
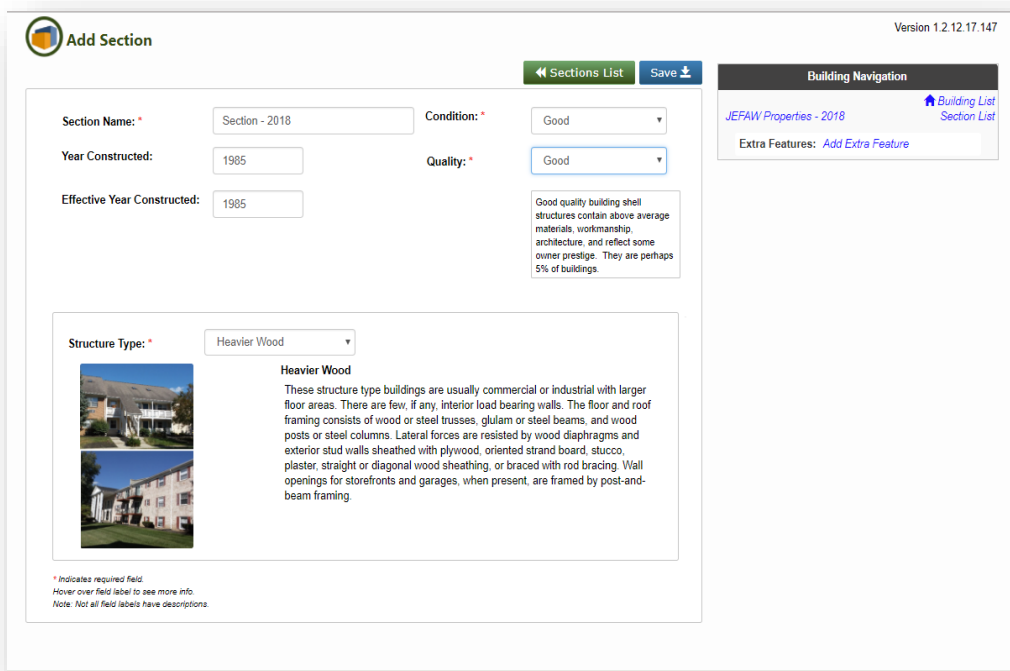


## Step 2 - Add Section

1. Complete the **Add Section** form:

- Enter the details requested on the form. The **Section Name** is a name you assign to identify the section on the reports. Depreciation can be applied per section.
- A description is included for the Quality to assist the user in choosing the best choice for this building.
- **Structure Type:** A detailed description of the Structure Type chosen will assist the user in choosing the correct type. Click [Save](#) 



The screenshot shows the 'Add Section' form with the following fields and content:

- Section Name:** Section - 2018
- Year Constructed:** 1985
- Effective Year Constructed:** 1985
- Condition:** Good
- Quality:** Good
- Structure Type:** Heavier Wood

**Quality Description:** Good quality building shell structures contain above average materials, workmanship, architecture, and reflect some owner prestige. They are perhaps 5% of buildings.

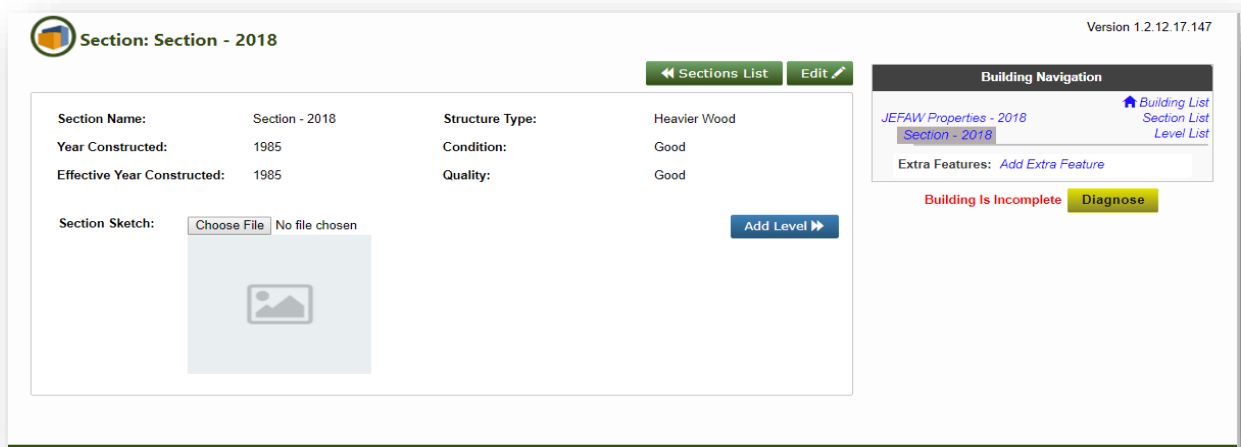
**Structure Type Description:** **Heavier Wood**  
These structure type buildings are usually commercial or industrial with larger floor areas. There are few, if any, interior load bearing walls. The floor and roof framing consists of wood or steel trusses, glulam or steel beams, and wood posts or steel columns. Lateral forces are resisted by wood diaphragms and exterior stud walls sheathed with plywood, oriented strand board, stucco, plaster, straight or diagonal wood sheathing, or braced with rod bracing. Wall openings for storefronts and garages, when present, are framed by post-and-beam framing.

**Building Navigation Pane:** JEFAM Properties - 2018, Building List, Section List, Extra Features: Add Extra Feature

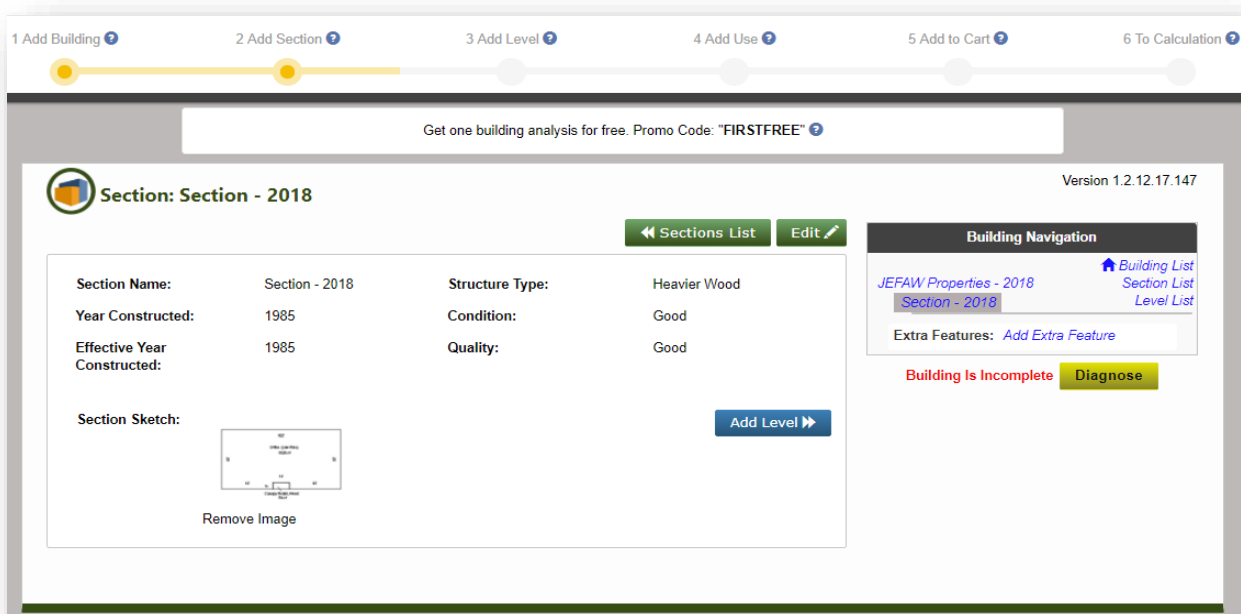
\* Indicates required field.  
Hover over field label to see more info.  
Note: Not all field labels have descriptions.

- Note that the building name you assigned appears in the **Building Navigation Pane**.

- The Section summary will display the section information entered. A **Section Sketch** may be uploaded by clicking the **Choose File** button.



- This Section is now complete. Note the Building Navigation on the right of this screen has changed. The highlighted item indicates where you are currently.



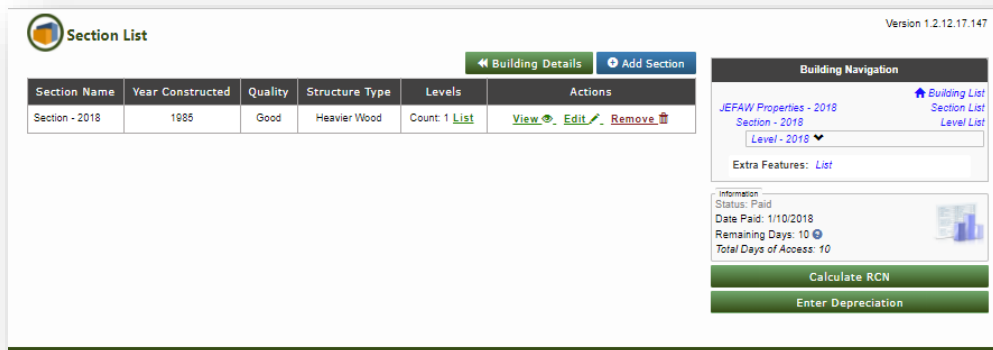
Also, the progress bar at the top of the screen now shows that **Building** data and **Section** data have been added. The building is incomplete because **Level** data and **Use** data have not been added.

More Information about Sections:

A building may have multiple sections because it has areas with

- 1) Different years of construction, and/or
- 2) Different structure types among the 9 defined structure types.

A different floor level within the same building section IS NOT a different section



Section List Version 1.2.12.17.147

[← Building Details](#)   [+ Add Section](#)

Section Name	Year Constructed	Quality	Structure Type	Levels	Actions
Section - 2018	1985	Good	Heavier Wood	Count: 1 <a href="#">List</a>	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Remove</a>

**Building Navigation**

JEFAW Properties - 2018 [↑ Building List](#)

Section - 2018 [Section List](#)

Level - 2018 [Level List](#)

Extra Features: [List](#)

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**Information**

Status: Paid

Date Paid: 1/10/2018

Remaining Days: 10 [🕒](#)

Total Days of Access: 10

[Calculate RCN](#)

[Enter Depreciation](#)

4. **Next Step:** [Add Level ▶▶](#)