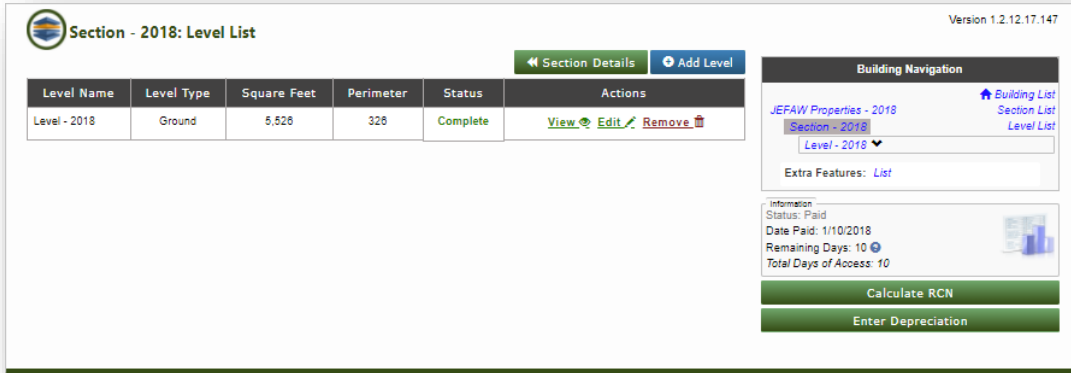


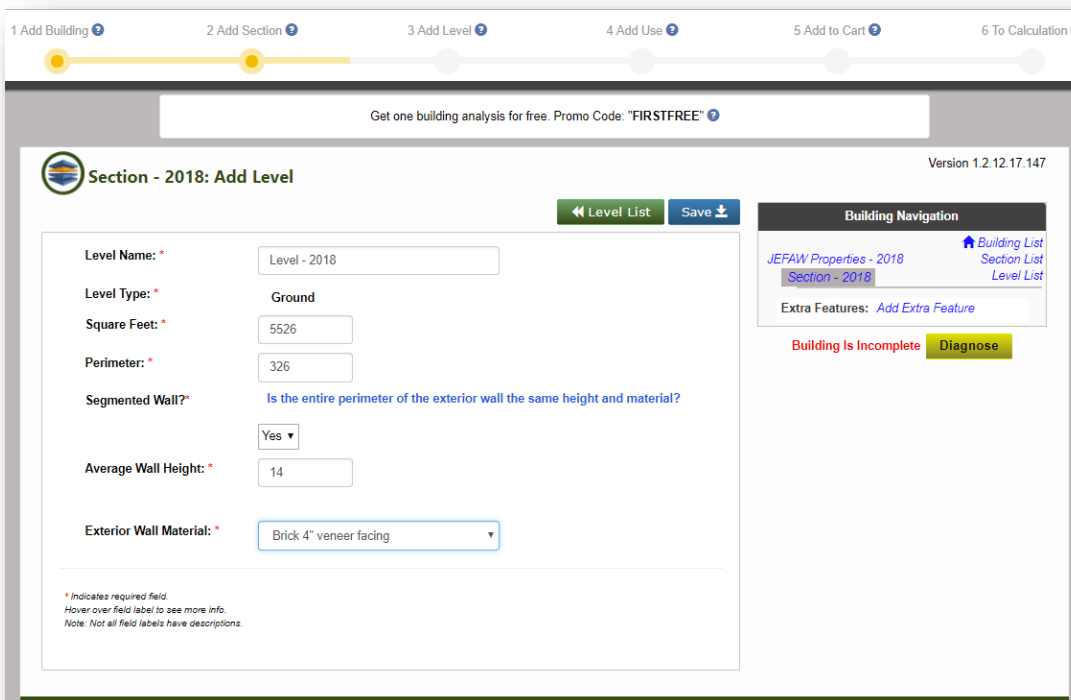
# Step 3 - Add Level

1. A Level is commonly known as a floor (i.e. Basement, First, Ground). A Building may have multiple Sections and a Section may have multiple levels. Levels are assigned to Sections. Level Names are assigned by the user and printed on the reports.



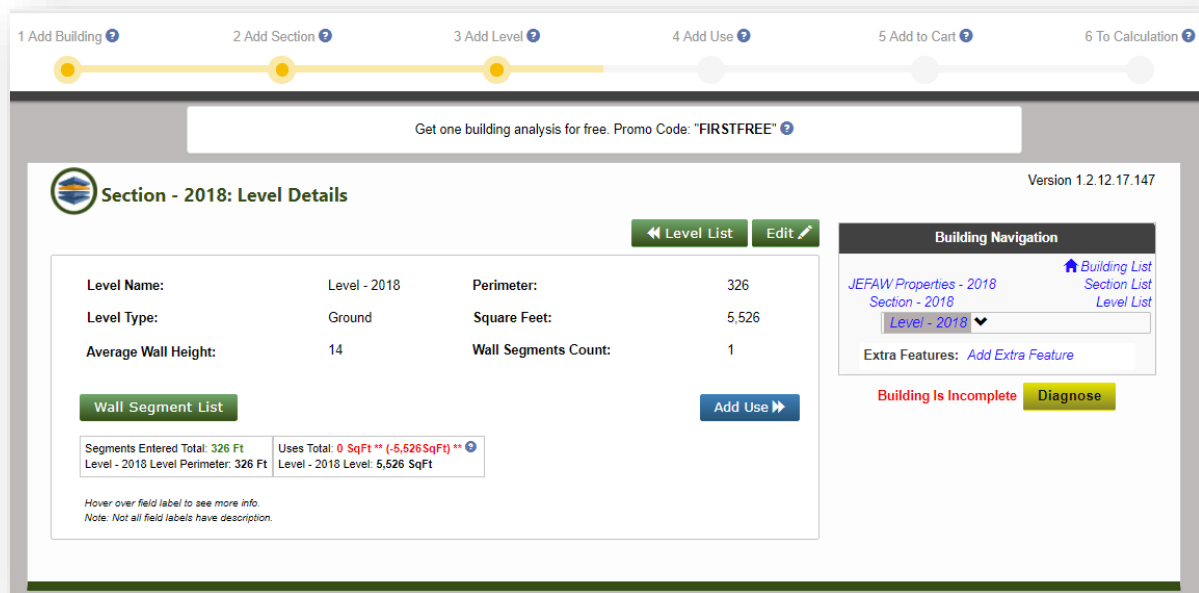
2. Complete the **Add Level** form:

- Enter the details requested on the form. Note: the first level of every building is the Ground level. Since, Ground is the default for the first level you will enter it first.
- If the **Segmented Wall** question; **“Is the entire perimeter of the exterior wall the same height and material?”** is answered **“No,”** additional information will be needed. See article on **Segmented Walls** entry.



Note: The Progress Bar at the top of the screen will help you see where you are in the process of entering a building:

3. Click **Save** . The Level Details summary will show the information entered. Note that if the Segment totals are incomplete, you will see that information under the **Wall Segment List** button. In this example, the total Square Footage has been entered. So the square feet total is green. The Use has not been completed so the Uses Total square feet is red.

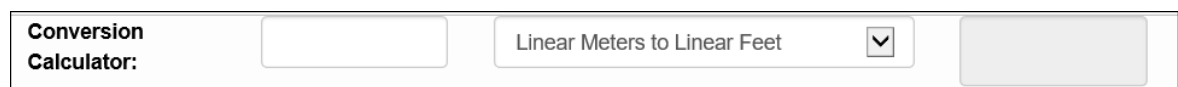
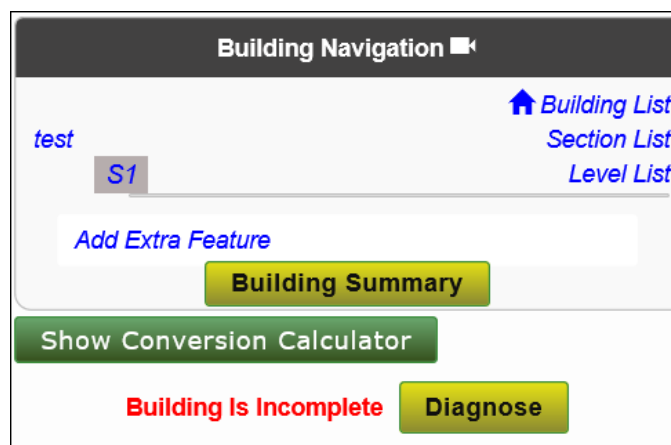


Note the Building Navigation on the right of this screen has changed. The Highlighted item indicates where you are currently.

Also, the Progress Bar at the top of the screen now indicates that Building, Section and Level data have been added and adding Use data is the next step.

The Building is Incomplete because additional information is required for the calculations. Click **Diagnose** to see what is missing.

In the Add Level, note that there is an option to **Show Conversion Calculator**. Click this button to display the Conversion Calculator at the bottom of the screen.



4. **Next Step:** **Add Use**