



The Changing Workplace

Business Portal

ENCOURAGING ACCOUNTABLE SPACE MANAGEMENT

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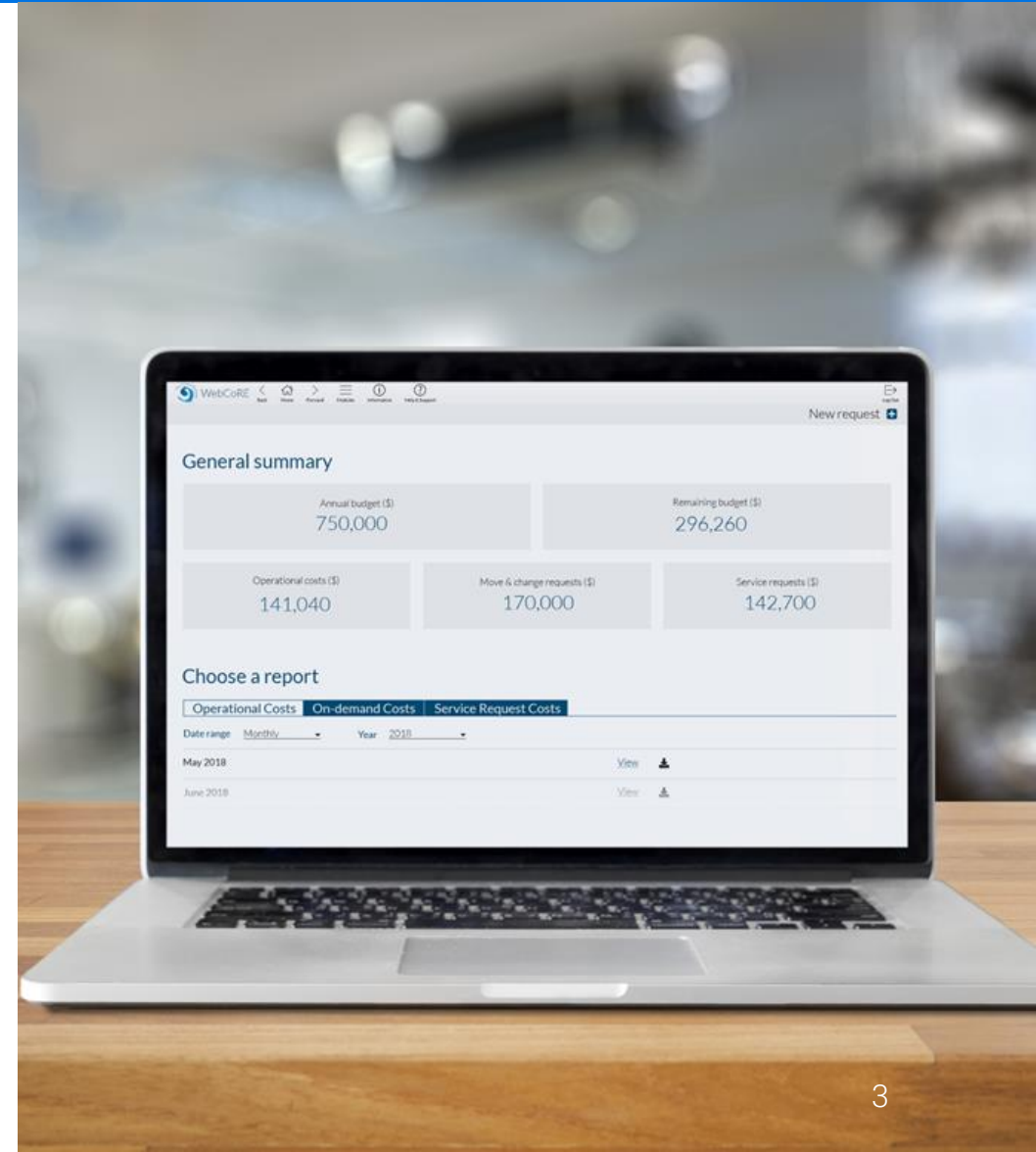
What is the Business Portal module

The Business Portal is a tool for Business Leaders to be more engaged and accountable for their assigned and used space

Business Leaders and CRE Teams communicate business group related charges – business-as-usual as chargeback, moves or strategic, such as headcount changes

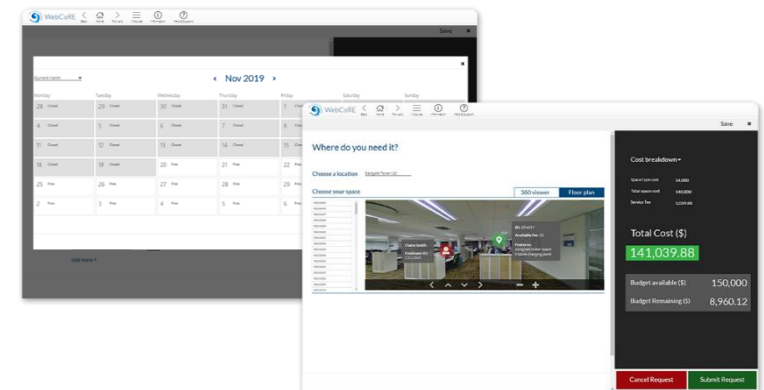
Overall budget visibility encourages Business Leaders to be more accountable for their space usage

A simple and streamlined process ensures all Business Leaders are using the tool consistently driving stronger data quality



Features

- Historical and categorical communication/ spend reports:
 - Monthly/ quarterly/ annual operational chargeback
 - On-demand, non-scheduled charges (individual or group MAC requests)
 - Headcount forecasting
 - Service Request charges (i.e. a chair has been repaired)
- Push notifications remind Business Leaders to review recharge or warn against overspend
- The information to understand space usage, cost impact and stem waste
- Dynamically reloading cost projection when requesting more or less space
- Push notifications:
 - Enabling Business Leaders to monitor space usage, occupancy and associated costs
 - Client defined warnings for nearing budget thresholds to avoid overspend
- 360 degree facility photography incorporating key location based information such as who else sits there, environmental conditions and distance from elevator banks, toilets, etc...



Benefits

- CRE planning is driven by front-line personnel who are able to provide accurate insight on what they will need
- A simple communication portal providing Business Leaders visibility into spending and allocated budgets
- Drives accountability to monitor charge back, identify trends and where waste is occurring (i.e. unused workstations or unused meeting spaces)
- When making space requests Business Leaders only have to worry about if they need more or less space – leaving all the bigger questions and coordination to their CRE Team
- Improves space occupancy data quality at a granular level

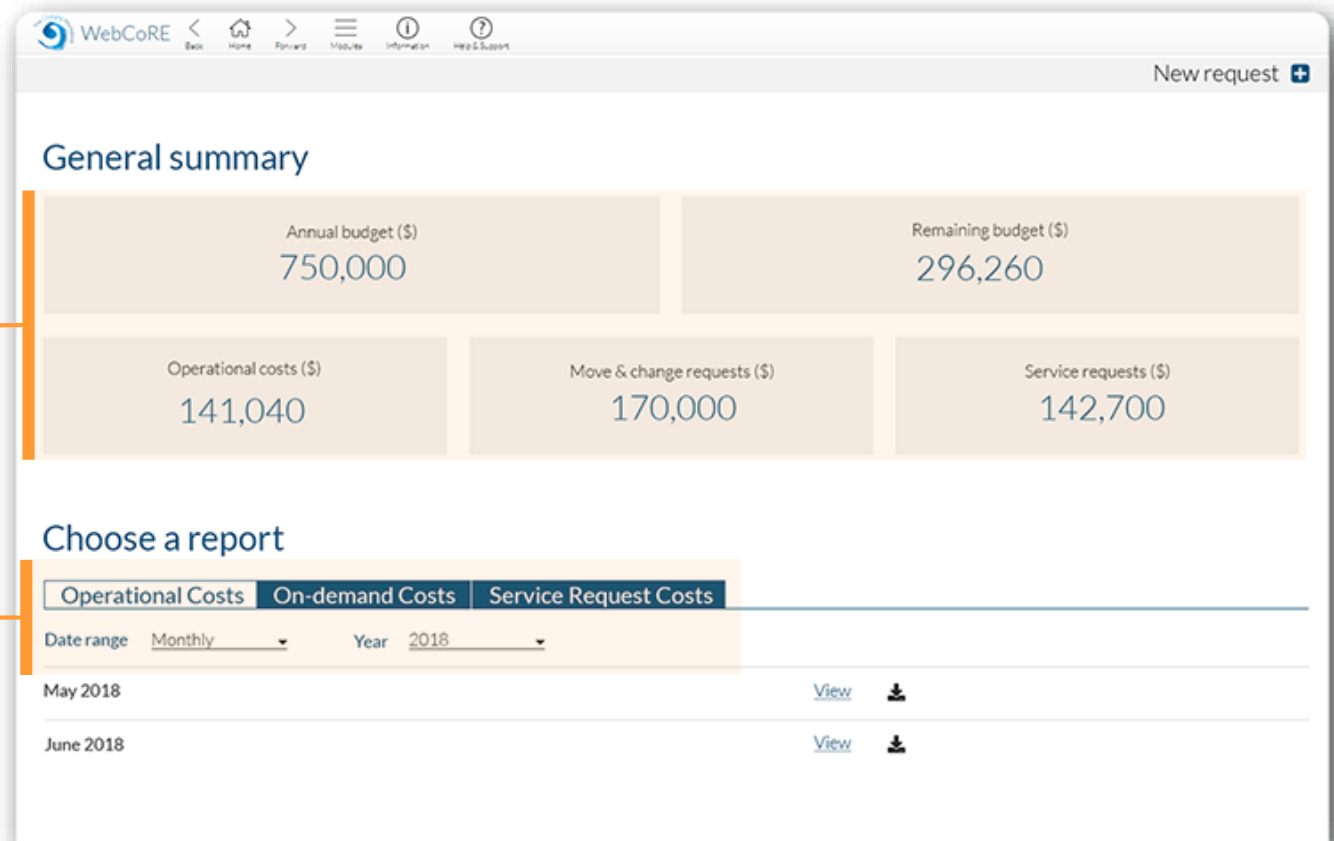


Reports

Interface

Dashboard outlines key cost metrics for business groups

Tab & dropdown selection for easy navigation to desired report/level



Reports

Statements

- Statements are available for operational costs, MAC requests and individual service requests
- Much like a monthly credit card statement, costs are separated into line items for full visibility on where money is being spent and when
- Statements compare assigned space costs to actual usage outlining cost-saving opportunities and increasing accountability
- Functionality includes buttons to accept statement costs, request a review by the FM team or view statement details

Cost centre title (07/2018)

Work space usage

WORKSTATION TYPE	NUMBER ASSIGNED	COST (\$)	NUMBER USED	COST (\$)
Fixed	100	108,333.33	93	100,750.00
Agile	50	54,166.67	33	35,750.00
SUB-TOTAL	150	162,500.00	126	136,500.00

Common space usage

	NUMBER ASSIGNED	COST (\$)	NUMBER USED	COST (\$)
SUB-TOTAL	75	7,500.00	62	6,200.00

Financial Services (07/2018)

Service requests

REQUEST TYPE	NUMBER OF REQUESTS	COST (\$)
Move workstation	10	1,039.88
Asset requests	12	2,130.73
Maintenance	6	3,000.00
Total	28	6,170.61

Accept Request Review View Details

Space Requests

- Business Leaders can submit space requests or expected growth rates through simple-to-use menus
- Through 360 degree photography Business Leaders can understand new location layout before submitting a move request
- Business Leaders can communicate growth forecasts linked to percentages or headcount growth
- Menus feature a dynamically loading quotation builder outlining cost expectations as the user builds their request

The screenshot displays the WebCoRE application interface for submitting space requests. It features two overlapping windows.

Top Window: What do you need?

- Select a request type:** Office Space
- When do you need it by?** 09/11/19
- Select a space type:** Fixed workstations
- How many do you need?** 10

Cost breakdown:

Item	Cost
Space type cost	\$4,000
Total space cost	\$40,000
Service Fee	\$1,039.88
Total Cost (\$)	141,039.88

Budget summary:

Item	Amount (\$)
Budget available	150,000
Request Remaining	8,960.12

Buttons: Cancel Request, Submit Request

Bottom Window: Where do you need it?

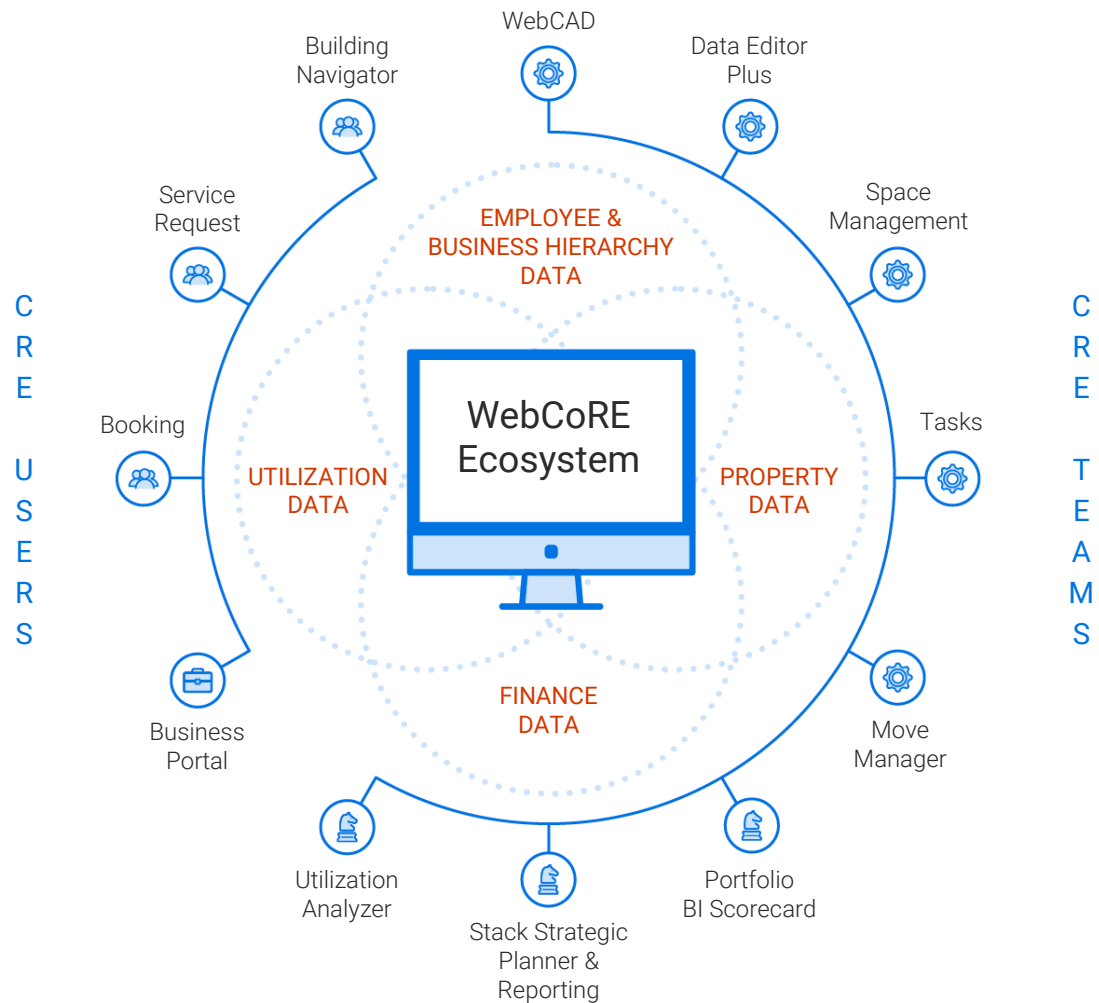
- Choose a location:** Eastgate Tower/10
- Choose your space:** A list of room numbers (R0010495 to R0010515) is shown on the left.
- 360 viewer:** A 360-degree photograph of an office interior is displayed. Overlaid on the image is a card for **Claire Smith** (Employee ID: C012345) and a location pin for **ID: 184657** (Available No: 10). Features listed include Assigned locker space and Mobile charging point.
- Floor plan:** A button to view the floor plan is located next to the 360 viewer.

How Business Portal Contributes to the Ecosystem

WebCoRE's Ecosystem creates a cross facility community and platform that increases communication, insight and data quality

The breath and depth of insight and capabilities drives CRE design and management in-line with both user expectations and strategic directives

As a tool for CRE Users, Business Portal opens communications between community members. The cross-communication improves data, recharge and brings strategic planning for tomorrow closer to actual requirements



About The Changing Workplace

The Changing Workplace was founded in 2000 after developing our portfolio management platform, WebCoRE

WebCoRE's tools are used to capture and blend metrics outlining how facilities are being used compared to how they were planned

Data visibility and platform capabilities enable users to take affirmative action creating and enabling strategies aligning with expectations from users and governance

WebCoRE is used to manage over 200 million square feet with over 20k active users across 140 countries

Offices in America, Europe and partnerships in several strategic locations globally



£7.8_b

of unused space consolidated
over 20 years



200_m

Sq ft managed



140

Countries with WebCoRE
presence



23.3 %

Turnover reinvested in R&D
annually



20_k

Active WebCoRE
users



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