

Spaces List

Once selected in the [Árbol de Localizaciones](#) the [estancia](#) that we want to view, the list of [estancias](#) associated with clients.

In each [estancia](#) we can see:

1. Name: name of the premises given by the user.
2. Client: it indicates to which client that place is associated.
3. Fixed: Fixed cost associated with a [estancia](#) according to the criteria assigned by the user.
4. Base: The computational base for the calculation coefficient of the distribution of common expenses. This computer base is manually entered by the user in the customer file.
5. Last Invoice: Issue date of the last invoice made to the customer.
6. Last Reading: Date of the last reading made on the installed measurement equipment.



For each [estancia](#) we can select the icons of:

- A drop-down menu opens where you can view the data from the Stay File.
- A drop-down menu opens where you can edit the data on the Stay File.
- A drop-down menu opens where you select the billing period and issue the invoice for that specific location.



Finally from the icon we can add a new Stay File

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