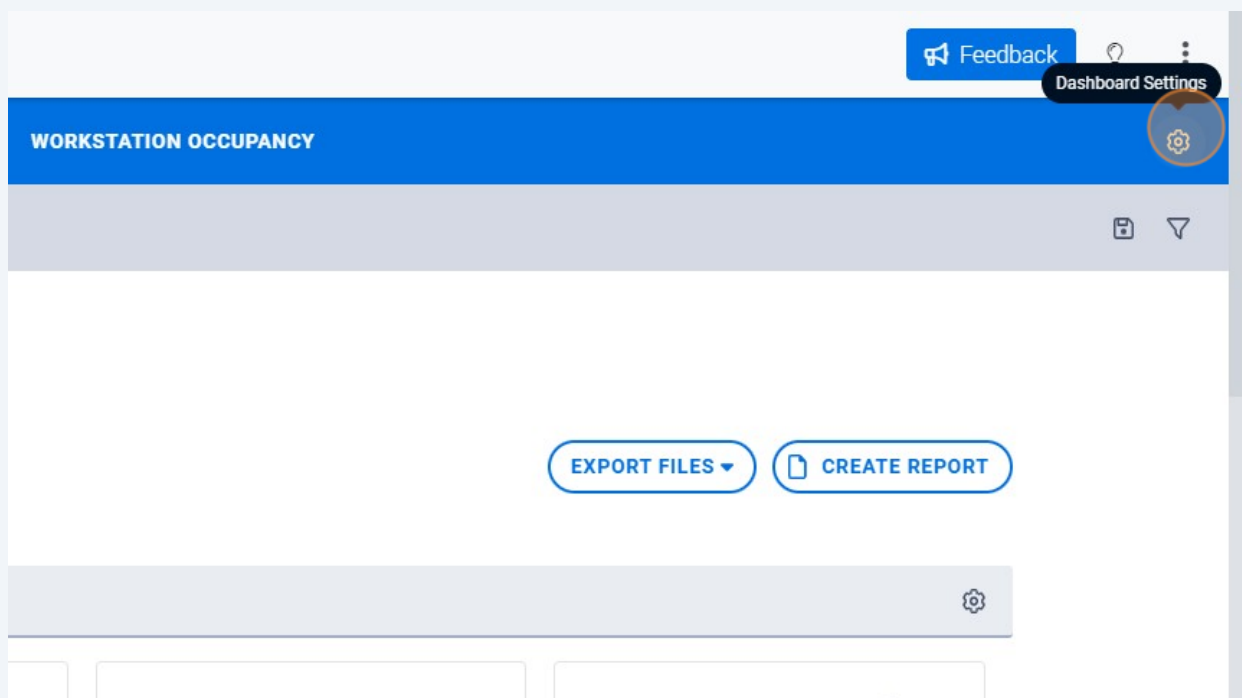


How To Change Space Dashboard Scorecard Tiles

- 1 You can add or remove scorecard tiles for all location levels or set specific scorecard tiles at different location levels

- 2 Start by selecting "Dashboard Settings"



3 Under Content configuration, Click "OPEN SETTINGS"

Content Configuration

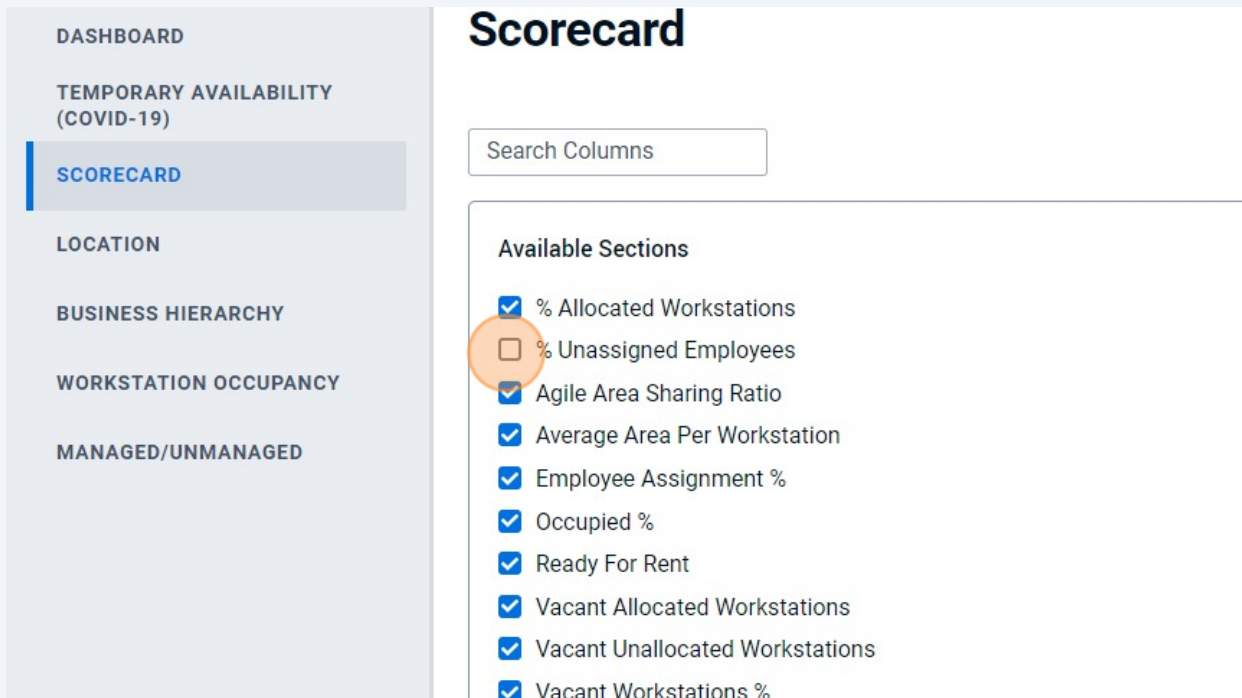
Customize the content configuration of tables and tiles

OPEN SETTINGS

4 Make sure you select "Scorecard" and the location level you wish to change

The screenshot displays a web interface for configuring a scorecard. At the top, a horizontal menu lists location levels: REGION, COUNTRY, STATE, CITY, SITE, BUILDING, FLOOR, and ROOM. The 'REGION' option is highlighted with a blue underline and a red arrow pointing to it. Below this menu is a vertical sidebar with several menu items: DASHBOARD, TEMPORARY AVAILABILITY (COVID-19), SCORECARD, LOCATION, BUSINESS HIERARCHY, WORKSTATION OCCUPANCY, and MANAGED/UNMANAGED. The 'SCORECARD' item is highlighted with a blue bar and a red arrow pointing to it. The main content area is titled 'Scorecard' and contains a 'Search Columns' input field. Below this, there is a section titled 'Available Sections' with a list of seven items, each with a checkbox: % Allocated Workstations (checked), % Unassigned Employees (unchecked), Agile Area Sharing Ratio (checked), Average Area Per Workstation (checked), Employee Assignment % (checked), Occupied % (checked), Ready For Rent (checked), and Vacant Allocated Workstations (checked).

5 Under available sections you can add or remove Scorecard tiles



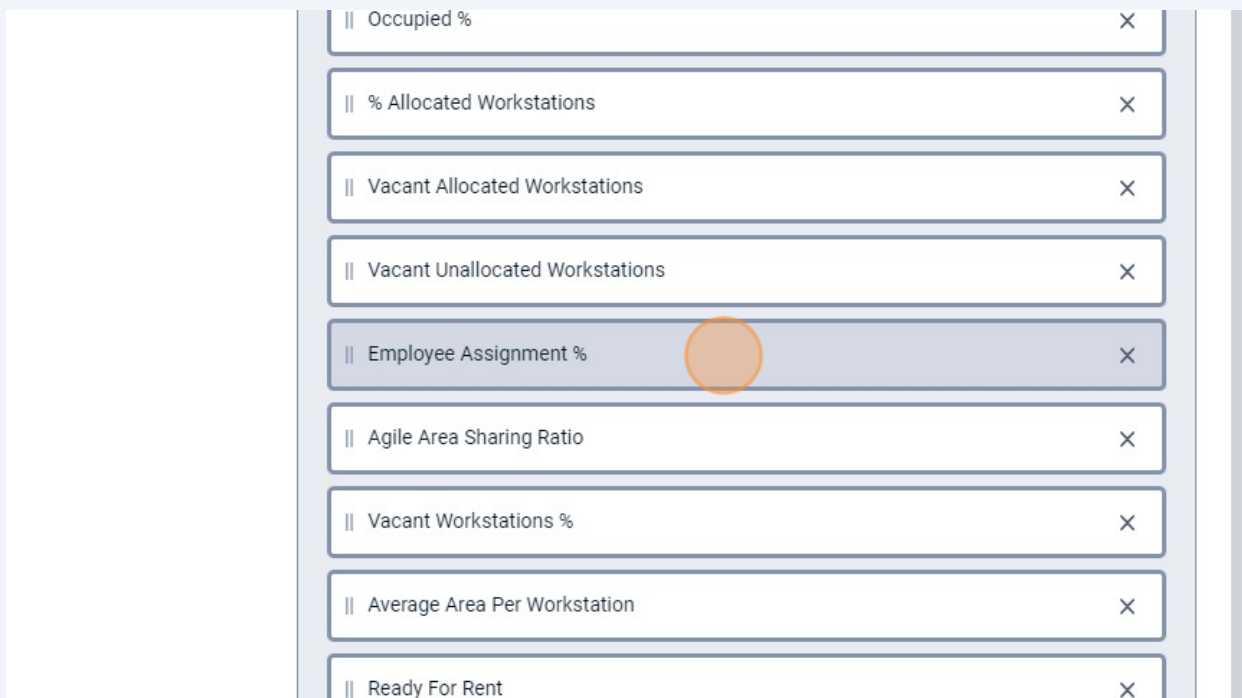
Scorecard

Search Columns

Available Sections

- % Allocated Workstations
- % Unassigned Employees
- Agile Area Sharing Ratio
- Average Area Per Workstation
- Employee Assignment %
- Occupied %
- Ready For Rent
- Vacant Allocated Workstations
- Vacant Unallocated Workstations
- Vacant Workstations %

6 You can drag and drop tiles to re-order them



- || Occupied %
- || % Allocated Workstations
- || Vacant Allocated Workstations
- || Vacant Unallocated Workstations
- || Employee Assignment %
- || Agile Area Sharing Ratio
- || Vacant Workstations %
- || Average Area Per Workstation
- || Ready For Rent

7 Or you can remove tiles



8 To apply changes at a single location level, Click "APPLY CHANGES"



CANCEL CHANGES APPLY CHANGES APPLY TO MULTIPLE

9

If you wish to apply your changes to more than one location level, Click "APPLY TO MULTIPLE"

The screenshot shows a settings panel with a list of metrics on the left and three action buttons at the bottom. The metrics are:

- Vacant Unallocated Workstations
- Agile Area Sharing Ratio
- Employee Assignment %
- Vacant Workstations %
- Average Area Per Workstation
- Ready For Rent

The action buttons are:

- CANCEL CHANGES
- APPLY CHANGES
- APPLY TO MULTIPLE (highlighted with an orange circle)

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10

Select the location levels you wish to change

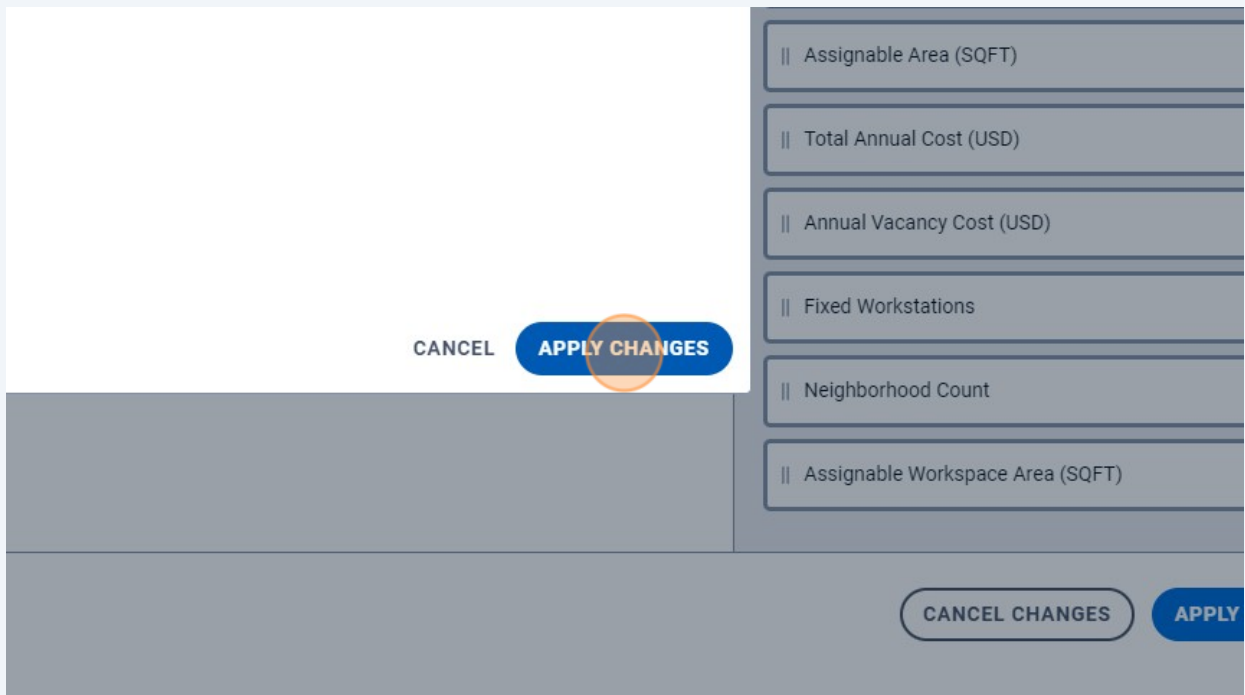
The screenshot shows a settings panel with a list of available sections on the left and a dialog box for applying changes to multiple levels on the right. The available sections are:

- % Allocated Workstations
- % Unassigned Employees
- Agile Area Sharing Ratio
- Average Area Per Workstation
- Employee Assignment %
- Occupied %
- Ready For Rent
- Vacant Allocated Workstations
- Vacant Unallocated Workstations
- Vacant Workstations %

The dialog box is titled "Apply Changes to Multiple Levels" and contains the text "Select the levels you want to apply your selected changes to:". Below this text are two buttons: "SELECT ALL" (highlighted with an orange circle) and "REMOVE ALL". Below the buttons is a list of location levels with checkboxes:

- Region
- Country
- State
- City
- Site
- Building
- Floor

11 Click "APPLY CHANGES"



12 Click "CONFIRM CHANGES"

