

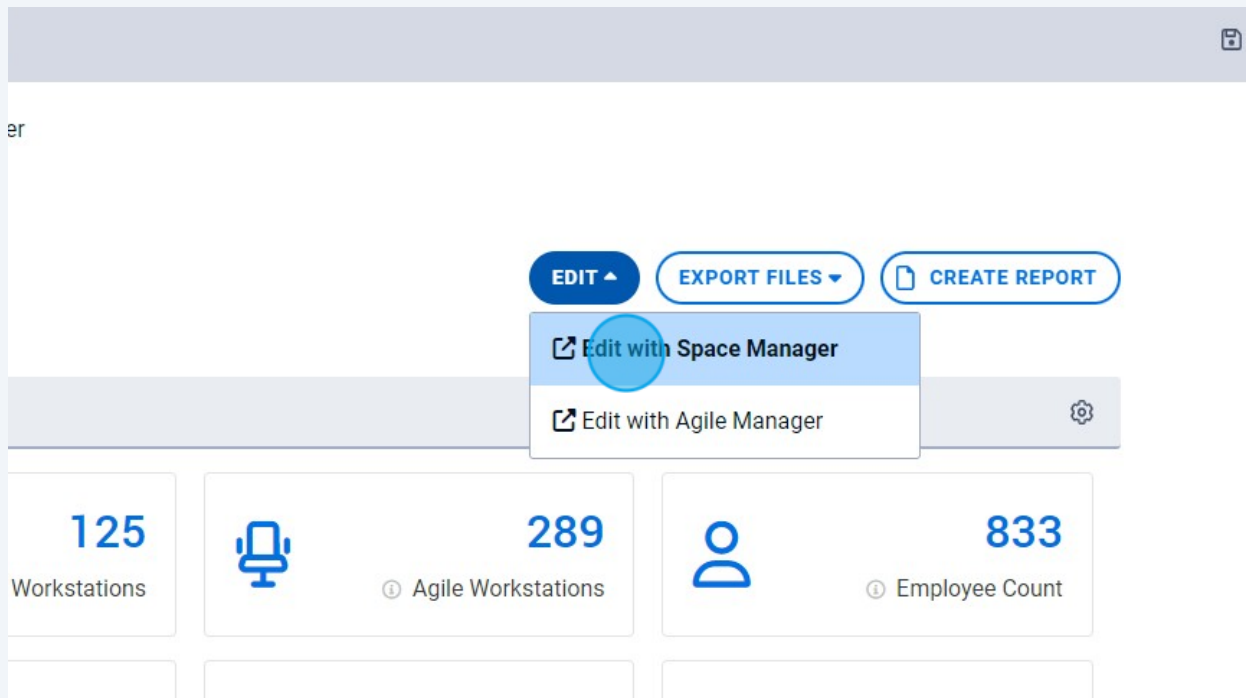
# How to Edit Space In Space Dashboard

1 To edit spaces you must be filtered to a building

2 Click "EDIT"

The screenshot displays the Space Dashboard interface. At the top, there are four filter tabs: "NEIGHBORHOODS", "BUSINESS HIERARCHY", "WORKSTATION OCCUPANCY", and "MANAGED/UNMANAGED". Below these tabs is a search bar with the text "ower" partially visible. In the center of the dashboard, there is a callout box that says "Edit with Data Editor Plus" above a blue "EDIT" button with a dropdown arrow. To the right of the "EDIT" button are two other buttons: "EXPORT FILES" and "CREATE REPORT". At the bottom of the dashboard, there are three summary cards: "125 Smart Workstations" with a computer icon, "289 Agile Workstations" with a person icon, and "833 Employee Count" with a person icon. A settings gear icon is located in the bottom right corner of the dashboard area.

### 3 Click "Edit with Space Manager"



### 4 A new tab will open prefiltered to your chosen building in Data Editor Plus

