

SOP 54 | Property setup

Configure building and floor numbering

Decode consistent door labels for future setup marks without treating GPS as floor evidence.

For Web and mobile · Administrator / Supervisor

Before you start Know the actual property numbering convention. Earlier observations are not changed.

Open Manage > Property > Unit numbering or floor rule

Step 1 Open the selected property

On web open Service settings, then Unit numbering. On mobile select the property in Manage, then Unit numbering or floor rule.

Step 2 Describe the label

Use one B, F or U per character for building, floor and unit groups. BFUU decodes 1324 as building 1, floor 3, unit 24. Use the floor offset only when the actual convention requires it.

Step 3 Test a real example

Enter a representative label in the preview. Check every decoded field. Nonmatching labels remain unknown; explicit building and floor entries override decoding.

Step 4 Save for future marks

Enter a reason and save. A blank pattern disables future decoding. The rule version and original request are retained; changing rules does not rewrite historical evidence.

Check your result The preview matches the numbering convention and the saved rule applies to future marks.

If something goes wrong If the existing rule cannot be loaded, refresh before saving. Do not guess a rule for inconsistent labels.

See the picture reference on the next page.

SOP 54 Picture reference

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Unit numbering rule

Synthetic property

B = building, F = floor, U = unit. One letter per digit; hyphens/spaces match literally. BFUU: 1324 → building 1, floor 3, unit 24. Blank turns decoding off.

BFUU

Floor adjustment (–5 to 5)

0

Example unit label

1324

Building 1 · Floor 3 · Unit 24

Match property numbering

Save for future marks

Step 3 · Preview the actual label convention before saving a rule for future setup marks.
Application component preview with training data. Native permission prompts may differ.