

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.

Listado Estancias

Nombre	Cliente	Fijo	Base	Última.F.	Última Lectura	
PE_A	Edificio - Planta E	398,00€	180,01m2	28/02/2020	17/04/2020 11:02:21	  
PE_B	Edificio - Planta E	107,00€	38,80m2	08/03/2020	17/04/2020 11:01:39	  
PE_C	Edificio - Planta E	140,00€	79,09m2	08/03/2020	17/04/2020 11:02:09	  

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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