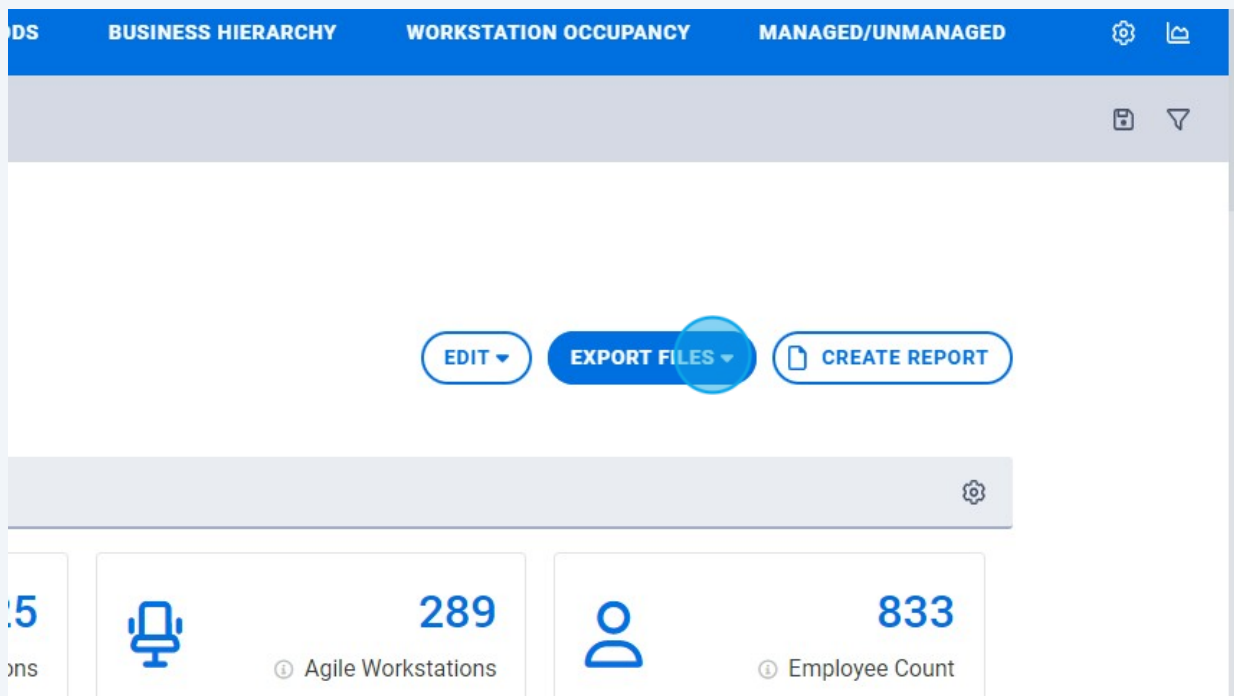


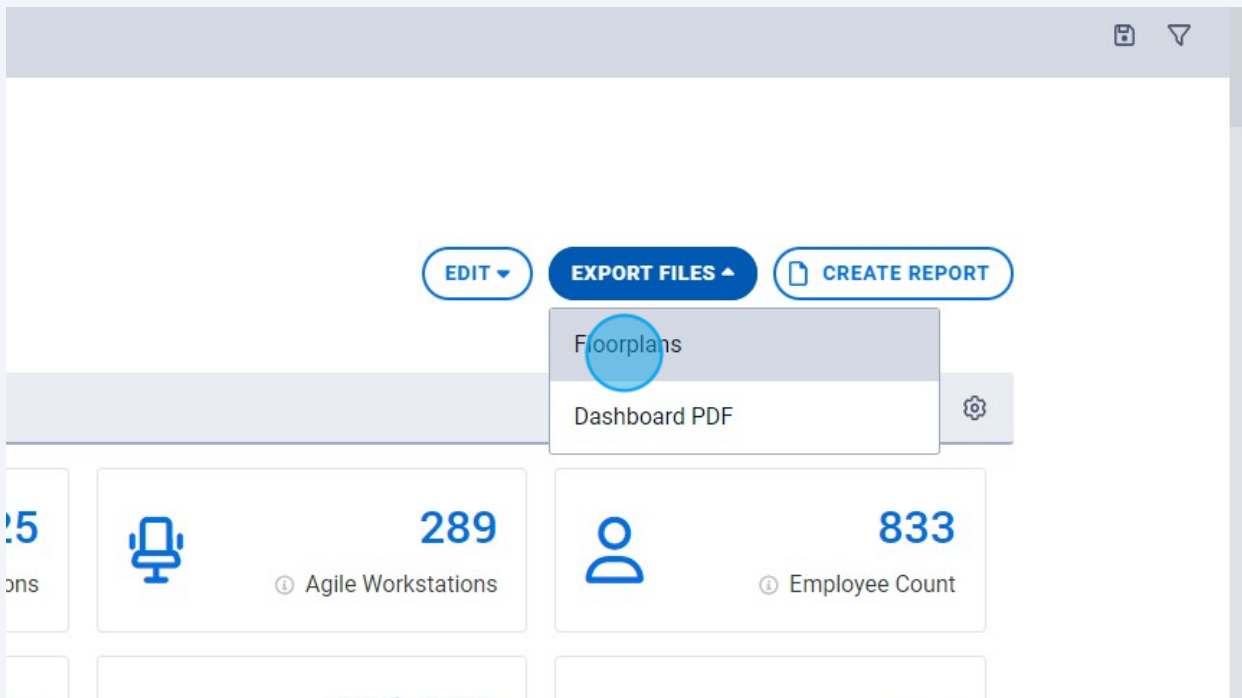
Bulk Exporting Floorplans from Space Dashboard

1 To bulk export floor plans you must be at building level

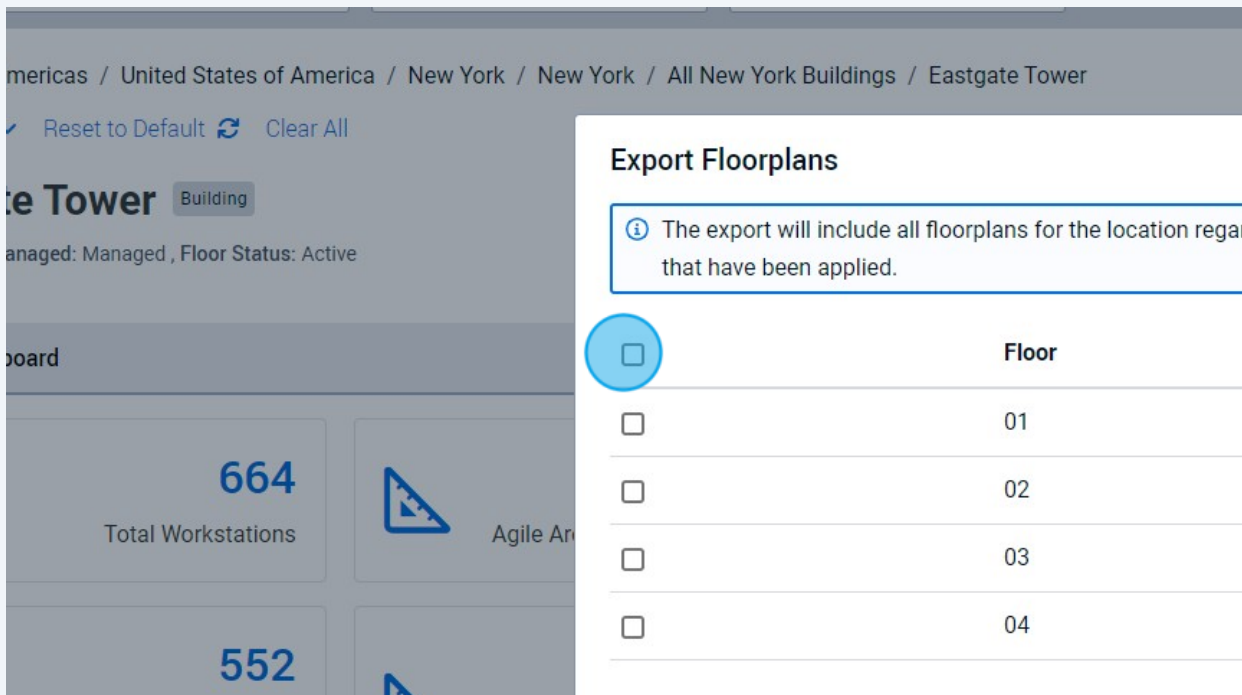
2 Click "EXPORT FILES"



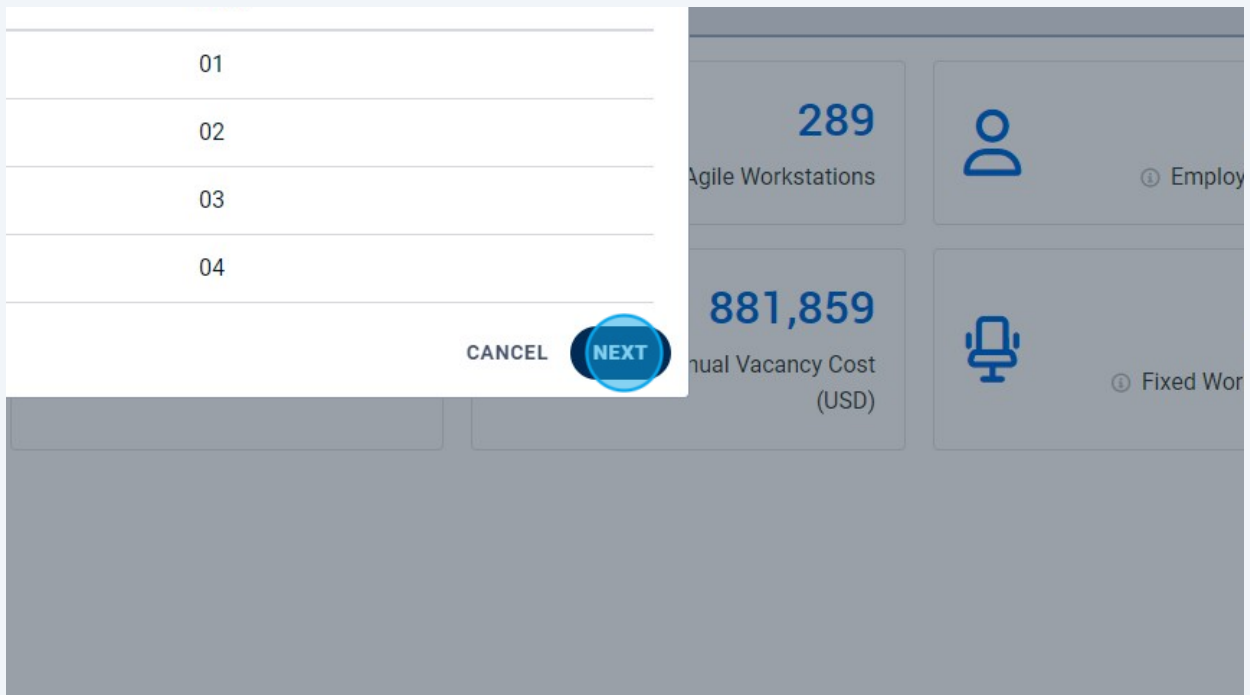
3 Click "Floorplans"



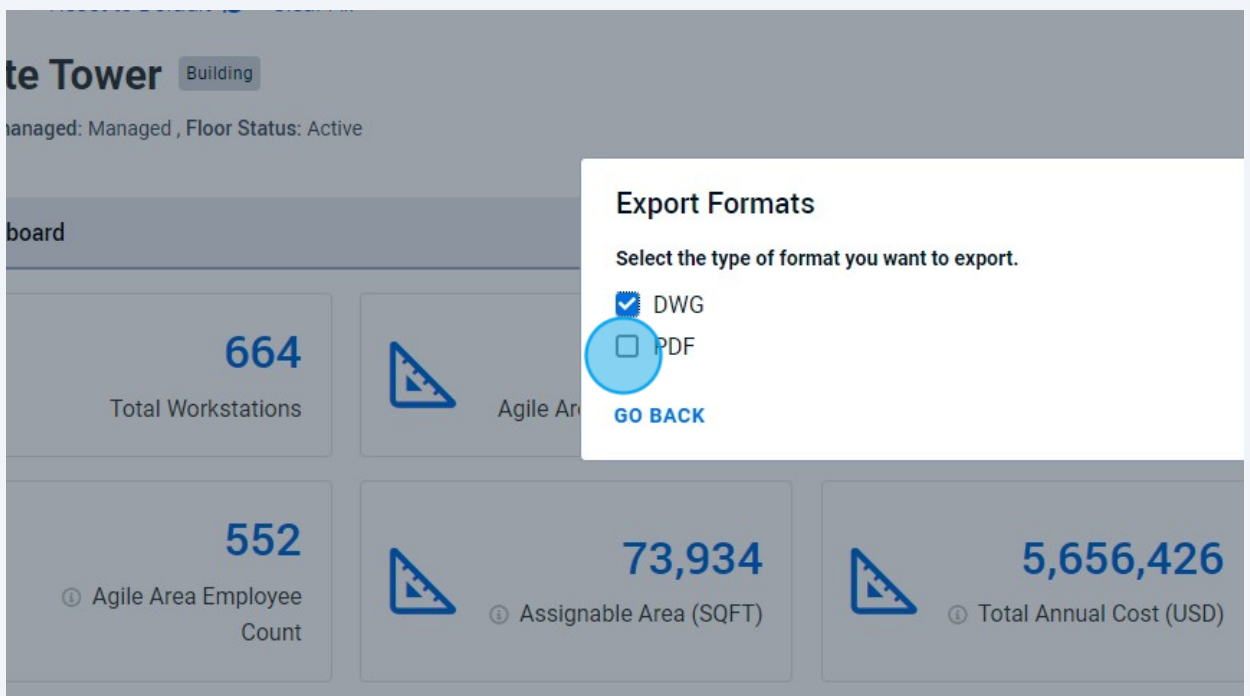
4 Select the floors you wish to export



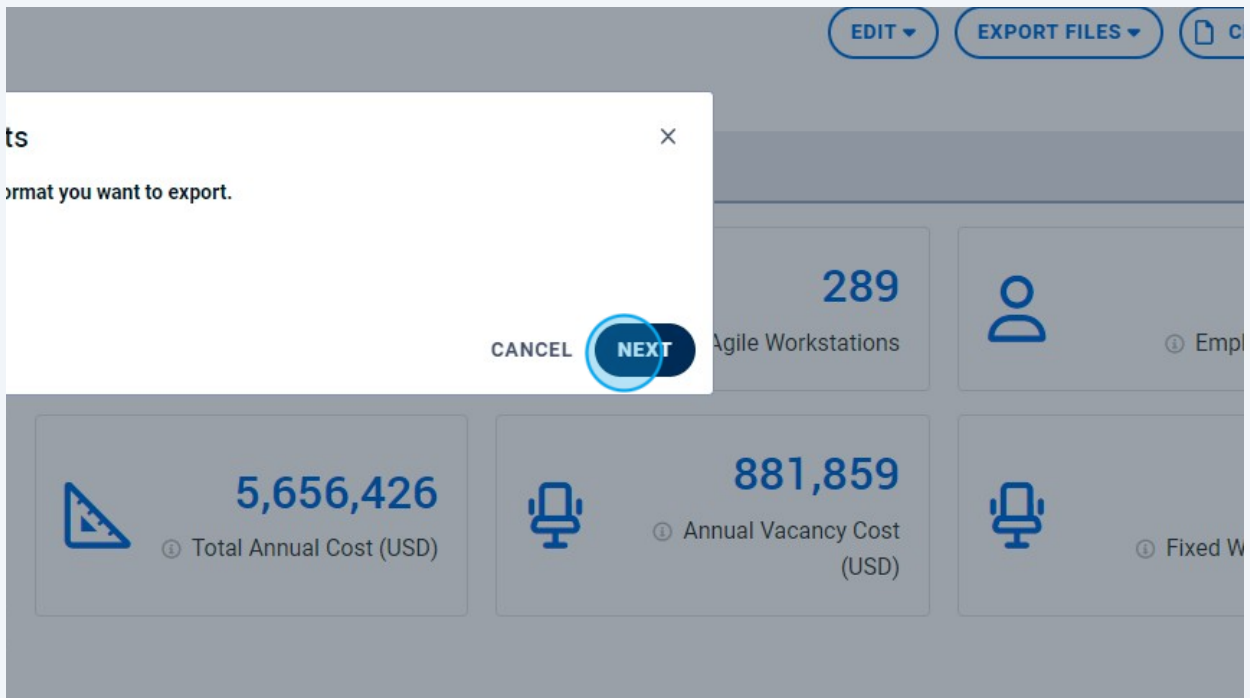
5 Click "NEXT"



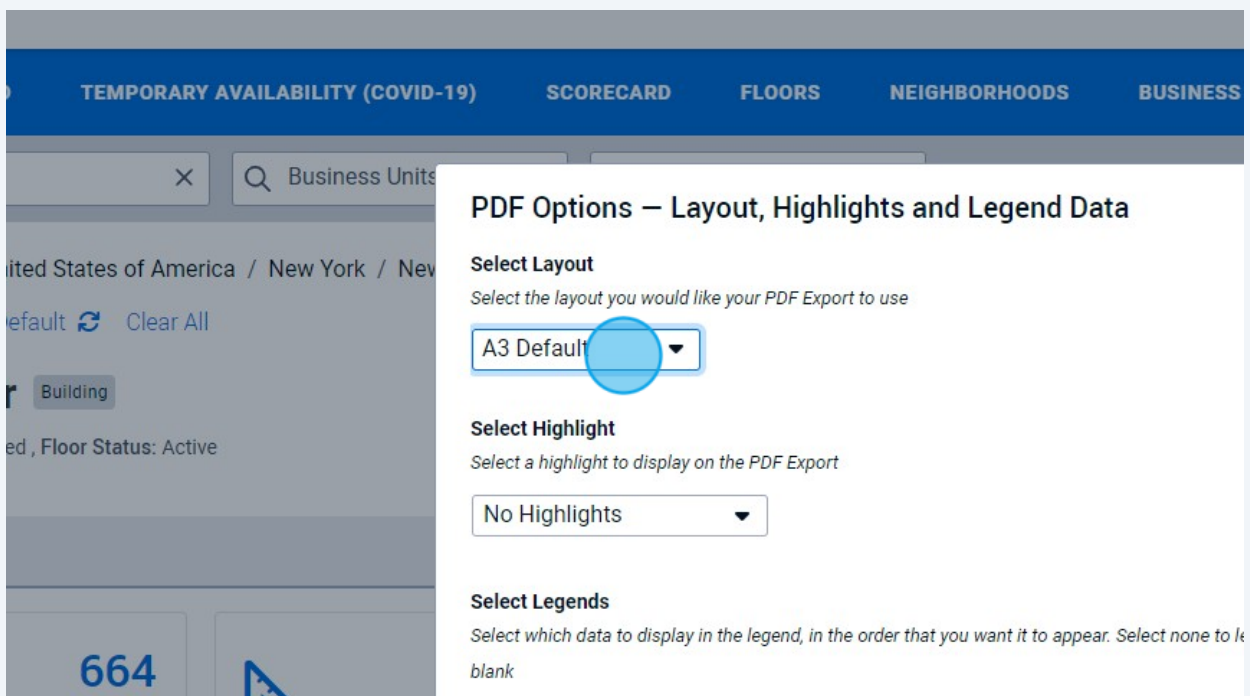
6 Select the format you would like the floor plans in. You can select multiple options



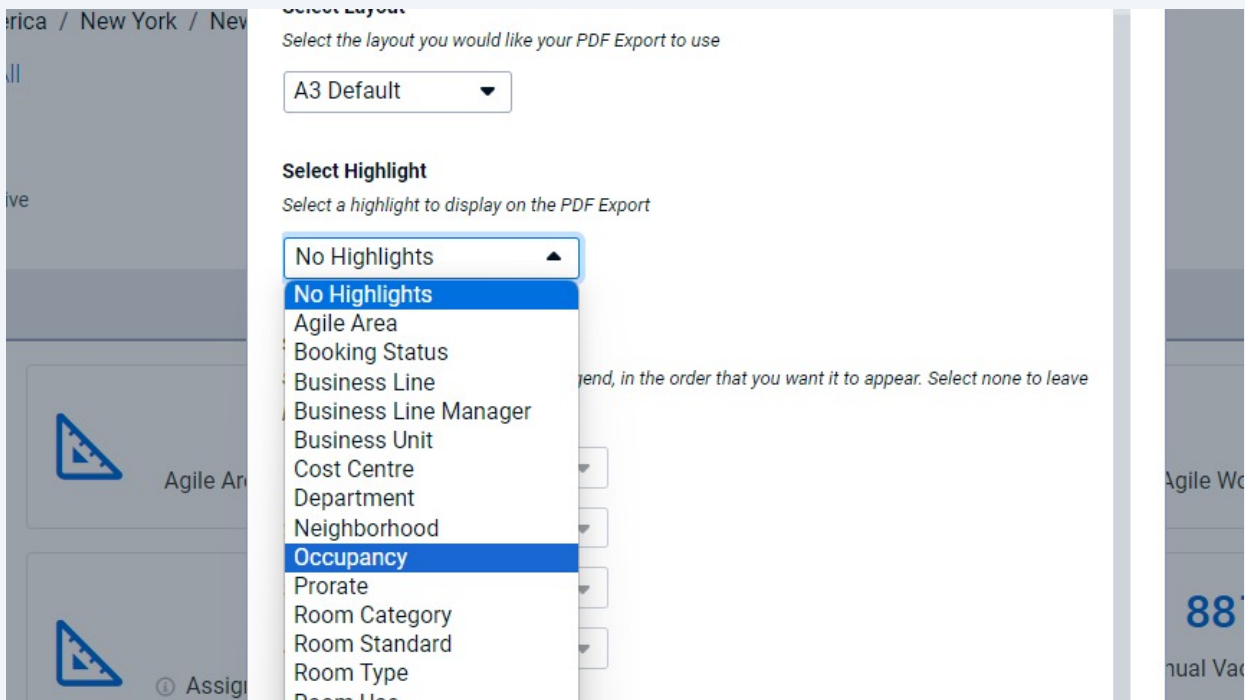
7 Click "NEXT"



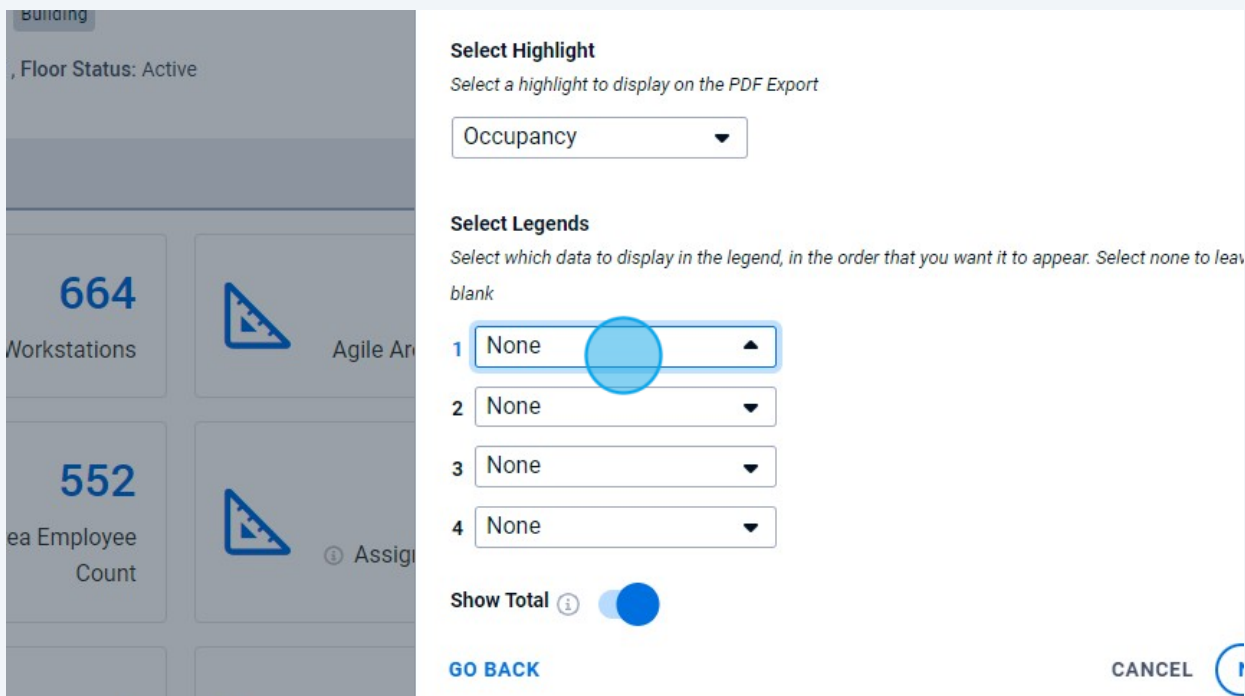
8 Select a layout option



9 You can choose the floor plan to have a preset highlight



10 You can select data to populate the floor plan legend



11 Click "NEXT"

The screenshot shows the WebCoRE dashboard interface. A modal dialog box titled "PDF Options – Layout, Highlights and Legend Data" is open in the center. The dialog has three sections: "Select Layout" with a dropdown menu set to "A3 Default"; "Select Highlight" with a dropdown menu set to "Occupancy"; and "Select Legends" with four dropdown menus, all set to "None". There is a "Show Total" toggle switch that is turned on. At the bottom of the dialog are "GO BACK", "CANCEL", and "NEXT" buttons. The "NEXT" button is highlighted with a blue circle. The background dashboard shows various metrics for "Eastgate Tower", including "Total Workstations" (664), "Agile Area Employee Count" (552), "Neighborhood Count" (4), "Agile Workstations" (289), "Employee Count" (833), "Annual Vacancy Cost (USD)" (881,859), and "Fixed Workstations" (375).

12 Name your files and click "EXPORT"

The screenshot shows the same WebCoRE dashboard as in step 11. A modal dialog box titled "Export Details" is open in the center. It has a "Snapshot" dropdown menu set to "Current". Below that is a "File Name" input field containing "Eastgate-Tower-dwg-pdf", with the file extension "Eastgate-Tower-dwg-pdf.zip" shown below it. At the bottom of the dialog are "GO BACK", "CANCEL", and "EXPORT" buttons. The "EXPORT" button is highlighted with a blue circle. The background dashboard shows the same metrics as in step 11, including "Total Annual Cost (USD)" (5,656,426) and "Annual Vacancy Cost (USD)" (881,859).

13

You will receive an email where you can download your floor plans