Office Buildings Program (OB) Data Entry Manual

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İ. BUILDING RECORDS

A. To Find an Already Existing Building Record:

1. Select Data/Buildings or the Green book icon in the left column
2. Click on "Find Address" in lower left corner or enter reference number in field to the left of the "Find Address" button.

3. "Find a Building" window appears, with current address highlighted.
4. Type new address.
5. If address already exists, it should appear; press "Select"
6. If address does not appear, it might need to be created.

B. To Create a New Record:

1. In Building window, click on "New Bldg"
2. "New" window appears; chose whether you want new building or Park Header (in most cases, it will be an individual building.). Click on space next to whatever you need.

3. Choose a reference prefix regarding what city new building is in/what book building will be in, then click "OK."

4. "Add New or Select Address for Building" window will appear; type in new address, then click on "New."

5. If record already exists, or the new address is very similar to an already existing record, you will be prompted with "STOP!!!" The computer will warn you that you creating two of the same record, and will ask you if you want it. If record IS a duplicate of an already existing record, click on "No." If record is NOT a duplicate, or you still want it, click on "YES."
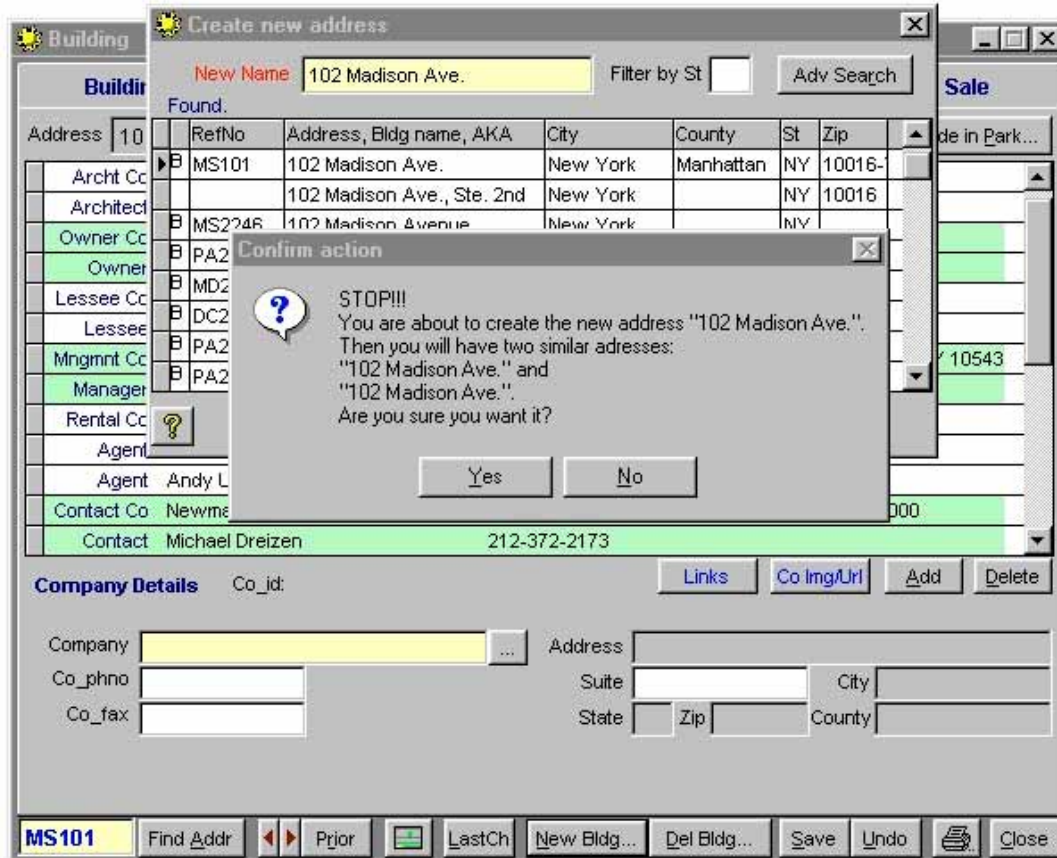
6. If record does not already exist, continue typing address, then click on "OK." Computer will create a new record, complete with new reference number.
7. Before you enter any more information, go to the "More" section of the record, and click on "Markets." Chose the Region, Market, and, (if you have it), Submarket based on where the building is located. Click "OK." You will not be allowed to move forward without entering a Market.
8. Enter the rest of the information (where appropriate) for the rest of the new record.

C. To Put a Record into an Office Park/Park Header:

1. You will have to hit the "Prior" button (in the lower left hand corner) to actually include a building in a park (go from prior record back to original). This is a quirk in the program.
2. Click on "Include in Park", at upper right hand corner of record.
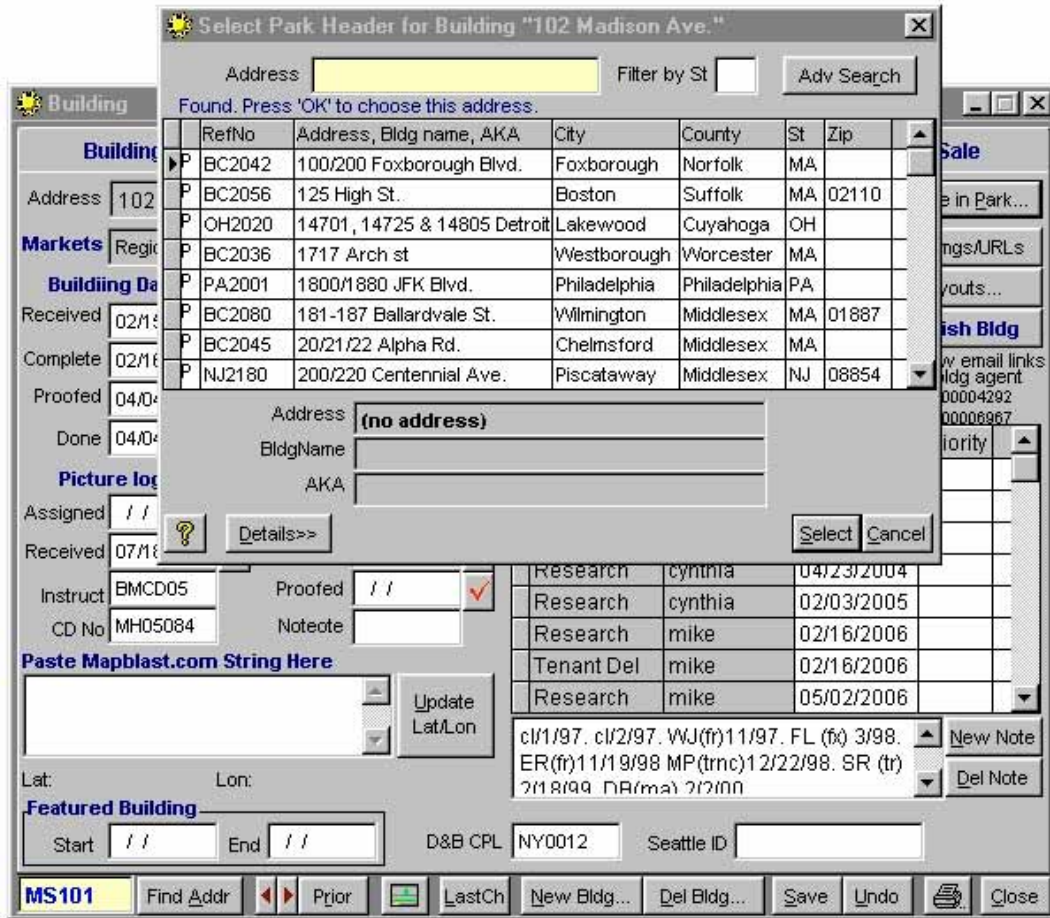
3. Window "Select Park Header for Building" will appear on top line. Starting at prompt next to address, type in desired Park Header address.
4. If desired Park Header exists, it should appear on top line; click on the address, then click on "Select."
5. Park Header name will now appear in space next to "Park." "Include in Park" should now say "Park Options."

D. To Remove a Record from an Office Park/Park Header:

1. Click on "Park Options."
2. Bottom line of "Park Options" reads "Exclude from Park." Click on that line.
3. Park Header name will be gone from space next to "Park"; "Park Options" will have changed to "Include in Park."

E. To Add Owner, Management Company or Rental Company:

1. Go to "Company" area of record.
2. Click on top line of desired category (Owner Co., Management Co., Rental Co.).
3. Click on "Add" at lower right hand corner.
4. Formerly blank line in desired area (where company would be) will now be highlighted.
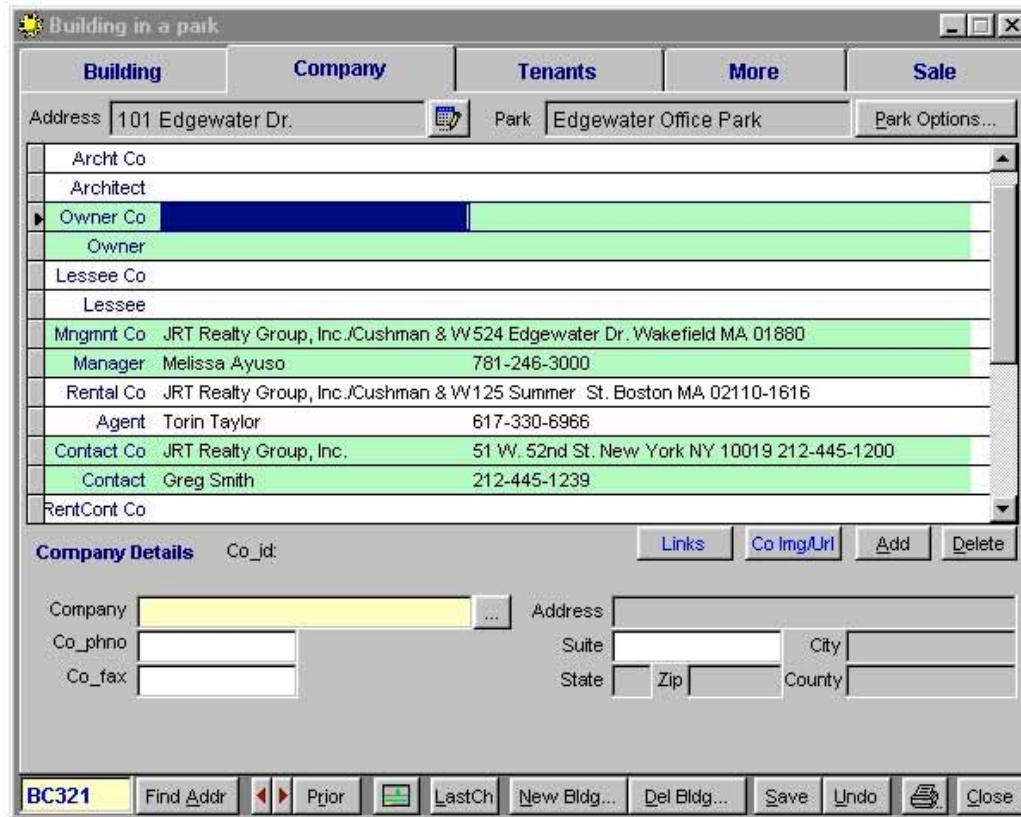
5. Under "Company Details" at lower left-hand corner, click on square to the right of line that says "Company."

6. Window which says, "Select Owner/Management Co./Rental Co. will now appear. In the space next to "Company", type in desired company name.

7. If company is already in our database, it will appear, with a list of various branches in the database. Choose the appropriate one, click on it, then click on "OK."
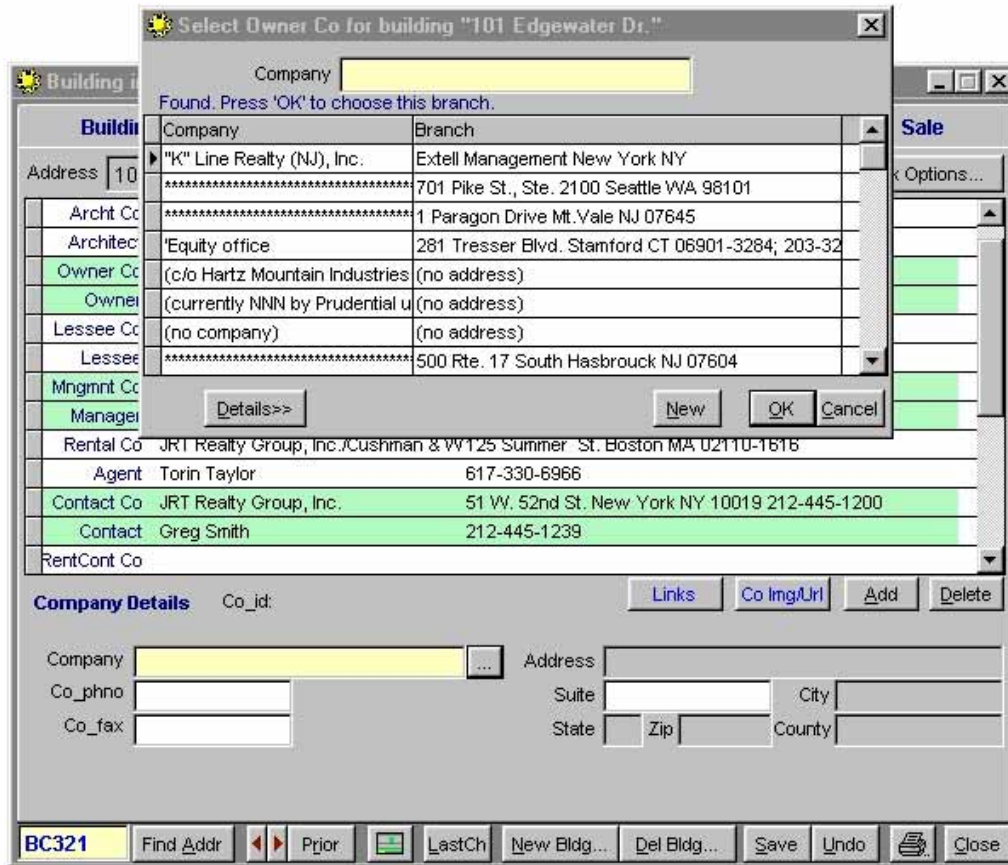8. Selected company will now appear in the selected (Owner/Management/Rental) space.
9. If company isn't in database, type in the new company name, then click on "New."
10. You will be prompted to add the address if you have it. If not, click on "OK", and new company will appear without an address.

F. To Delete Companies:

1. Click on company you wish to delete.
2. Click on "Delete" at lower right hand corner.
3. Deleted company will now disappear from category.

II. PARK HEADERS

A. General Rules:

1. Park Headers contain "Common Areas." That is, areas where information that is pertinent to ALL the buildings in an Office Park is listed. These items may include: Owner Companies/Agents, Management Companies/Agents, /Rental Companies/Agents, Architectural Companies, Building Services, Comments, Hours Open, Plot Area, and Indoor/Outdoor Parking. In most cases, this applies only to items for all the buildings; if, for example, an entire Office Park has 200 Outdoor Parking spaces, that should be listed in the Park Header, not in the individual records for each building.

2. If the Owner/Management/Rental is different in one record than it is in the other records, that company/entity should be listed in the individual record. The companies/entities for the other records should also be listed in the individual records, and taken out of the Park Header. If not, they will create duplications of the company listing in the Park Header AND the individual record will be listed when the record is printed.
3. Contact companies and agents should never be listed in a Park Header. They should always be in the individual records (even if they match the information for the entire park).
4. Exceptions to the general rule include:
   A. Amenities in the Building Service area, (i.e., Fitness Centers, Dry Cleaning, Picnic Areas, etc.) If the item is located in only one building, but it can be used by everyone in the Office Park, it should be listed in the Park Header, not in the individual records.
   B. Individual plot areas can be listed with individual buildings even if a plot area for the park already exists. If the plot area for an individual building is 10 acres, and the Plot Area for the entire Office

Park is 50 acres, they can both be listed, because they are both accurate and are not duplication of information.

III. TENANTS

A. To add new Tenants to Records:

1. Click on the section of the record marked "Tenants." Office Tenants will be listed first, in the light green fields, Retail Tenants will be listed below them, in the white fields. You may have to click on the screen for the tenants to appear.
2. To add an office tenant, click on the greenlettered box marked "Add O." To add a retail tenant, click on the white-lettered box marked "Add R." (Both boxes appear at the lower right, below the tenants list.)

3. A window with "Select Office/Retail Tenants for building" will appear. Starting at the cursor, type the name of the tenant to be added.
4. If the tenant is already in the database:
   A. You will get the message "Found. Press 'OK' to choose this branch." in blue letters under the name you typed. A copy of the name will appear on the top line of the list under "Company."
   B. You may click on this line, then click on "OK", or, if you are sure of the spelling of the tenant name you entered, simply click "OK."
   C. The new tenant will now appear in the "Office" or "Retail" section of the list of the given record.

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5. If the tenant is not already in the database:
   A. You will get the message "No Match. Press 'New' to add new company." in red letters.
   B. Click on "New." The new tenant will now appear in the record.

B. To Delete Tenants from Records:

1. Click on the tenant you wish to remove.
2. Next to "Add O" and "Add R", there is a box marked "Delete." Click on that box.
3. The tenant will disappear form the record. Click on "Save."

C. To Rename Tenants:

1. Click on "Save."
2. Click on the desired tenant. The tenant's name will now appear below the list in the "Company" field. In this field, there is a small "Edit" box to the right of the company name. Click on this box.
3. A window for "Tenants companies" will appear, with the original name of the tenant listed. Click on "Rename."
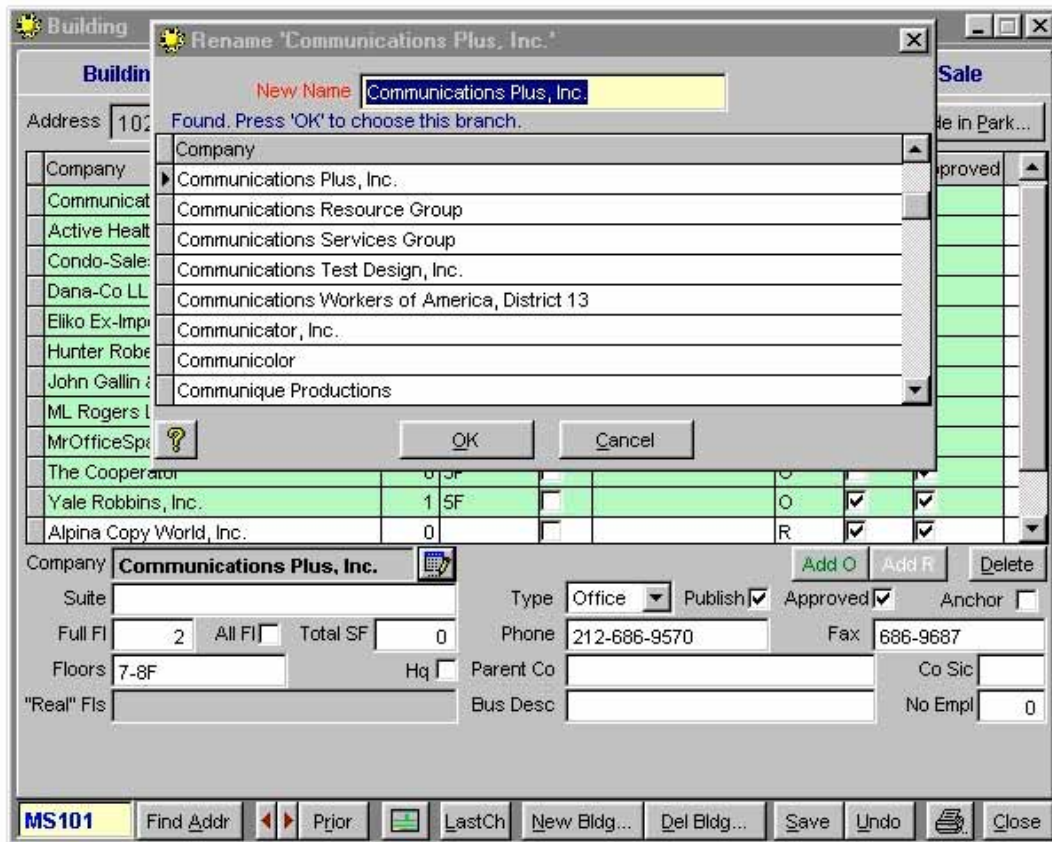
4. Type in the new tenant name. Click on "OK."
5. Screen will now return to the "Tenants" list of the given record. Click on "Save" for new name to appear.

D. General rules for tenants:

1. For Field Research DataEntry:
   A. Add enough tenants to have at least ten tenants listed. Beyond that, the new tenants should be entered, but go to the "Publish" column to the right and remove the check mark by clicking on it. The tenant will still be in the database, but it will not appear on Proof Reports, building Sheets, or the final pages of the books themselves.
   B. Certain companies we always add to be published. These would be; tenants which occupy a full floor; financial companies; Fortune 500 companies; or companies which are very well known, so they can be recognized by name.
   C. Some records will already have more than ten tenants. In this case, only the types of companies listed above should be published.

2. For Phone Research DataEntry:
   A. Add all tenants obtained by Phone Research to the record; unless the number of new tenants added is extremely excessive (20 or more), they should be checked to "Publish."
   B. Due to space constraints for each record in the book, the editors, at their discretion, may decide not to publish all the given record's tenants in the book. The smaller, less significant ones are expendable. In general, try to match the number of deleted tenants to the number of those added to be published.

3. Floor Listings for Tenants:
   A. The floors tenants occupy will be listed under the column marked "Floors." If the number has a "P" next to it, that means the tenant occupies only a part of the given floor; "F" next to the number indicates the tenant occupies the entire floor.
      i)   EXAMPLE: 7P the tenant occupies part of the 7th floor.
      ii)   7F the tenant occupies the entire 7th floor.
   B. NOTE: If two tenants are on the same floor, they must both have a "P" next to the floor number; if one has "F" next to it, that is incorrect, as one tenant cannot occupy an ENTIRE floor and another tenant ALSO occupying a part of the same floor. The only exception to this rule is if the given record actually has more than one building to it, such as a Building A and Building B, or an East and West Building, etc. Two different tenants obviously cannot occupy the very same space in the very same building.
   C. Next to the "Floors" column is a column marked "Full Fl." (meaning "Full Floors") This indicates the number of full floors each tenant occupies.
      i)   EXAMPLE 1: 8P, 9F the tenant occupies one full floor, so "1" should go under "Full Fl." for this tenant (since the 8P indicates only a partial floor, it naturally will not be listed in this column.)
      ii)   EXAMPLE 2: 24F, 6F the tenant occupies all of the 2nd, 3rd, 4th and 6th floors. Therefore, "4" should go under "Full Fl."

D. In "Office Tenant" and "Retail Tenant" groupings, tenants are listed alphabetically. If, however, a tenant occupies more than one full floor of the building, that tenant comes before others. The tenant with the most full floors is listed first. For example, if tenant A occupies 2 full floors, and tenant B occupies 3 full floors, tenant B is on the top of the list, with tenant A underneath.

A. All the other tenants, with 1 or no full floors, will be listed underneath, in alphabetical order.
B. In some cases, a tenant will occupy every floor in a building. In that case, go the to the column marked "All Fl" ("All Floors") and click on it, to put a check mark in the box.
C. If the tenant company has a phone number, click on the area under "Phone" and type in the number; as with brokers and other contacts. However, do not put in a toll free ("800") number unless it is the only number available.

4. *"Types of Business"*
   A. The column next to "Phone", marked "Type", indicates the given tenant's type of business; "O" for office, "R" for retail.
   B. If you click on the letter, and change the type of business, the tenant will move to the other list.
      i)   EXAMPLE: A tenant has an "O" under "Type." If you click on that box, and type in "R", then press "Save," that tenant will now move to the Retail Tenants list. If a tenant has "R" under "Type", and you click on it, type in "O", then press "Save", that tenant will move into the Office tenants list.
   C. In rare cases, you will see a tenant that has neither "O" nor "R" under type. Those tenants appear ABOVE the Office Tenants, in a white field. Try and determine what type of business they are, and put them under the appropriate business type.
   D. Usually, businesses can fit in either one list or the other, and should not be in both. Banks, for example, are an exception, as a bank can occasionally have a retail branch AND office space in the same building.

IV. ADDING COMPANIES

1. *Adding Companies Already in the Database:*
   A. Click on the field where you wish to enter the new company/entity ("Owner Co.", "Mngmnt Co.", "Rental Co.", etc.)
   B. Click on the "Add" button on the lower right hand corner of the window.
   C. Under "Company Details" in the lower left-hand corner of the window, there is a small box next to the field marked "Company." click on that box.
   D. The window "Select Owner/Mngmnt/Rental Co. for building..." will appear. Type in the company name in the field marked "Company."

   E. If the company is already in the database, it will appear under the "Company" field. "Found. Press OK to choose this branch." will appear in blue letters under the "company" field.
   F. If the company name AND address is correct, click on the desired company, then click on "OK." The company will now appear in the desired record.

G. If the company name is correct, but the address listed at the top is not the correct one, scroll down until you reach the correct branch/address, click on it, then click on "OK."

2. *Creating New Listings for the Database:*
    A. If, after you have completed steps A through D listed above, the desired company is not in the database, "No match. Press 'New' to add new company." will appear in red letters under the "company" field.
    B. In this case, click on the company you just typed then click on "New."
    C. A window marked with "Select address for company '...'" will now appear. There will be a field with "Address" next to it, but the field itself will have "(no address)." Under this, "Found. Press 'OK' to choose this address" will appear in blue letters.

3. Type in the street address inside the "Address" field.
    A. After this, a window listing similar addresses will appear. If the desired address appears, click on it, then click on "OK." The desired company will now appear in the record.
    B. If the desired address is not listed, click on "New" next to "OK."   G) A window with fields for city, county, state and zip code will appear. Enter the city, state, zip code, and (if you have it), county, then click on "OK." The desired company will now appear in the record.
    C. If there is no address, when "(no address)" is listed in the "Address" field, simply click on "OK." The desired company will appear in the record, albeit without an address.

4. *Adding New Addresses for Companies Already in the Database:*
    A. Sometimes, the desired company is already listed in the database, but a new address/branch will need to be added. In this case, after you have typed the desired company name in the field marked "Company", click on "New" rather than "OK."

B. You will be prompted with a small window marked "New", asking if you are creating a new company, or simply creating a new branch (By default, it always starts out with "Branch" marked off.) Click "OK."

C. You will be sent to the window with the field marked "address."

➢ From here, follow the procedures listed above to add a new address/branch for the desired company.

V. DELETING COMPANIES

1. Click on the company you wish to delete.
   A. There is a box marked "Delete" at the lower right hand corner of the "Company" window. Click on this.
   B. If there was only one company, the field in which it appeared will now be empty. If there was more than one company listed in the given field, the deleted listing will simply disappear.
   C. SOME NOTES REGARDING OWNERS, MANAGEMENT AND RENTAL COMPANIES:
2. Usually, there should be only one Owner Company, Management Company, and Rental Company for each record. In certain instances, however, there may be more than one company for any or all of these areas. This may be due to:
   A. More than one company actually IS handling the given duties, or :
   B. The same company is listed, but there is more than one contact/agent, and they are at different addresses. As a result, the same company will be listed more than once, with the corresponding address/branch for each contact.
   C. In many cases, however, these will be duplicates, and Phone and/or Field Research should check them. If they are duplicates, they should naturally be deleted.
3. Under Rental Companies, we list only companies, which lease directly. Companies which "Subleases" will not be listed.