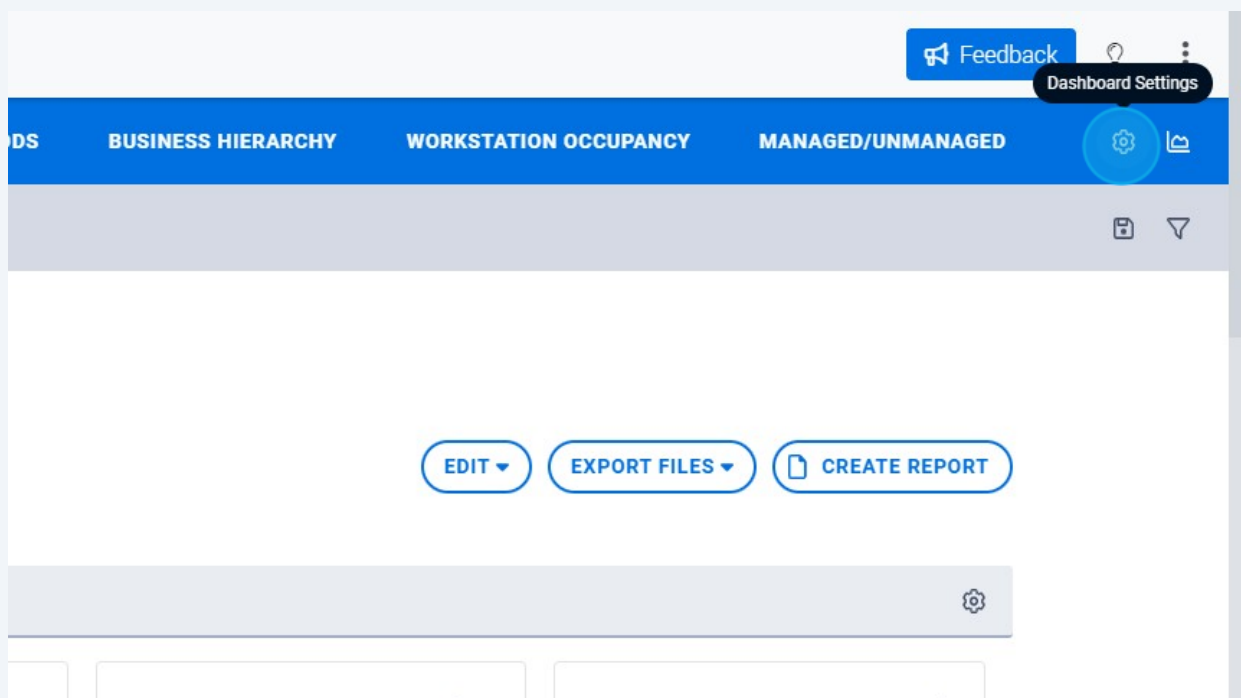


# How To Edit Data Tables In Space Dashboard

1 You can change the contents of any data table in Space Dashboard

2 Click "Dashboard Settings".



3 Under Content Configuration, click "OPEN SETTINGS"

### Content Configuration

Customize the content configuration of tables and tiles

OPEN SETTINGS

4 Select the table and location level you wish to edit

REGION    COUNTRY    STATE    CITY    SITE    BUILDING    FLOOR    ROOM

#### DASHBOARD

TEMPORARY AVAILABILITY  
(COVID-19)

#### SCORECARD

#### LOCATION

BUSINESS HIERARCHY

WORKSTATION OCCUPANCY

MANAGED/UNMANAGED

## Dashboard

Search Columns

#### Available Sections

- Agile Area Capacity Count
- Agile Area Employee Count
- Agile Workstations
- Annual Vacancy Cost (USD)
- Assignable Area (SQFT)
- Assignable Workspace Area (SQFT)
- Chargeable Area (SQFT)

5 Under Available Sections, you can select columns to include in the table.

The screenshot shows a web interface for configuring a table. On the left is a sidebar with navigation options: DASHBOARD, TEMPORARY AVAILABILITY (COVID-19), SCORECARD, LOCATION (highlighted with a blue bar), BUSINESS HIERARCHY, WORKSTATION OCCUPANCY, and MANAGED/UNMANAGED. The main area is titled 'Location' and contains a 'Search Columns' input field. Below this is a section titled 'Available Sections' with a list of items, each with a checkbox: Agile Area Capacity Count (checked), Country (unchecked and circled in blue), Employee Count (unchecked), Occupied % (checked), Occupied Workstation (checked), Vacant Allocated Workstation (checked), Vacant Unallocated Workstation (checked), and Workstation Count (checked).

6 You can also re-order the columns by dragging and dropping

The screenshot shows the column selection interface. At the top right, there is a refresh icon and two buttons: 'SELECT ALL' and 'REMOVE ALL'. Below these is a section titled '7 Selected' with a 'Drag to Reorder' label. A list of selected columns is shown, each with a vertical bar on the left and an 'X' on the right. The columns are: Workstation Count (circled in blue), Agile Area Capacity Count, Occupied Workstation, Occupied %, and Vacant Allocated Workstation.

7 You can also remove columns

SELECT ALL REMOVE ALL

7 Selected Drag to Reorder

- || Agile Area Capacity Count ×
- || Occupied Workstation ×
- || Workstation Count ×
- || Occupied % ×
- || Vacant Allocated Workstation ×
- || Vacant Unallocated Workstation ×
- || Country ×

8 To save your changes at a single location level, click "APPLY CHANGES"

- || Agile Area Capacity Count ×
- || Occupied Workstation ×
- || Occupied % ×
- || Vacant Allocated Workstation ×
- || Vacant Unallocated Workstation ×
- || Country ×

CANCEL CHANGES APPLY CHANGES APPLY TO MULTIPLE

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9 To apply your changes to more than one location level, click "APPLY TO MULTIPLE"

A configuration panel with a list of columns. Each column has a double vertical bar icon on the left and an 'x' icon on the right. The columns are: Occupied Workstation, Occupied %, Vacant Allocated Workstation, Vacant Unallocated Workstation, Country, and Employee Count.

CANCEL CHANGES

APPLY CHANGES

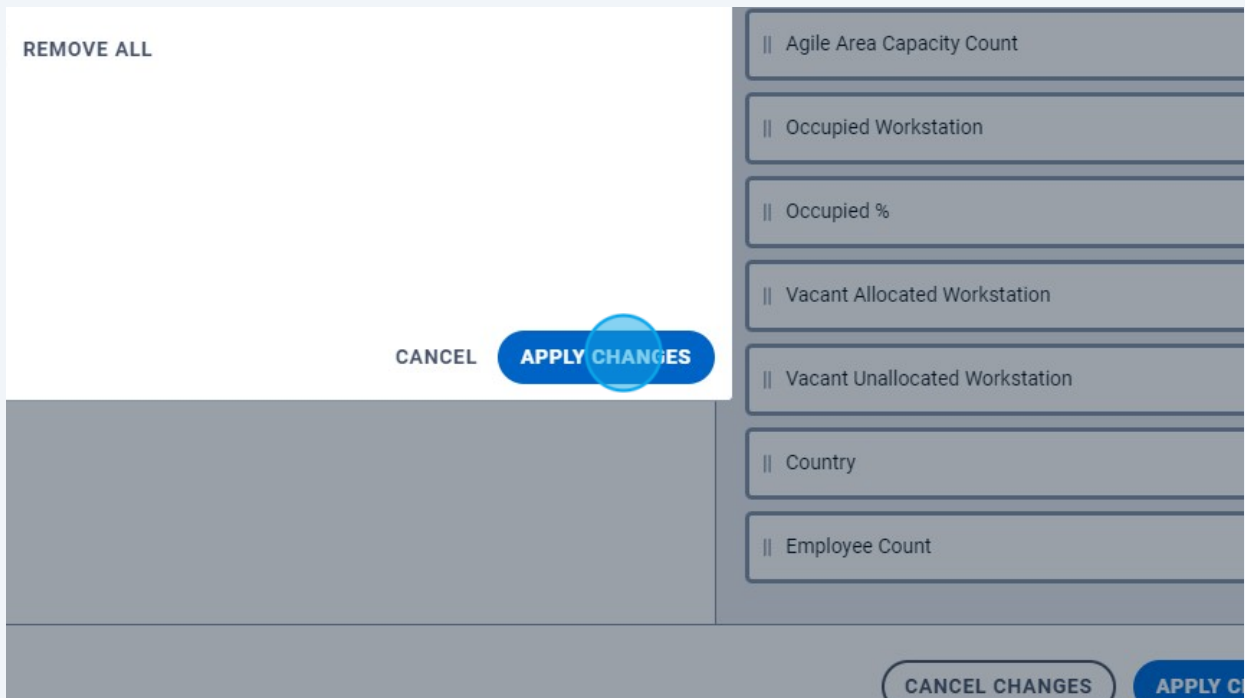
APPLY TO MULTIPLE

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10 Select the levels to apply the changes

The 'Location' section includes a 'Search Columns' input field and a list of 'Available Sections' with checkboxes. A modal titled 'Apply Changes to Multiple Levels' is open, asking to 'Select the levels you want to apply your selected changes to:'. It features 'SELECT ALL' and 'REMOVE ALL' buttons, and a list of levels: Region (checked), Country, State, City, and Site. A 'CANCEL' button and a partially visible 'APPLY' button are at the bottom right.

11 Click "APPLY CHANGES"



12 Click "CONFIRM CHANGES"

