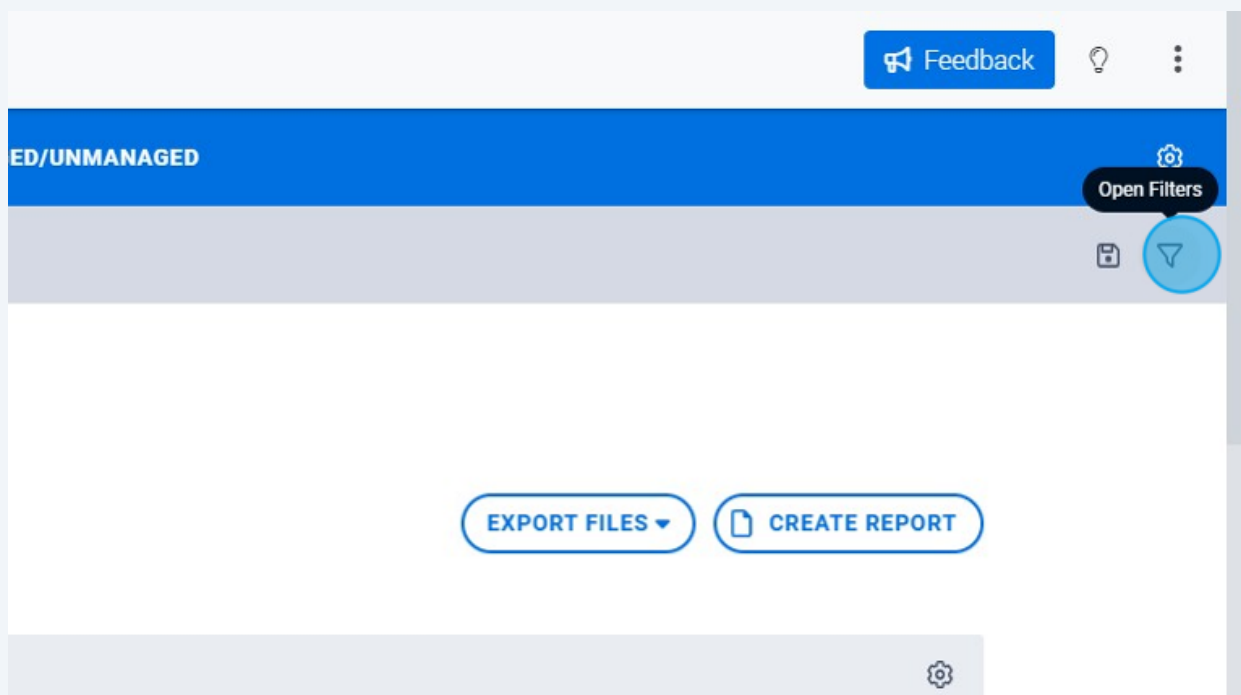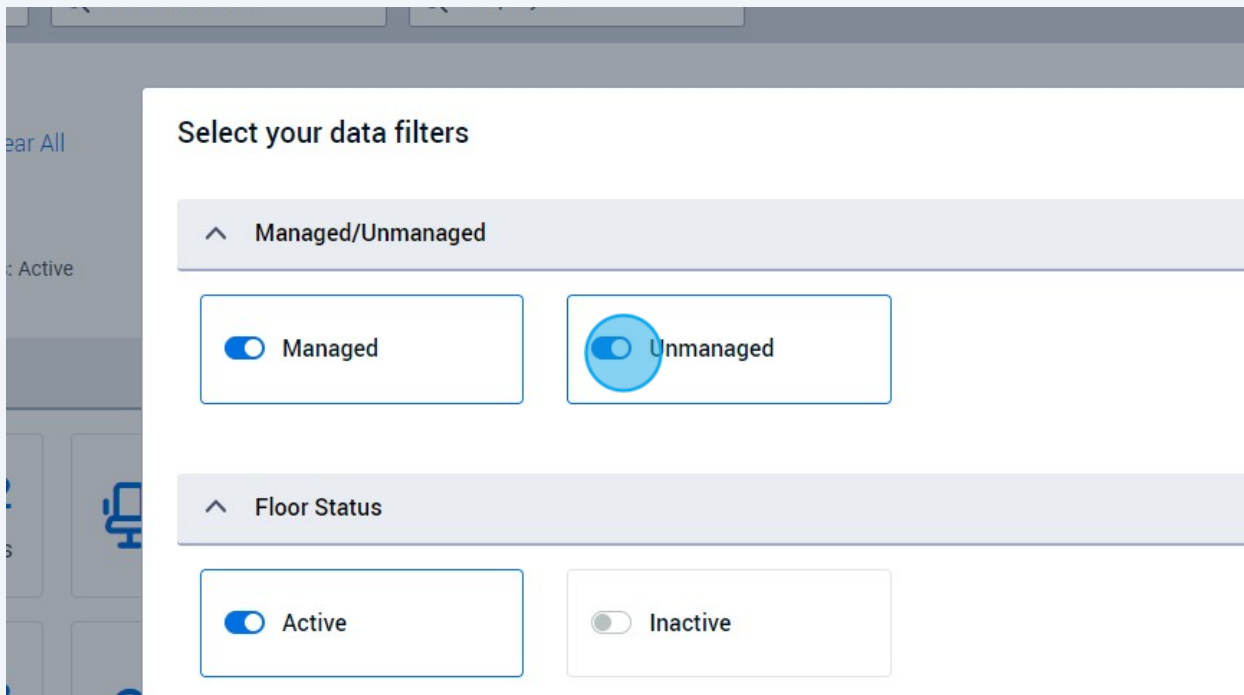# How To Apply Filters in Space Dashboard

1 In Space Dashboard you can apply filters depending on what statuses you have configured in your WebCoRE Instance
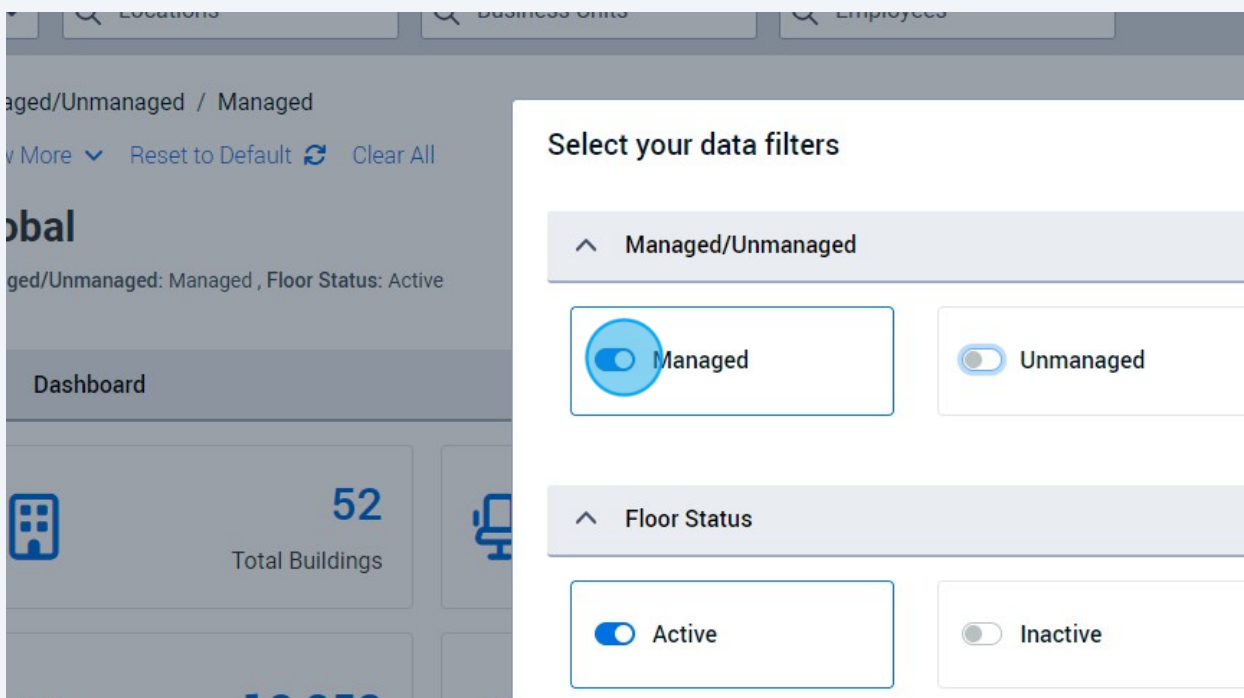
2 To filter, select "open filters" in the top right of dashboard.

3   Here you can see the available filters you have in your Dashboard

4   To select a filter, simply toggle the filter "on" or "off"

5 To save your selection, click "SAVE"

45
ons

69,137
ⓘ Occupied Workstations

ctive

54
FT)

5,915,120
ⓘ Chargeable Area (SQFT)

CLOSE   **SAVE**

I80,876,043
Total Annual Cost (USD)

85,150
ⓘ Fixed Workstations

5
ⓘ Neighborhood Count

6 You can clear your filters by pressing "Clear All" or return to your default settings by selecting "Reset to Default"

◉   ⊞   🏠   **WebCoRE**

🏢 **Space Dashboard**   **DASHBOARD**   **SCORECARD**   **LOCATION**   **BUSINESS HIERARCHY**

📅 Current ▼   🔍 Locations   🔍 Business Units   🔍 Employees

Managed/Unmanaged / Managed

Show More ⌄   Reset to Default ⟳   Clear All

Global

Managed/Unmanaged: Managed , Floor Status: Active

⌃   Dashboard

52   87,995