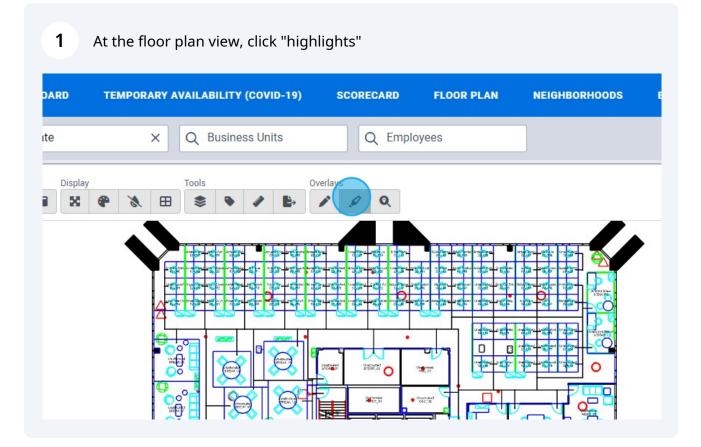
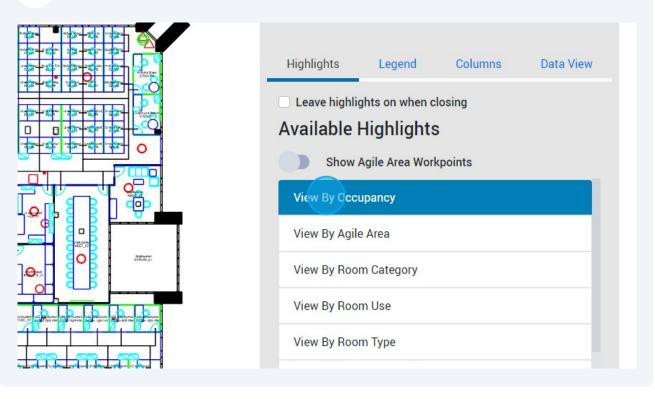
How To Apply Highlights In Space Dashboard



2 You will see a list of available floor plan highlights in your WebCoRE



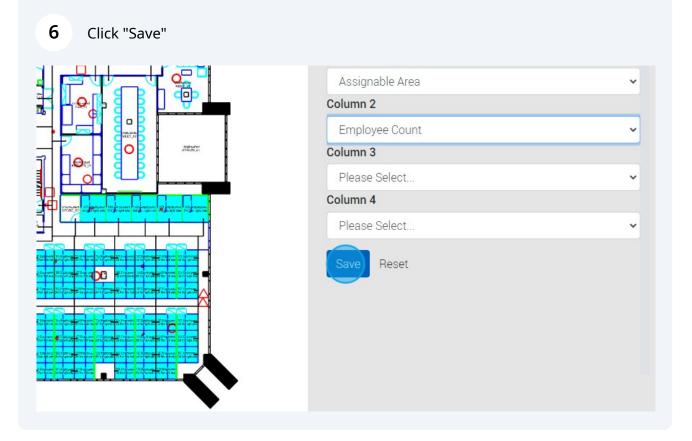
3 When a highlight is selected, a data highlight will be applied to your floor plan.



4 You can add data columns to the floor plan legend by clicking "Columns"

	Highlights			×	
23 av	Highlight	s Legend	Columns	Data View	
	Leave h	ighlights on when a	closing		
Ö	Occup	ancy			
	🗹 Display	vacant and reserved	dots		
8	Vacant	Desk 🖲 Reserved	Desk		
>	Colour	Occupancy	Assignable A	Area (SQFT)	

5 Select the	e columns you wish to add	
	Highlights Legend Columns Da	ata View
	Leave highlights on when closing	
•••• •	Select Reporting Columns	
	Column 1	
	Assignable Area	~
	Column 2	
	Please Select	~
Andre eren Theute_o	Column 3	
	Please Select	~
10 production	Column 4	
	Please Select	~



7 In the legend, you will now see your additional data columns

Q Employees					•
Overlays					
	Highlights			×	
	Highligh	ts Legen	d Columns	Data View	
	Ceave	highlights on wh	en closing		
	🗹 Display	vacant and rese			
	Colour	t Desk 🔎 Reser Occupancy	Assignable	Employee	
		Agile Area	Area (SQFT) 3,475	Count 123	
		MULTIPLE	3,473	123	
	12	Occupied	2,578	65	
	12	Vacant	659	0	
		Allocated	6,743	189	
		IOtal	0,743	189	

8 Click "Data View"

	Highlights			×	
	Highlight	s Legen	d Columns	Data View	
	Leave h	nighlights on wh	nen closing		
	Occupa	ancy			
0		vacant and rese			
58	Vacant	Desk 🖲 Reser	rved Desk		
	Colour	Occupancy	Assignable Area (SQFT)	Employee Count	

9 If you select specific spaces you can also view data associated with it

TEMPORARY AVAILABILITY (COVID-19)	SCORECARD FLOOR PLAN	NEIGHBORHOODS	BUSINESS HIERARCHY	WORKSTATION OCCUPAN	сү
X Q Business Units	Q Employees				
Tools 0	verlays				
			Highlights		
			Highlights	Legend Colur	mns Data Vie
			Leave hi	ghlights on when closing	
				n Data View	Evcel
			Room		Exect
			ID/Flexi Working ID	Business Unit Department	Cost Center Prora
		3000	02-138	Staff Staff	Marketing NON
		angenen 1935 miljonen vill mengenen. Miljonen men son provinsionen		Groups Groups	Executive