

# Searching for a Location in Space Dashboard

1

Space Dashboard features a "smart search" feature, which will return any results related to your chosen search.

2

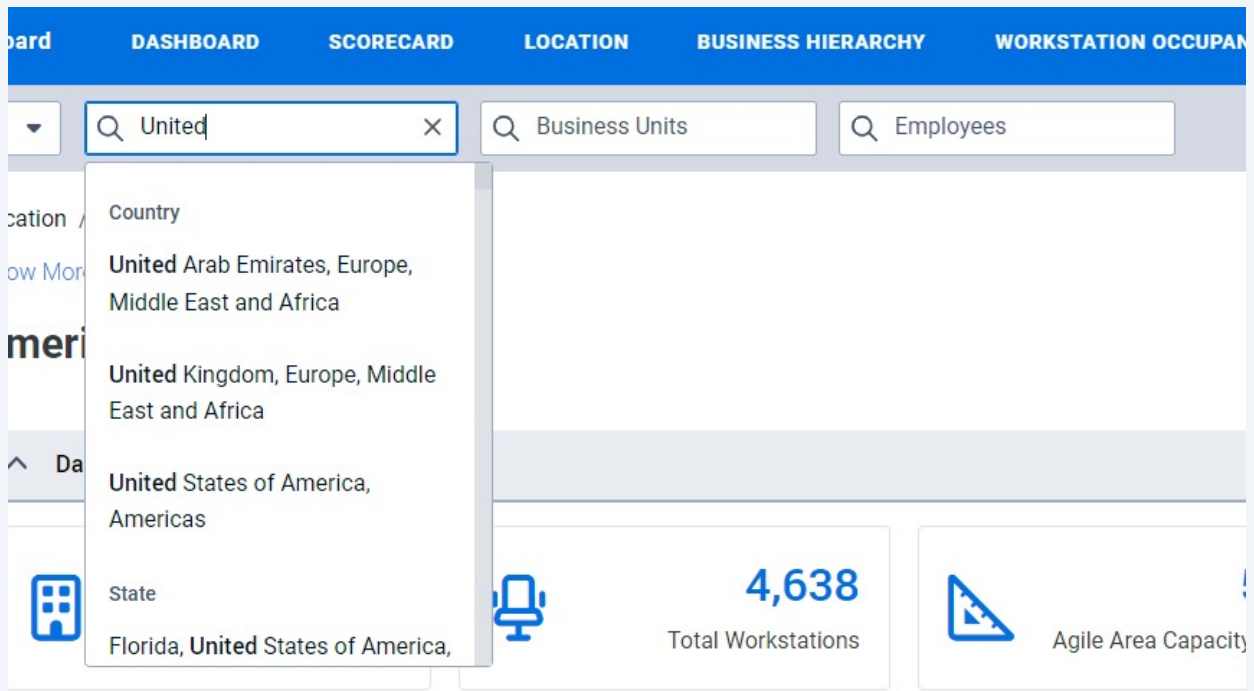
Click the "Locations" field.

The screenshot displays the Space Dashboard interface. At the top, there is a navigation bar with the following tabs: Space Dashboard, DASHBOARD, SCORECARD, LOCATION, BUSINESS HIERARCHY, WORKSTATION OCCUPANCY, and MANAGED/UNMANAGED. Below the navigation bar, there are search filters for 'Current', 'Locations', 'Business Units', and 'Employees'. The main content area is titled 'Global' and contains a 'Dashboard' section with a grid of 15 metrics. A blue circle highlights the 'Locations' search field in the top navigation bar. Below the dashboard is a 'Scorecard' section with five metrics: Occupied %, % Allocated Workstations, Vacant Allocated Workstations, Vacant Unallocated Workstations, and Employee Assignment %.

Metric	Value
Total Buildings	53
Total Workstations	88,083
Agile Area Capacity Count	2,877
Agile Workstations	2,877
Occupied Workstations	69
Vacant Workstations	18,881
Employee Count	84,349
Agile Area Employee Count	4,811
Assignable Area (SQFT)	7,375,120
Chargeable Area (SQFT)	5,915
Annual Vacancy Cost (USD)	44,750,107
Assignable Workspace Area (SQFT)	2,747,267
Total Annual Cost (USD)	180,876,043
Fixed Workstations	85,206
Neighborhoods	1

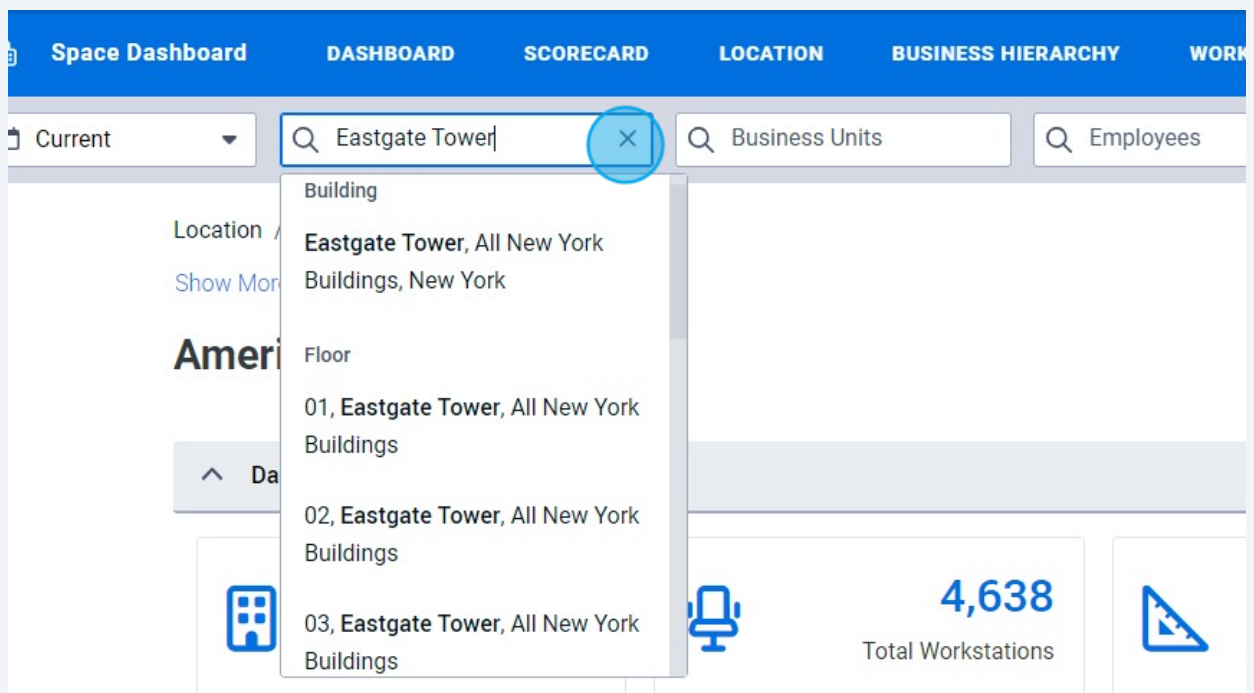
3

You can search for any location level (Region, Country, State, City, Building etc.) and it will return results that match your search.



4

If already know the building you wish to navigate to, you can search for it here.



5

You can return to the Global level by clicking the "Clear All" Button.

The screenshot shows the WebCoRE interface. At the top, there is a navigation bar with icons for a globe, a grid, a home icon, and the WebCoRE logo. Below this is a blue header with tabs for 'Space Dashboard', 'DASHBOARD', 'TEMPORARY AVAILABILITY (COVID-19)', and 'SCORECARD'. A search bar contains 'Current' with a dropdown arrow, and two search filters: 'Eastgate Tower' and 'Business Units'. Below the search bar, a breadcrumb trail reads 'Location / Americas / United States of America / New York / New York / All New York Buildings'. A 'Reset to Default' button with a refresh icon and a highlighted 'Clear All' button are visible. The main content area displays 'Eastgate Tower / 04' with a 'Floor' label. Below this is a 'Dashboard' section with a chevron icon. At the bottom, there are three data cards: the first shows a person icon and the number '159', the second shows a cursor icon and the number '85', and the third shows a person icon.