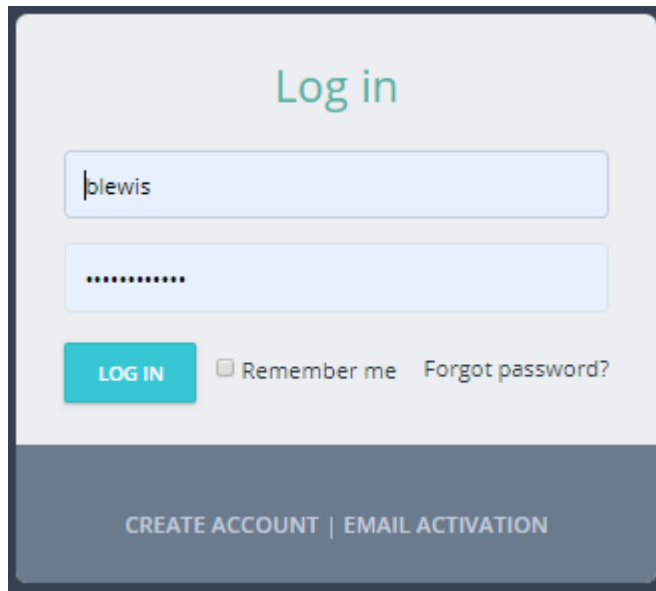


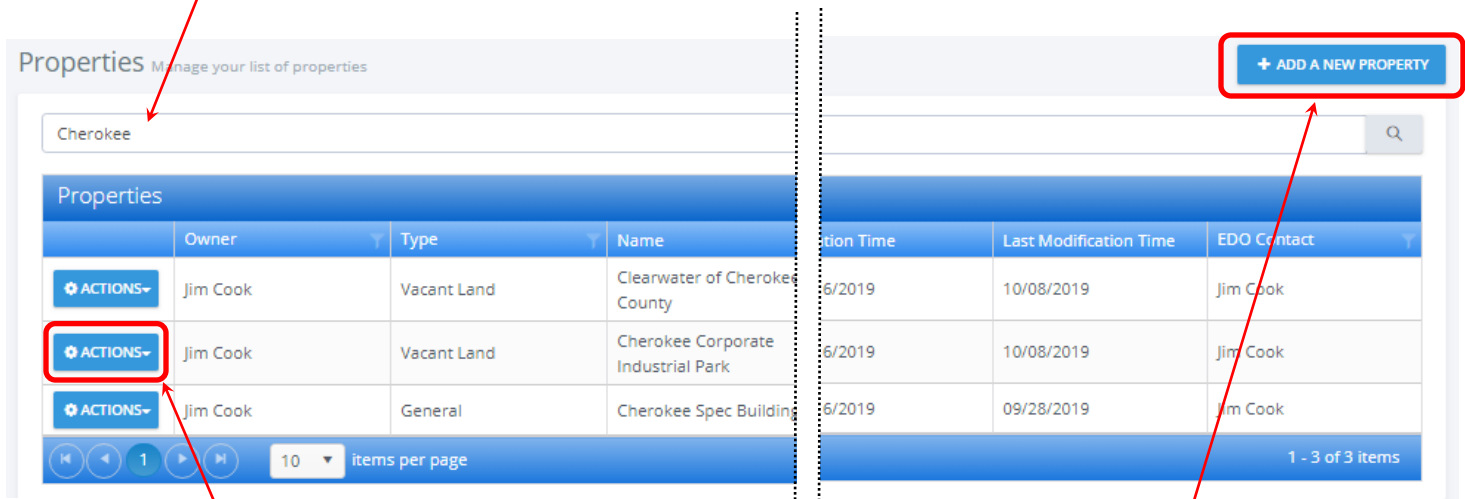
## LOG IN

From the **InfoMentum Recruit** (<https://infomentum.giswebtechrecruit.com/>) page, click on the **ADMIN PORTAL** located in the upper right corner of the screen. Use the same log-in credentials that you set up for your agency-branded public **Recruit** site.



Once logged in, you will see a listing of **PROPERTIES**.

Use the **Search window** to filter out specific records by entering all or part of the property's name or address.



Click the **ACTIONS** button to the left of a specific property record to view or edit that property's information.

Click the **ADD A NEW PROPERTY** button to add a property record

**IMPORTANT NOTE:** If you list properties on LocateSC, you should not edit the information for those properties within the *InfoMentum Recruit* admin portal. The data feed for LocateSC properties is synced on a regular basis, and when this occurs, any changes you made to a LocateSC record from within Recruit will be overwritten with information from the data sync. You should therefore always edit information for your LocateSC properties by way of the LocateSC admin portal! There are two exceptions to this rule:

- you may use the Recruit admin portal to **specify a different EDO contact** for LocateSC properties; AND
  - You may use the Recruit admin portal to **change the property sub-type** for LocateSC properties
- Changes to these fields will not be overwritten by the data sync.

## PROPERTIES (continued)

### **IMPORTANT NOTES ABOUT ADDING A PROPERTY** (For example, a property that isn't listed on LocateSC) :



- Be sure to add (non-LocateSC) properties while logged in to **InfoMentum Recruit** (not while logged in to your agency's individual *Recruit* site). For "flow of information" purposes, it is important that all property **additions and edits occur through a single portal**
- In the course of developing *Recruit* applications for other clients, GIS WebTech merged multiple datasets into their single *Recruit* database. As a result, there are certain fields within the **Edit Property** panel of *InfoMentum Recruit* which appear to be duplications. GIS WebTech has the ultimate goal of streamlining the fields in each client's admin panel so that only fields relevant to that client's properties are displayed. However, this task is not considered a priority at this time. In the meantime, **the following pages will serve as a guide for identifying which fields should be populated when adding new properties** (these are the fields into which the LocateSC data feed is synced and which are used to populate your property flyers).



### EDIT PROPERTY >> **PROPERTY** >> **IDENTITY**



Edit Property: 1 Brozzini Court



**PROPERTY** SERVICES COSTS



**IDENTITY** DETAILS BROKER BUILDING SITE ZONE IMAGES ATTACHMENTS



Owner Ben Abdo  


EDO Contact Kevin Landmesser  


Property Type Building  

Type (listed as "Sub-Type" in the front end filter choices) General  

Status  

Name 1 Brozzini Court  


 Field is synced to LocateSC data feed for **BUILDINGS** .


 Field is synced to LocateSC data feed for **SITES** .

GIS WebTech's script assigns a "record owner" and EDO Contact to each record based on the county in which the property is located. The EDO Contact may be changed for individual properties using the Recruit admin panel. If you wish to change either of these values for all properties, please let us know, and we will instruct GIS WebTech to edit their script.

By default, all LocateSC buildings are assigned a "Type" (sub-type) of either "Industrial" or "Office"; All sites are assigned a type (sub-type) of "Industrial"; This value may be changed using the InfoMentum Recruit admin panel

EDIT PROPERTY >> PROPERTY >> IDENTITY (continued)

 Field is synced to LocateSC data feed for **BUILDINGS**.

 Field is synced to LocateSC data feed for **SITES**.

Address    
1 Brozzini Court

City    
Greenville

County    
Greenville County

State    
South Carolina

Zip    
29615

Latitude    
34.8516026704249

Longitude    
-82.252828578916

**GEOCODE**

When adding a new property, you can use this geocoding tool, which will use the property's address to determine the LAT / LON coordinates for the property

Google Street View

CANCEL **SAVE**


EDIT PROPERTY >> PROPERTY >> DETAILS


Edit Property: 1 Brozzini Court

**PROPERTY** SERVICES COSTS

IDENTITY **DETAILS** BROKER BUILDING SITE ZONE IMAGES ATTACHMENTS

Description 

 Field is synced to LocateSC data feed for **BUILDINGS** .

 Field is synced to LocateSC data feed for **SITES** .

Property Surface Size  Sq. Ft. 24000

Total Surface  Sq. Ft. 128000

Available Surface Size  Sq. Ft. 24000

Property Surface Size (acres)  Acres

Total Surface  Acres

Available Surface Size (acres) Acres

For Sale  

\$ Sale Price  

\$ Sales Price Min  

\$ Sales Price Max  

For Lease  

Lease Price  

\$ 0.00

Lease Price Min  \$ 5.25

Lease Price Max  \$ 5.85

Sublease Price  \$ 0.00

Featured

Featured Site

Industrial Park Name   None

Region

Lease Terms

Lease Type

Sale Price Unit


Sale Terms


Base Rental Rate (Annual)

Negotiable

Pricing Information  

For Lease, Price: Min: \$5.25, Max: \$5.85 per sqft

 Field is synced to LocateSC data feed for **BUILDINGS** .

 Field is synced to LocateSC data feed for **SITES** .

Price Per Acre  
\_\_\_\_\_

Base Rent Per Sqft  
\$ \_\_\_\_\_


Price Per Sq Ft  
\_\_\_\_\_

Enable/Disable FedOppZone Properties

New Market Tax Credit  
 Build to Suit  

Tax Increment Financing Area

Competitive Site

Amount of Office Sq Ft Available   
4250.00  
\_\_\_\_\_

Building Acres/Coverage  
\_\_\_\_\_

Building Acres/Coverage Ratio  
\_\_\_\_\_


Contiguous Space


Max Size  
\_\_\_\_\_

Min Size  
\_\_\_\_\_

Total Building Square Feet  
\_\_\_\_\_

Min. Available (sqft)   
0  
\_\_\_\_\_

Max. Building Size (sqft)   
\_\_\_\_\_


Build to Suit Anticipated Building Size (sqft)   
\_\_\_\_\_

Build to Suit Anticipated Lease Max    
\_\_\_\_\_

Build to Suit Anticipated Lease Min    
\_\_\_\_\_

Total Floor area  
\_\_\_\_\_


Current Building Use  
\_\_\_\_\_


Additional Contiguous Acres to the property   
\_\_\_\_\_

Largest Tract Available  
\_\_\_\_\_

Surrounding Land Use  
\_\_\_\_\_

Property Elevation (ft)  
\_\_\_\_\_

 Field is synced to LocateSC data feed for **BUILDINGS** .

 Field is synced to LocateSC data feed for **SITES** .

Surrounding Land Use - North    
Heavy Industrial ▼

Surrounding Land Use - South    
Residential ▼

Surrounding Land Use - East    
Light Industrial ▼

Surrounding Land Use - West    
Residential ▼

Property's Prior Use  
**Do not enter the property's prior use here; instead, use the field provided in the Property DETAILS section.**

Refrigerated (SF)

InvestPrep

Plastics

Revitalization Area

Wetlands

Industrial Space ID  
0

Competitive Site ID

Tax Map ID    
0533020100921

Amenities

Major Tenants

Jurisdiction ▼

Municipality    
City **The purpose of this field is to specify whether a property is located within the city limits (by entering "City") or outside the city limits (by entering "Unincorporated).**

Other

Disclaimer

\_\_\_\_\_ //

Comments 

\_\_\_\_\_ //

EDIT PROPERTY >> PROPERTY >> **BROKER**

**PROPERTY**

SERVICES

COSTS

IDENTITY

DETAILS

**BROKER**

BUILDING

SITE

ZONE

IMAGES

**NOTE: None of the *Broker* fields are synced to the LocateSC data feed; however, you may populate these fields if you wish to include broker information on your Recruit website or property brochures.**

Company

Name

Email

Telephone Number

Address

Cell

City

Fax

State

Website

Zip

Company 2

Name 2

Email 2

Phone

Address 2

Cell 2

City 2

Fax 2


State 2


Website 2

Zip 2

CANCEL

SAVE



 Field is synced to LocateSC data feed for **BUILDINGS** .

 Field is synced to LocateSC data feed for **SITES** .




**PROPERTY** SERVICES COSTS

IDENTITY DETAILS BROKER **BUILDING** SITE ZONE IMAGES ATTACHMENTS


Construction Type

Ceiling Height (ft) Feet	Construction Date mm/dd/yyyy
Ceiling Height Minimum	Ceiling Height Max
Ceiling Eaves	Floors
Clear Height Range  24'0 - 24'0"	
Column Spacing (ft)  Typical Width x Depth	Elevators Number Of Passengers

Parking Type

# of Parking Spaces  149	Parking Spaces Per Sq Ft
# Trailer Spaces  0	
Building Condition  Excellent	Building Description



 Field is synced to LocateSC data feed for **BUILDINGS** .

 Field is synced to LocateSC data feed for **SITES**.

Building Dimensions   
Rectangular

---

Building Name

---

Building Types

---

Business/Industrial Park

---

Status

---

Zoning    
I-1; Greenville County (GSP Environs)

---

Expandable to (sq ft)

---

Building Expandable   
No

---

Expansion (sqft)   
Not Expandable

---

Ground Floor (sq ft)

---

Manufacturing space available

---

Maximum Contiguous space

---

Minimum Subdivide

---

Site Size   
15.01 Size in acres

---

Rectangular Depth   
200

---

Rectangular Width   
120

---

Parcel

---

Smallest Tract Available

---

Warehouse (sqft)

---

Secondary Construction Material

---

Roof description

---

Sprinkler system description


---


Walls description 

---

Hi-Tech Infrastructure

---

 Field is synced to LocateSC data feed for **BUILDINGS** .

 Field is synced to LocateSC data feed for **SITES** .

Number of Drive in Docks

---

Drive in doors   
1

---

Number of Tailgate Docks

---

Date Property is Available  
mm/dd/yyyy

---

Last Updated  
mm/dd/yyyy

---

Previous Tenant

---

Prior Use   
Distribution/Warehouse

---

Years of Last Major Renovation

---

Docks with Levelers

---

Parking Ratio


---

Floor Load Bearing Capacity

---

Floor Type

---

Number of Dock Doors   
5

---

Number of Loading Docks

---

Number of Truck Docks

---

Former Tenant


---

Ownership

---

Tenancy   
Multi Tenant 

---

Year the Building was Built   
1997

---

Cranes Description

---

Drive In Doors

---

Parking Type

---


Floor Thickness 


---

Air Conditioning Status

---

EDIT PROPERTY >> PROPERTY >> **BUILDING** (continued)

 Field is synced to LocateSC data feed for **BUILDINGS** .

 Field is synced to LocateSC data feed for **SITES** .

Cooling System

Heat Type

Heated Area 

100%

Air Conditioned Area 

Office Only

Fire Protection 

ESFR

Fire Protection Coverage 

100

Heating description

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Certified                 | <input type="checkbox"/> Divisible        | <input type="checkbox"/> Free Standing         |
| <input type="checkbox"/> Flood Plain               | <input type="checkbox"/> Is Contiguous    | <input type="checkbox"/> Multi-tenant Building |
| <input type="checkbox"/> Sprinklered               | <input type="checkbox"/> Cranes           | <input type="checkbox"/> Docks                 |
| <input type="checkbox"/> Drive-Ins                 | <input type="checkbox"/> Parking          | <input type="checkbox"/> Parking Paved         |
| <input type="checkbox"/> Reinforced Concrete Floor | <input type="checkbox"/> Air Conditioning | <input type="checkbox"/> Heated                |

CANCEL

 SAVE

EDIT PROPERTY >> PROPERTY >> **SITE**

**PROPERTY**

SERVICES

COSTS

IDENTITY

DETAILS

BROKER

BUILDING

**SITE**

ZONE

IMAGES


ATTACHMENTS


Current Land Use

Status

Prior Use

Environmental Assessment

 Field is synced to LocateSC data feed for BUILDINGS .

 Field is synced to LocateSC data feed for SITES.

Land Types

---

Zoning



Additional Acreage Available

---

Expandable property size



Lot Size

---

Maximum Contiguous Space

---

Minimum Subdivide

---

Additional Information

---

Ownership

---

Parcel

---

Subclassification

---

Topography

---

Unique Amenities

---

Cultural Resource Identification Survey



Elevation Maximum (feet)



Boundary Survey



Elevation Minimum (feet)



Protected Species Assessment



Minimum Divisible Acreage



Preliminary Geotechnical Exploration



Minimum Divisible Acreage Exact




Phase I Environmental Site Assessment










Potential Additional Acreage




EDIT PROPERTY >> PROPERTY >> **SITE** (continued)

 Field is synced to LocateSC data feed for **BUILDINGS**.

 Field is synced to LocateSC data feed for **SITES**.

Wetlands Delineation 	Site Developable Acreage 
Topographical Survey 	Primary Soil Type 
SC Certification Program 	Site Improvements 

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Brownfield   | <input type="checkbox"/> Shovel Ready/Certified | <input type="checkbox"/> Soil Boring Report Available |
| <input type="checkbox"/> Divisible  | <input type="checkbox"/> Expandable             | <input type="checkbox"/> Within City Limits           |
| <input type="checkbox"/> Certified Property  |   |   |

EDIT PROPERTY >> PROPERTY >> **ZONE**

**PROPERTY** SERVICES COSTS


IDENTITY DETAILS BROKER BUILDING SITE **ZONE** IMAGES ATTACHMENTS


Zoning Classification

- |   |   |
|---|---|
| <input type="checkbox"/> Reside In 100 Year Flood Plain | <input type="checkbox"/> Phase One Environmental Audit Done |
| <input type="checkbox"/> Enterprise Zone                | <input type="checkbox"/> Foreign Trade Zone                 |
| <input type="checkbox"/> Empowerment Zone               | <input type="checkbox"/> Specialized Zone                   |

**EDIT PROPERTY >> PROPERTY >> IMAGES**


NOTE: Images uploaded here will be displayed in the Property Details window when this record is selected from a list of search results. Uploaded photos are also displayed on the property brochure


 Field is synced to LocateSC data feed for BUILDINGS .


 Field is synced to LocateSC data feed for SITES.


**PROPERTY** SERVICES COSTS

IDENTITY DETAILS BROKER BUILDING SITE ZONE **IMAGES** ATTACHMENTS



Main 



Main 


**Upload a file**


Ideally, all images should be uploaded through the Locate SC property portal

CANCEL  SAVE

EDIT PROPERTY >> PROPERTY >> ATTACHMENTS









NOTE: Documents uploaded here will be accessible from a drop-down menu in the Property Details window when this record is selected from a list of search results.

 Field is synced to LocateSC data feed for BUILDINGS .

 Field is synced to LocateSC data feed for SITES.

PROPERTY SERVICES COSTS

IDENTITY DETAILS BROKER BUILDING SITE ZONE IMAGES ATTACHMENTS


			
1/Brazini/CourtSuiteB.pdf	1/Brazini/CourtSuiteA.pdf	1/Brazini/CourtSuiteR.pdf	1/Brazini/Court_ConsTimeDemograph.pdf
			


**Upload a file**

Ideally, all attachments should be uploaded through the LocateSC portal; however, this portal may be used to upload supplemental attachments if desired; For instance, ACOG staff has already uploaded **drive-time demographic reports** for most existing properties.

CANCEL SAVE

EDIT PROPERTY >> SERVICES >> ELECTRICITY

 Field is synced to LocateSC data feed for BUILDINGS .

 Field is synced to LocateSC data feed for SITES.

PROPERTY SERVICES COSTS

ELECTRICITY TLC WATER GAS SEWER TRANSPORTATION PROTECTIVE

Service Provider

Duke Energy



Service Voltage

kV

Transmission Voltage

kV

Distribution Voltage

kV

Secondary Voltage

kV

Amps

Electric Voltage

KVA

Voltage

Phase

Electric Phase

Electric Service description

Lighting Description

Metal Halide



Dual Electric Feed

Distance To Electrical Provider


-1


- Dual Feed Available From 1 Substation
- Dual Feed Available From 2 Substations
- Is Electric service available on-site
- Electric Service

CANCEL SAVE



EDIT PROPERTY >> SERVICES >> **TLC**  
(Telecommunications)

 Field is synced to LocateSC data feed for BUILDINGS .

 Field is synced to LocateSC data feed for SITES .

PROPERTY **SERVICES** COSTS

ELECTRICITY **TLC** WATER GAS SEWER TRANSPORTATION PROTECTIVE


Telecom Provider Name    
Charter Communications


Telecom Provider Description

Property Distance to Telecommunications (Ft)

- Fiber Available
- Networked
- Fiber Optics
- Is Telecom available Onsite
- DSL Available


CANCEL **SAVE**

 Field is synced to LocateSC data feed for BUILDINGS .

 Field is synced to LocateSC data feed for SITES .

PROPERTY SERVICES COSTS

ELECTRICITY TLC WATER GAS SEWER TRANSPORTATION PROTECTIVE

Water provider    
Greenville Water System

Size of Mains   
Inches -1

Distance of Main from Site   
Feet -1

Water Pressure Residual PSI  
Psi

Water Pressure Static PSI  
Psi

Booster Pump Is Required  On Site Storage

On Site Storage Is Elevated


Storage Capacity  
Gallons


Is Water available On Site  Water Service

Property Distance to Water (Ft) Water Line Size

Wastewater Wastewater Main Diameter   
-1

CANCEL SAVE

 Field is synced to LocateSC data feed for **BUILDINGS** .

 Field is synced to LocateSC data feed for **SITES** .

PROPERTY **SERVICES** COSTS

ELECTRICITY TLC WATER **GAS** SEWER TRANSPORTATION PROTECTIVE

Natural Gas Provider



Piedmont Natural Gas

Gas Line Provider Type

Undetermined

Gas Line Size

Inches

Gas Line Diameter (max)



0.00

Gas Line Diameter (min)



0.00

Gas Line Distance From Site

Feet -1

Gas Pressure

Bars 0

Property Distance to Gas (miles)

Size of Gas Main


- Natural Gas Service
- Service to Property (Distribution)
- Is Gas available on-site
- Natural Gas Line Connected




- Hydrogen
- Nitrogen
- Oxygen
- Propane
- Steam



CANCEL SAVE

 Field is synced to LocateSC data feed for BUILDINGS .

 Field is synced to LocateSC data feed for SITES .

PROPERTY **SERVICES** COSTS

ELECTRICITY TLC WATER GAS **SEWER** TRANSPORTATION PROTECTIVE

Sewer Provider    
MetroConnects

Sewer Type  


Sewer Distance From Site  
Feet -1


Size Of Main  
Inches

Lift Station Required  
Treatment Plant Capacity (Mgd)  
[Mgd]  
Treatment Plant Peak Demand (Mgd)  
[Mgd]

Is Sewer available On Site  
 Sewer Service  
 Septic

CANCEL SAVE

 Field is synced to LocateSC data feed for **BUILDINGS** .


 Field is synced to LocateSC data feed for **SITES** .

PROPERTY **SERVICES** COSTS

ELECTRICITY TLC WATER GAS SEWER **TRANSPORTATION** PROTECTIVE

**Interstate**

Interstate Name    
85

Property Distance to Interstate (Miles)    
1

Interstate Name #2  
\_\_\_\_\_

Property Distance to Interstate #2 (Miles)  
\_\_\_\_\_

Interstate Name #3  
\_\_\_\_\_

Property Distance to Interstate #3 (Miles)  
\_\_\_\_\_

**Highway Linkage**

Name  
\_\_\_\_\_

Lane Type  
\_\_\_\_\_

Property Distance to Highway (Miles)  
\_\_\_\_\_

Distance to 4 Lane  
Miles  
\_\_\_\_\_

Highway Name 2  
\_\_\_\_\_


Distance to Hwy 2  
\_\_\_\_\_

Highway Name 3  
\_\_\_\_\_

Distance to Hwy 3  
\_\_\_\_\_

Site Access


Access Road Name    
Brozzini Court


Access Road Number of Lanes    
2

**Airport International**

Name    
Charlotte Douglas Intl Airport

Distance    
Miles 89

 Field is synced to LocateSC data feed for **BUILDINGS**.

 Field is synced to LocateSC data feed for **SITES**.

Airport Name 3  
\_\_\_\_\_

Distance to Airport 3  
Miles \_\_\_\_\_

Airport Access

Airport Zone

Runway Access

**Domestic Airport**

Name    
Greenville-Spartanburg International  
\_\_\_\_\_

Distance    
Miles 5  
\_\_\_\_\_

**Nearest Port**

Name    
Charleston  
\_\_\_\_\_

Type  
\_\_\_\_\_ ▼

Distance    
Miles 210  
\_\_\_\_\_

Port Name 2  
\_\_\_\_\_



Distance to Port 2  
Miles \_\_\_\_\_

Port Name 3  
\_\_\_\_\_



Distance to Port 3  
Miles \_\_\_\_\_

Port Access

Nearest Inland Port    
Inland Port Greer  
\_\_\_\_\_

Distance to Nearest Inland Port (miles)    
9.00  
\_\_\_\_\_

Nearest Intermodal Access    
NS Greer  
\_\_\_\_\_


Distance to Nearest Intermodal Access (miles)    
9.00  
\_\_\_\_\_


Phase 1 Environmental Report

**Rail Service**

Rail Carrier    
\_\_\_\_\_

Type  
\_\_\_\_\_ ▼

 Field is synced to LocateSC data feed for **BUILDINGS**.

 Field is synced to LocateSC data feed for **SITES**.

Rail Infrastructure In Place

---

Distance to Rail Line if no Spur

Miles

---

Rail Name 2

---

Distance to Rail 2

---

Rail Name 3












---

Distance to Rail 3

---

Rail Description

---

- |  |   |  |  |   |   |
|--|---|--|--|---|---|
| <input type="checkbox"/> Spur                  |   | <input type="checkbox"/> Rail Access available             |     | <input type="checkbox"/> Dual Rail                                    |   |
| <input type="checkbox"/> Rail Access Certified |   | <input type="checkbox"/> Rail Service Provided to Property |     | <input type="checkbox"/> Spur Existing on Property                    |   |
| <input type="checkbox"/> Rail Service Active   |   | <input type="checkbox"/> Switch Present on Property        |   | <input type="checkbox"/> Additional Land Required to Service Property |   |

**Barge Facilities**

Name

---


Channel Depth


Feet

---

- Turning Basin                       Barge Access

EDIT PROPERTY >> SERVICES >> PROTECTIVE

 Field is synced to LocateSC data feed for BUILDINGS .

 Field is synced to LocateSC data feed for SITES.

PROPERTY SERVICES COSTS

ELECTRICITY TLC WATER GAS SEWER TRANSPORTATION PROTECTIVE

Fire Insurance Class Rating

Nearest Fire Station Miles Fire Station Type

Nearest Police Station Miles  Police Patrol 24 Hr

CANCEL SAVE

EDIT PROPERTY >> COSTS >> LEASE

Edit Property: 1 Brozzini Court

PROPERTY SERVICES COSTS

LEASE

\$ Operating Expenses

CANCEL SAVE