

SOP 04 | Property setup

Create a property

Create the property record that the rest of setup uses.

For Web · Administrator

Before you start Have the approved property name, postal address and time zone. Organization-level creation access is required.

Open Manage > Set up or add a property

Step 1 Open property setup

Select Manage, then Set up or add a property. Locate Create address-only property.

Step 2 Enter the property identity

Choose the organization, enter Property name and verify Time zone. The default time zone may not be correct for this property.

Step 3 Choose and check the address

Use the address search and select the matching address. Review the structured address fields and correct them before submission.

Step 4 Create and select the property

Select Create address-only property and wait for the success message. Select the new property to continue its readiness steps.

Check your result The property appears in the authorized selector with its saved name and address.

If something goes wrong If creation is unavailable, ask an organization administrator. An address-only property still needs boundary, eligible people, weekly times and a published unit route.

See the picture reference on the next page.

SOP 04 Picture reference

Create a property

START HERE

Create address-only property

No units required

Set the property name, time zone, and Google address here. The structured address remains editable until you create the property; Step 1 uses the saved result without asking for it again.

Organization

Property name

Time zone

Synthetic DK Valet Organization

America/Chicago

Google address search

Start typing a valid property address

Street address

Address line 2

City

State/region

Postal code

Country code

Formatted address

US

Create address-only property

Step 3 · Enter the property identity and review the structured address before creating it.

Application screenshot with training data.