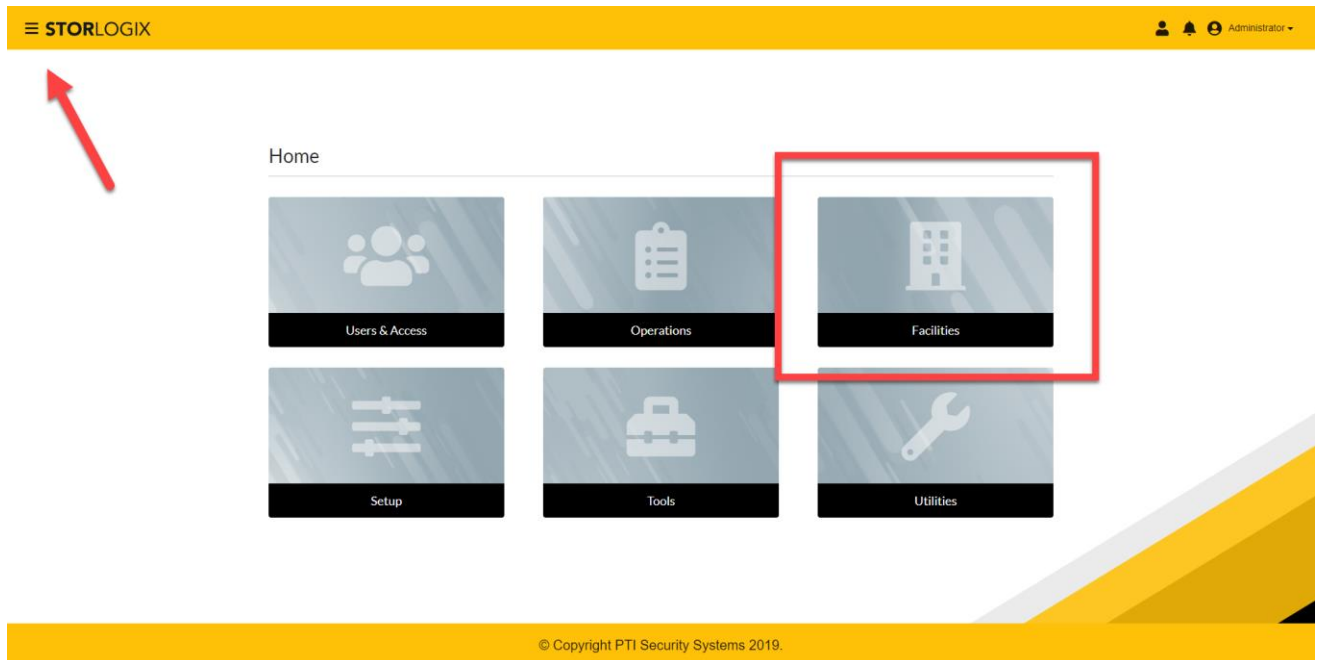# How to Edit Elevators in StorLogix

Adding and Editing Elevators

To add and edit elevators in StorLogix:

1. Click on your **Facilities** in the home screen. (Alternatively, you can click on the three bars in the top left corner to display the Navigation Menu)

2. You will be directed to the Buildings page. You should select **Elevators** on the top navigation bar. This will change screens to a list of elevators by their name, building and floors.

3. Click on the yellow button that says **Add Elevator** on the top right.
   a. To edit an elevator, just double click on the row the elevator is on, and it will open a pop-up screen.

4. Upon clicking on **Add Elevator**, you will be presented with a pop-up screen with details to fill out. Once you fill out **Details**, click **Next** on the bottom right corner.
    a. Enter the name of the elevator
    b. Select the **Building** the elevator is in. The buildings should already be set up. If not, refer to "StorLogix – Add or Edit Buildings"
    c. Set the **Highest Floor** number and the **Lowest Floor** number, each floor needs to be set up as its own access area. (Refer to "StorLogix – Add Access Area"

5. The next screen will be the **Relays** screen, select the floor, and then select the relay to control the elevator button for the floor. Hit **Submit** when you are finished.