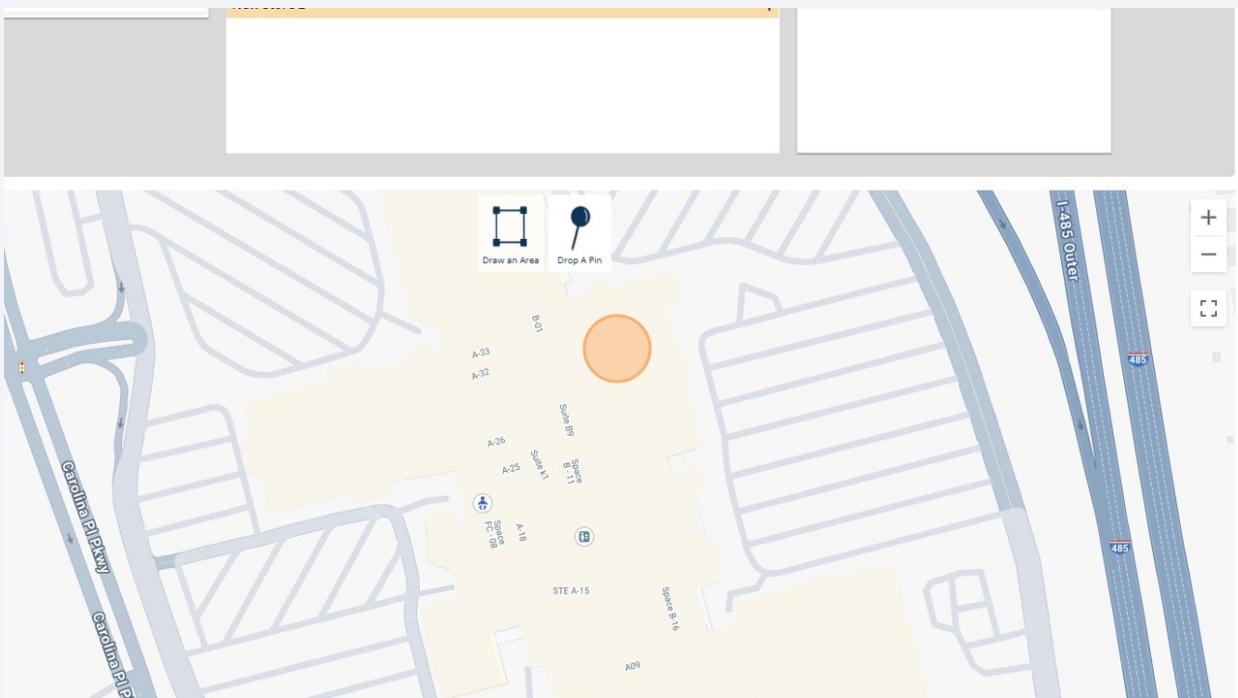
35 Click the floor you want to add a pin to. (In this case "Level 1")



36 Click on the "Drop A Pin" button.



37 Click where the new space is.



38 Scenario 2 is now complete (the page autosaves). You should see the pin on the map where you clicked. If you want to move the pin, simply click "Drop A Pin" again and place the pin in the correct spot.