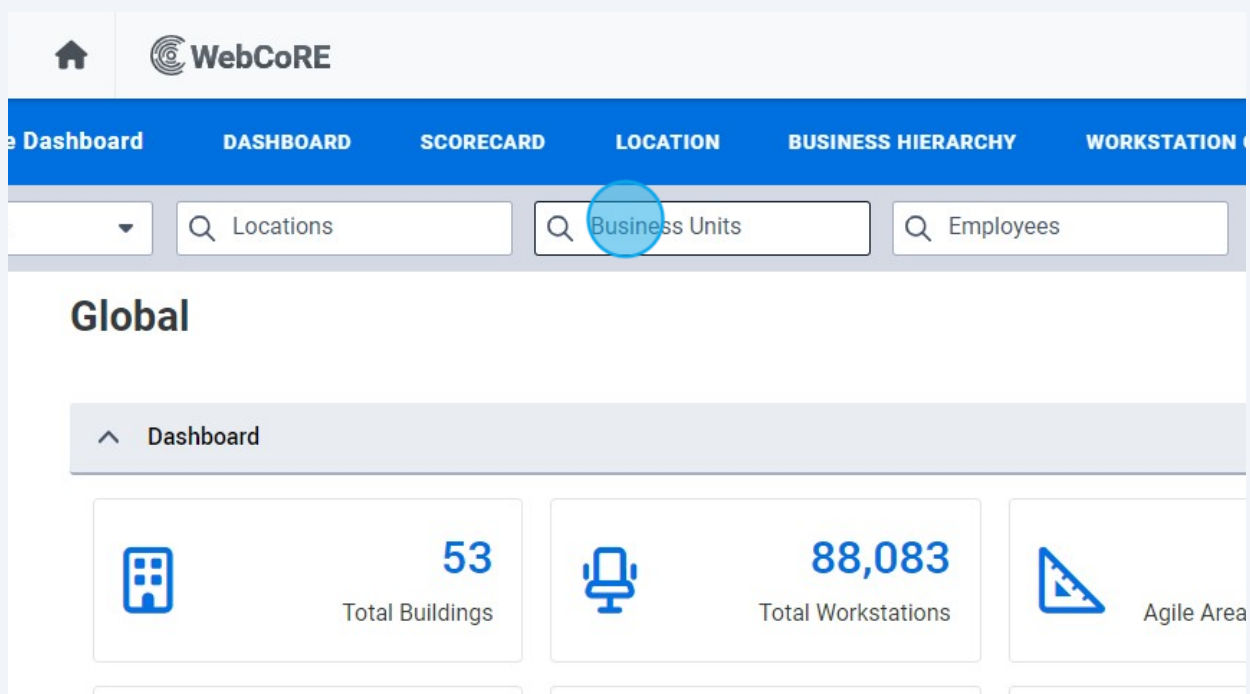


How to Filter Business Units

 You can filter space dashboard to specific departments using two methods

Search Function

1 Click the "Business Units" field.



2 Type in your chosen business unit or department

The screenshot shows a dashboard with a search bar at the top. A dropdown menu is open, listing several options under the heading "Department". The options are: "Accounts (FIN-200), Finance", "Credit (FIN-300), Finance (FIN)", and "Finance (FIN-100), Finance (FIN)". The dashboard background features several data cards with icons and numbers. Visible cards include: "Agile Area Capacity Count" with a value of 2,877; "Agile Workstation" with a value of 2,877; "Employee Count" with a value of 4,811; "Agile Area Employee Count" with a value of 4,811; "Assignable Area (SQFT)" with a value of 7,375,120; "Assignable Workspaces" with a value of 2,747,267; "Agile Area Capacity Count" with a value of 180,876,043; and "Agile Workstation" with a value of 85,206.

3 Select an option from the list

The screenshot shows the WebCoRE dashboard. The top navigation bar includes "Dashboard", "DASHBOARD", "SCORECARD", "LOCATION", "BUSINESS HIERARCHY", and "WORKSTATION O". Below the navigation bar, there are search bars for "Locations", "finance", and "Employees". The "finance" search bar has a dropdown menu open, showing a list of options under the heading "Business Unit". The options are: "Finance" (highlighted with a blue circle), "Department", "Accounts (FIN-200), Finance (FIN)", "Credit (FIN-300), Finance (FIN)", and "Finance (FIN-100), Finance (FIN)". The dashboard background features several data cards. Visible cards include: "Global" with a value of 53 and the label "Total Buildings"; "Agile Area Capacity Count" with a value of 2,877; "Agile Workstation" with a value of 2,877; "Employee Count" with a value of 4,811; "Agile Area Employee Count" with a value of 4,811; "Assignable Area (SQFT)" with a value of 7,375,120; "Assignable Workspaces" with a value of 2,747,267; "Agile Area Capacity Count" with a value of 180,876,043; and "Agile Workstation" with a value of 85,206.

4 Space Dashboard is now filtered to your chosen business unit or department

Region	Workstation Count	Agile Area Capacity Count	Occupied Workstation	Occupied %
Americas	1,148	125	865	75%
Europe, Middle East and Africa	15,850	446	15,518	98%
Japan, Asia Pacific and Australasia	1,020	108	779	76%
Totals	18,019	679	17,162	

Business Hierarchy

Department	Workstation Count	Vacant Allocated Workstation	Vacant Unallocated Workstation	Employee Count	Assign: (S)
Accounts	2,269	225	0	2,478	
Credit	3,479	134	0	4,051	
Finance	12,270	497	0	14,381	
Totals	18,019	856	0	20,910	

Using Business Hierarchy Table

5 Navigate to the business hierarchy table

Space Dashboard	DASHBOARD	SCORECARD	LOCATION	BUSINESS HIER/RCHY	WORKSTATION OCCUPANCY	MANAGED/UNMANAGED	
Current	Q Locations	Q finance	Q Employees				
Europe, Middle East and Africa	79,122	1,858	62,429	79%	1,597	15,096	75,108
Japan, Asia Pacific and Australasia	4,245	396	3,188	75%	1,003	54	4,374
Totals	88,083	2,877	69,202		3,660	15,221	84,349
Business Hierarchy							
Business Unit	Workstation Count	Vacant Allocated Workstation	Vacant Unallocated Workstation	Employee Count	Assignable Area (SQFT)	Chargeable Area (SQFT)	Yearly total cost (USD)
Co-Op	1,276	7	0	1,603	40,980	83,619	2,124,924
Common Space	0	0	0	0	4,472,544	0	0
Engineering	5,962	393	0	6,769	203,679	420,040	15,099,305
Finance	18,019	856	0	20,910	606,463	1,243,927	39,506,935
Human Resources	6,493	340	0	7,500	217,148	446,038	13,509,127
Operations	6,005	245	0	6,993	195,682	402,178	16,006,366
Public Relations	1,843	130	0	2,068	62,102	127,613	4,307,888
Retail	420	9	0	500	13,680	27,715	1,007,501
Staff Groups	5,936	343	0	6,910	200,376	410,810	13,852,518
Sublet	458	61	0	487	15,847	32,475	1,302,803

6 Select the business unit from the table

Business Unit	Workstation Count	Vacant Allocated Workstation	Vacant Unallocated Workstation
Co-Op	1,276	7	
Common Space	0	0	
Engineering	5,962	393	
Finance	18,019	856	
Human Resources	6,493	340	
Operations	6,005	245	
Public Relations	1,843	130	
Retail	420	9	
Staff Groups	5,936	343	

7 Space Dashboard is now filtered to your chosen business unit or department

Region	Workstation Count	Agile Area Capacity Count	Occupied Workstation	Occupied %
Americas	1,148	125	865	75%
Europe, Middle East and Africa	15,850	446	15,518	98%
Japan, Asia Pacific and Australasia	1,020	108	779	76%
Totals	18,019	679	17,162	

Business Hierarchy

Department	Workstation Count	Vacant Allocated Workstation	Vacant Unallocated Workstation	Employee Count	Assigned (St)
Accounts	2,269	225	0	2,478	
Credit	3,479	134	0	4,051	
Finance	12,270	497	0	14,381	
Totals	18,019	856	0	20,910	

8

You can remove any filters you've applied by pressing "Clear All"



WebCoRE



Space Dashboard

DASHBOARD

SCORECARD

LOCATION

BUSINESS HIERARCHY



Current



Locations



finance



Employees

Business Hierarchy / Finance

Reset to Default



Clear All

Global

Dashboard



52



18,019

