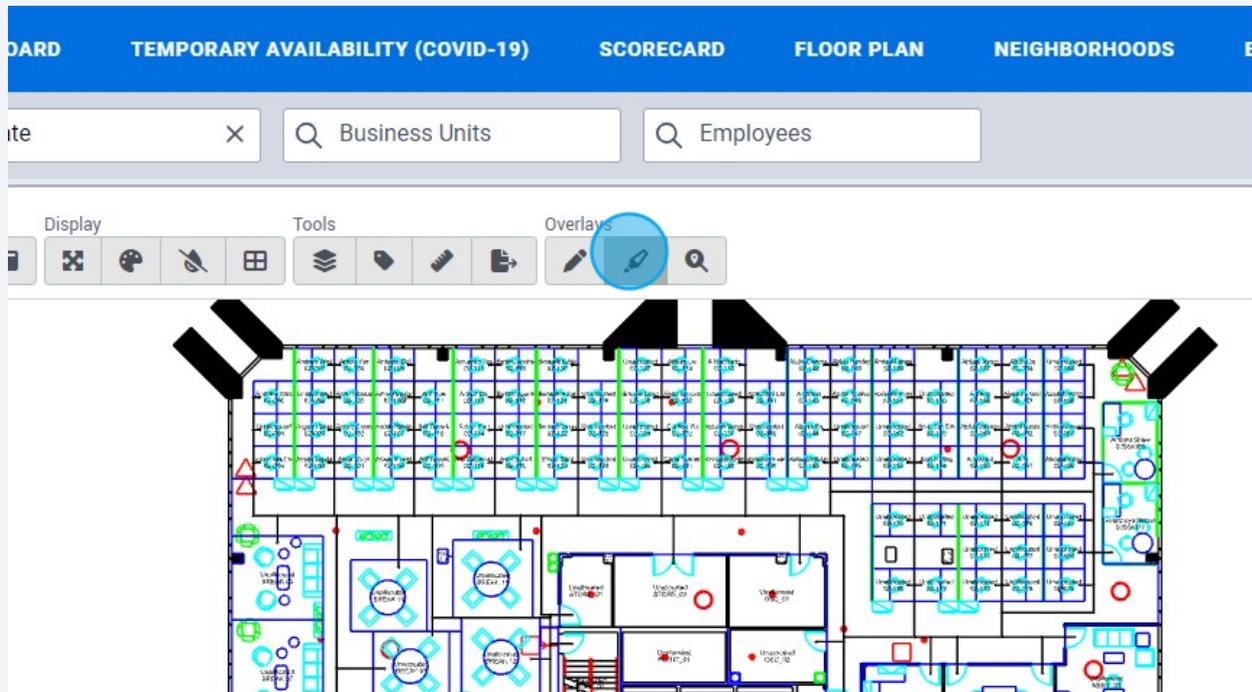


How To Apply Highlights In Space Dashboard

- 1 At the floor plan view, click "highlights"



2 You will see a list of available floor plan highlights in your WebCoRE

Highlights Legend Columns Data View

Leave highlights on when closing

Available Highlights

Show Agile Area Workpoints

View By Occupancy

View By Agile Area

View By Room Category

View By Room Use

View By Room Type

3 When a highlight is selected, a data highlight will be applied to your floor plan.

Tools Overlays

Highlights Legend Co

Leave highlights on when closing

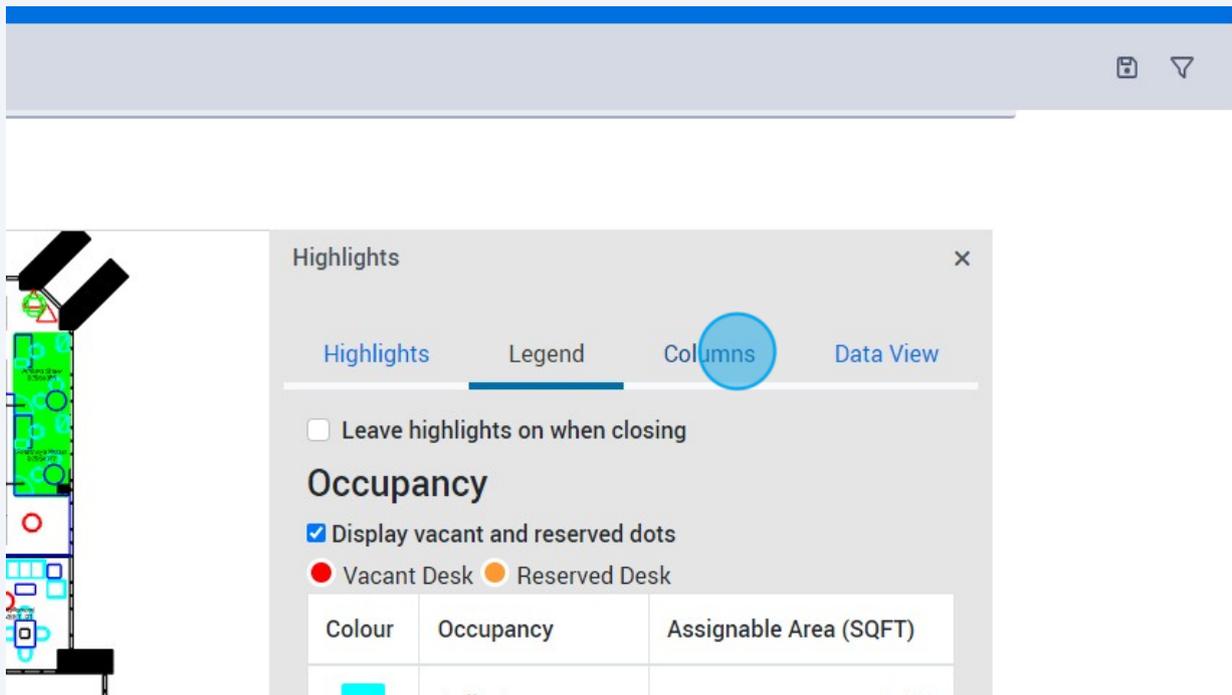
Occupancy

Display vacant and reserved dots

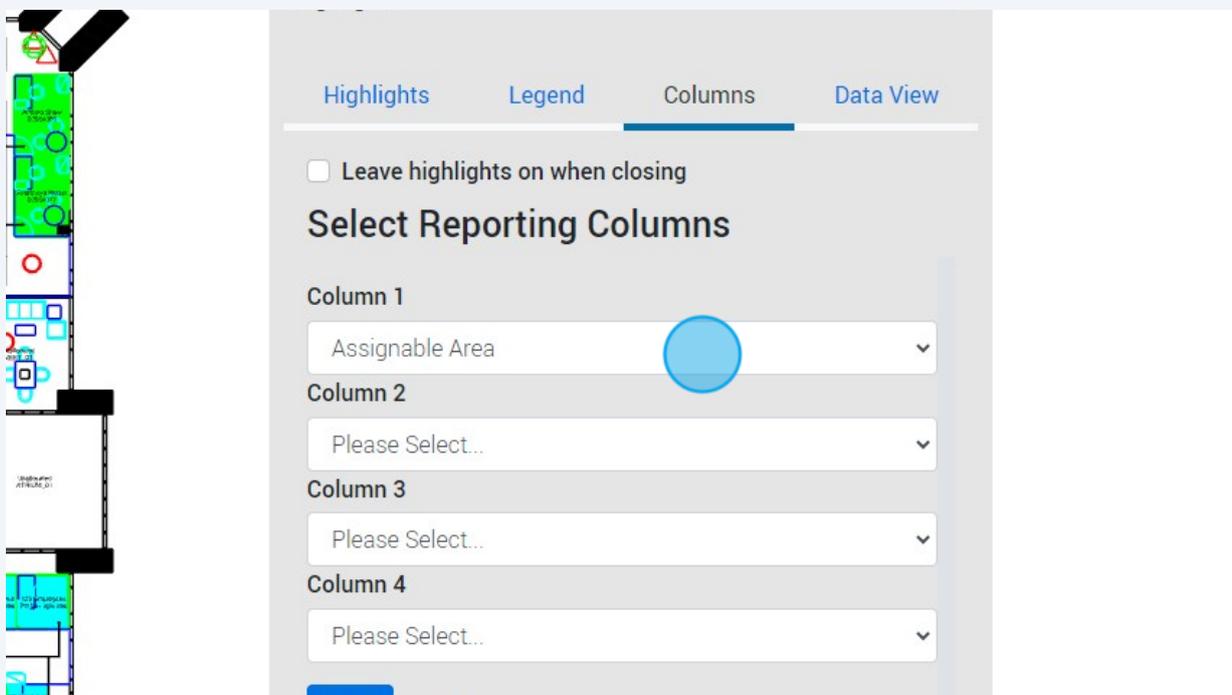
Vacant Desk Reserved Desk

Colour	Occupancy	As
■	Agile Area	
■	MULTIPLE	
■	Occupied	
■	Vacant Allocated	
	Total	

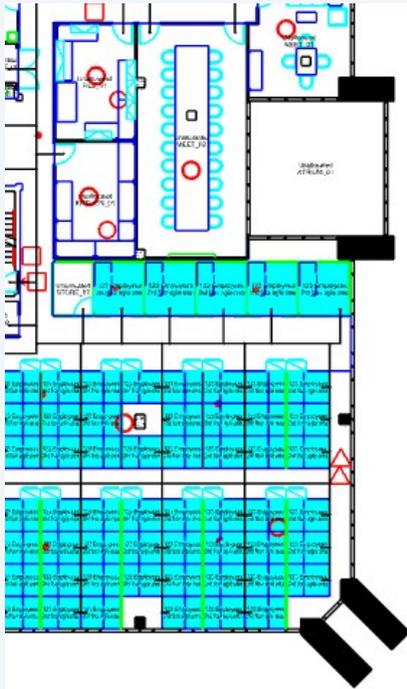
4 You can add data columns to the floor plan legend by clicking "Columns"



5 Select the columns you wish to add



6 Click "Save"



Assignable Area

Column 2
Employee Count

Column 3
Please Select...

Column 4
Please Select...

Save Reset

7 In the legend, you will now see your additional data columns

Business Units Employees

Overlays

Highlights

Highlights Legend Columns Data View

Leave highlights on when closing

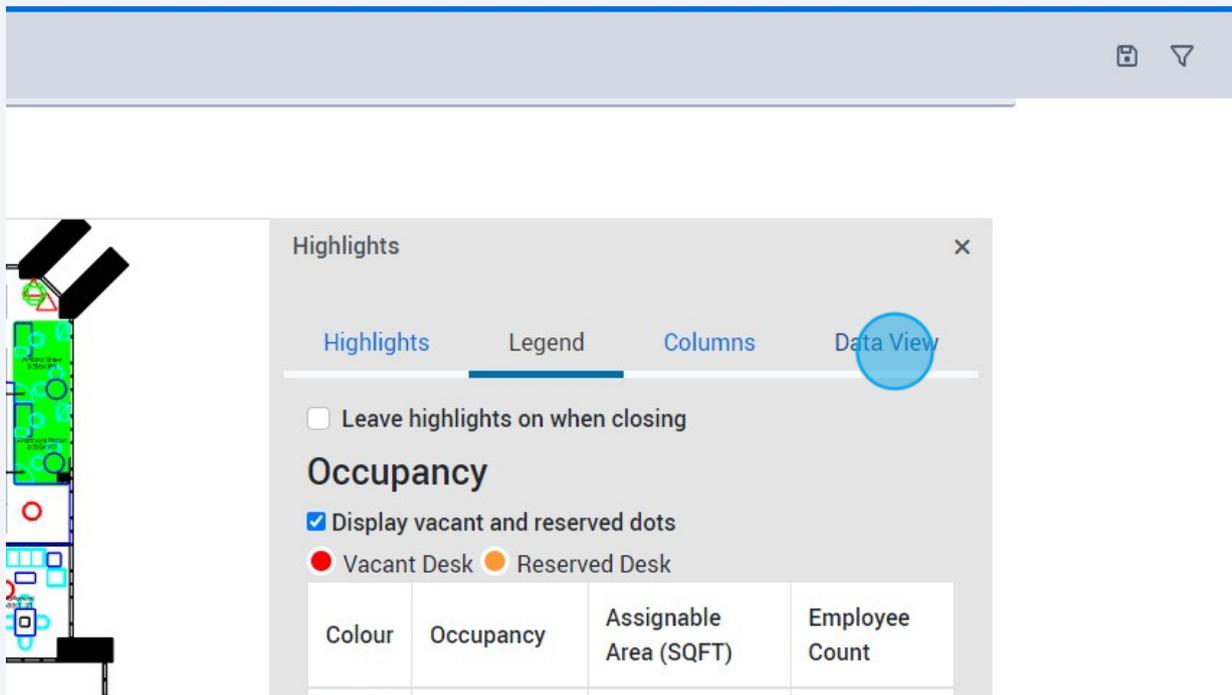
Occupancy

Display vacant and reserved dots

● Vacant Desk ● Reserved Desk

Colour	Occupancy	Assignable Area (SQFT)	Employee Count
■	Agile Area	3,475	123
■	MULTIPLE	31	1
■	Occupied	2,578	65
■	Vacant Allocated	659	0
	Total	6,743	189

8 Click "Data View"



9 If you select specific spaces you can also view data associated with it

