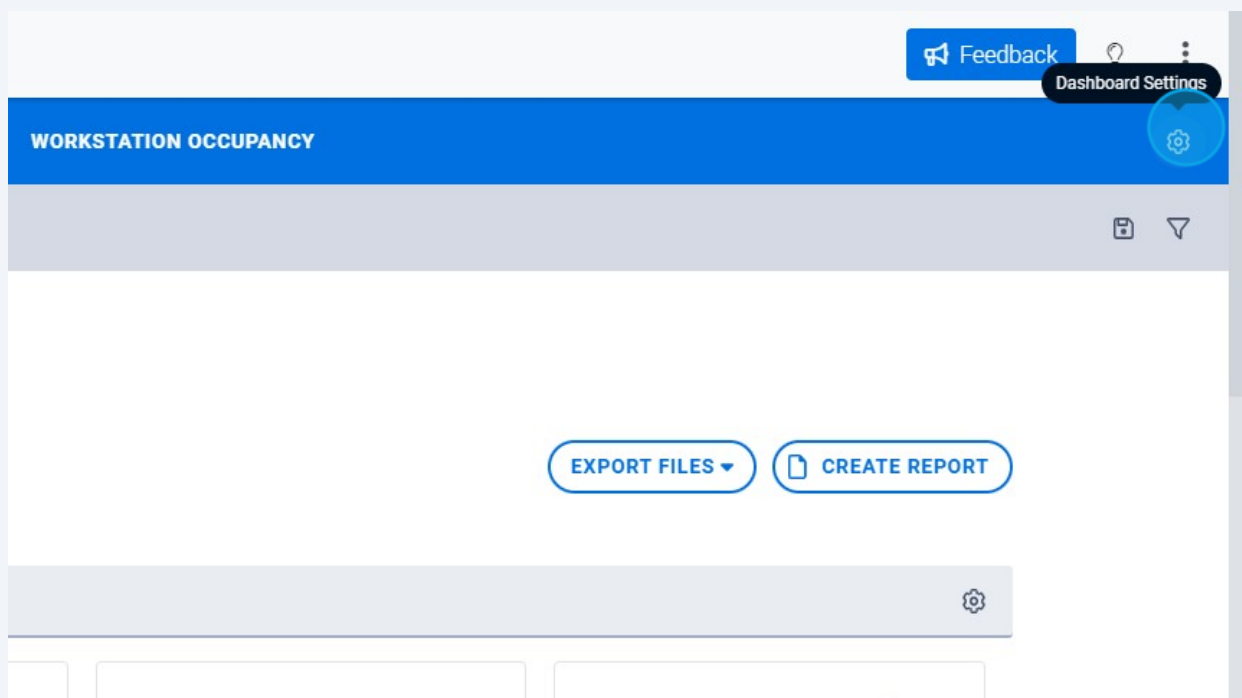# How To Change Space Dashboard Tiles

1 You can add or remove space dashboard tiles for all location levels or set specific dashboard 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 "Dashboard" and the location level you wish to change

| 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)
- ☑ Employee Count

5   Under available sections you can add or remove dashboard tiles

LOCATION

BUSINESS HIERARCHY

WORKSTATION OCCUPANCY

MANAGED/UNMANAGED

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)
- ☑ Employee Count
- ☑ Fixed Workstations
- ☑ Neighborhood Count
- ☑ Occupied Workstations
- ☑ Total Annual Cost (USD)
- ☑ Total Buildings
- ☑ Total Workstations
- ☑ Vacant Workstations

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

|| Total Buildings   ×

|| Total Workstations   ×

|| Agile Area Capacity Count   ×

|| Agile Workstations   ×

|| Occupied Workstations   ×

|| Vacant Workstations   ×

|| Employee Count   ×

|| Agile Area Employee Count   ×

|| Assignable Area (SQFT)   ×

7 Or you can remove tiles

Total Buildings	✕
Total Workstations	✕
Agile Area Capacity Count	✕
Agile Workstations	✕
Vacant Workstations	✕
Employee Count	✕
Agile Area Employee Count	✕
Assignable Area (SQFT)	✕
Annual Vacancy Cost (USD)	✕

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

Assignable Area (SQFT)	✕
Annual Vacancy Cost (USD)	✕
Total Annual Cost (USD)	✕
Fixed Workstations	✕
Neighborhood Count	✕
Assignable Workspace Area (SQFT)	✕

CANCEL CHANGES   APPLY CHANGES   APPLY TO MULTIPLE

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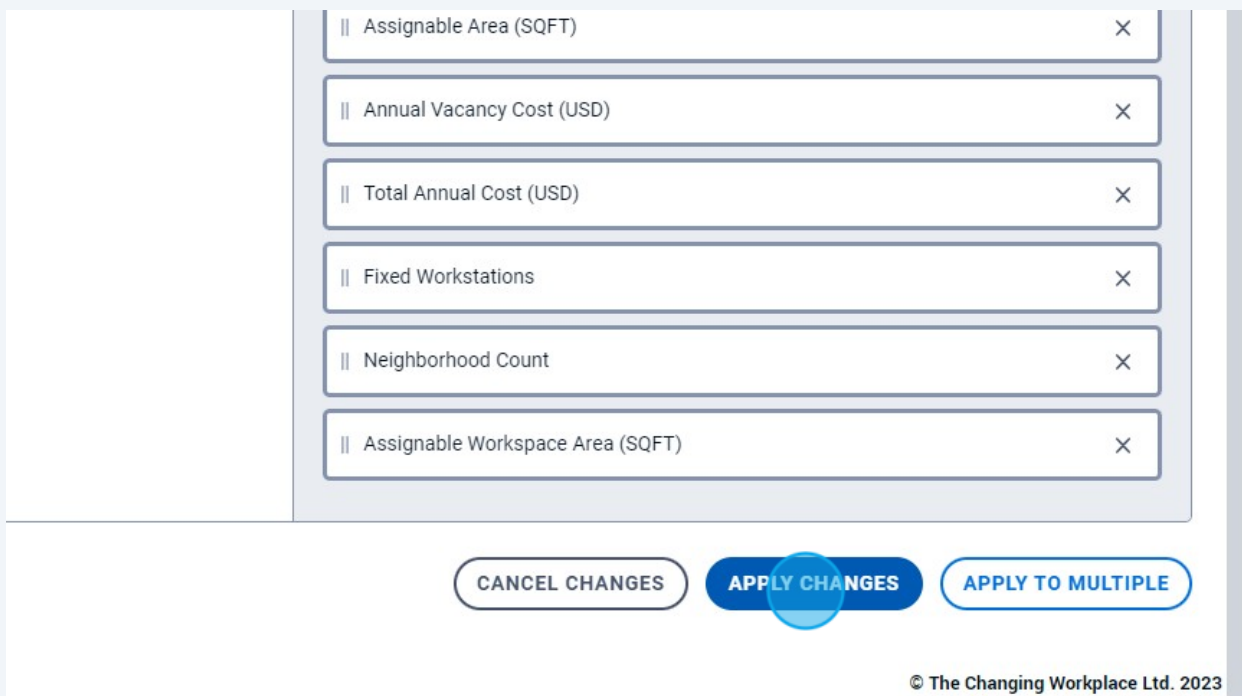
9 If you wish to apply your changes to more than one location level, Click "APPLY TO MULTIPLE"

Assignable Area (SQFT)	✕
Total Annual Cost (USD)	✕
Annual Vacancy Cost (USD)	✕
Fixed Workstations	✕
Neighborhood Count	✕
Assignable Workspace Area (SQFT)	✕

(CANCEL CHANGES)   **APPLY CHANGES**   **APPLY TO MULTIPLE**

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10 Select the location levels you wish to change

☑ Annual Vacancy Cost (USD)
☑ Assignable Area (SQFT)
☑ Assignable Workspace Area (SQFT)
☐ Chargeable Area (SQFT)
☑ Employee Count
☑ Fixed Workstations
☑ Neighborhood Count
☐ Occupied Workstations
☑ Total Annual Cost (USD)
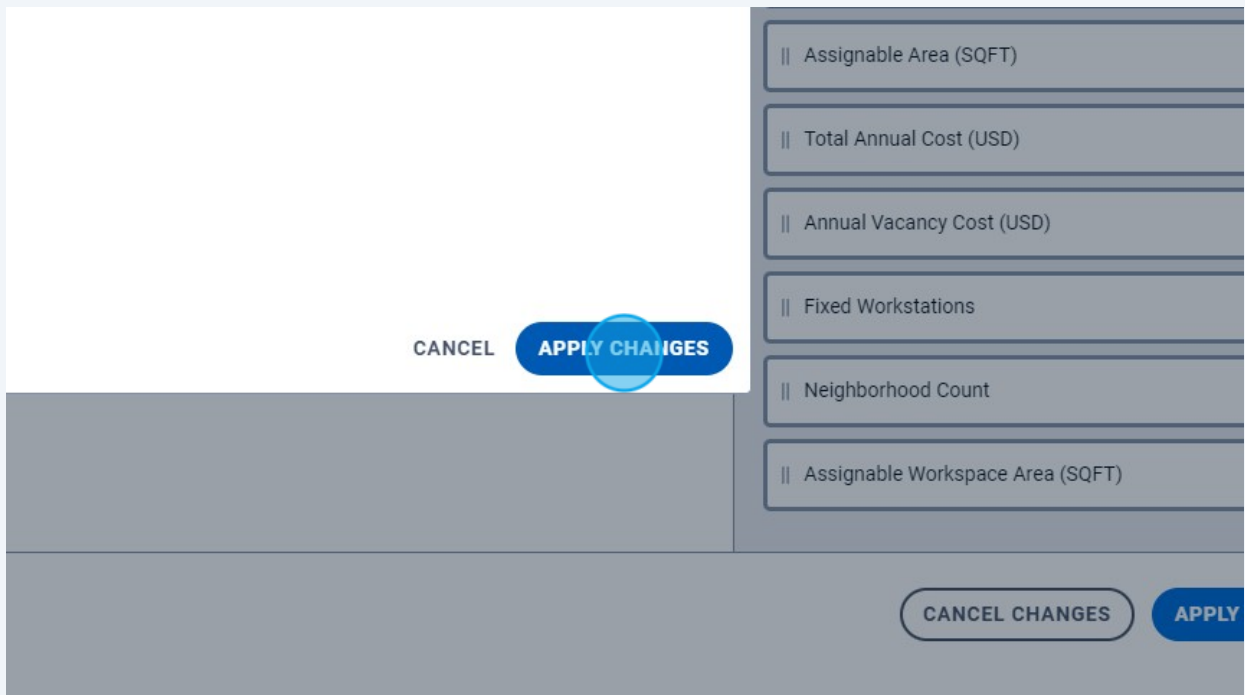☑ Total Buildings
☑ Total Workstations
☑ Vacant Workstations

Apply Changes to Multiple Levels

Select the levels you want to apply your selected changes to:

SELECT ALL   REMOVE ALL

☑ Region
☐ Country
☐ State
☐ City
☐ Site
☐ Building
☐ Floor

11 Click "APPLY CHANGES"

| Assignable Area (SQFT) |
| Total Annual Cost (USD) |
| Annual Vacancy Cost (USD) |
| Fixed Workstations |
| Neighborhood Count |
| Assignable Workspace Area (SQFT) |

CANCEL **APPLY CHANGES**

(CANCEL CHANGES) **APPLY**

12 Click "CONFIRM CHANGES"

Select the levels you want to apply your selected changes to:

SELECT ALL   REMOVE ALL

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

Confirm Changes   ✕

Are you sure you want to apply the selected changes? Completing this action will override the previous settings on the selected levels.

GO BACK **CONFIRM CHANGES**

CANCEL **APPLY CHANGES**

| Employee Count |
| Agile Area Employee Count |
| Assignable Area (SQFT) |
| Total Annual Cost (USD) |
| Annual Vacancy Cost (USD) |
| Fixed Workstations |
| Neighborhood Count |
| Assignable Workspace Area |