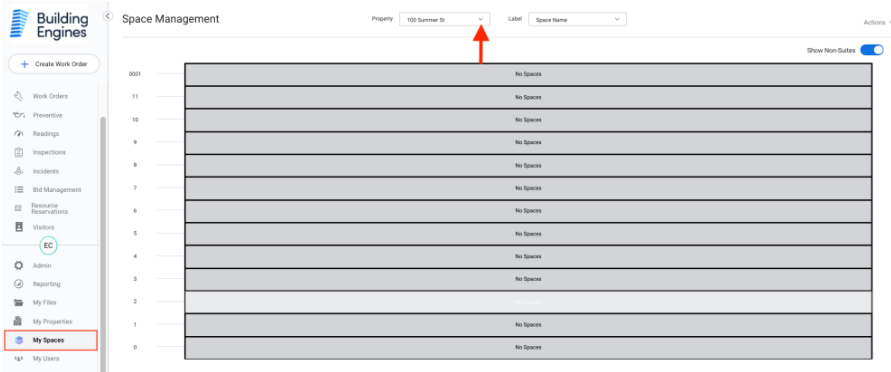


My Spaces

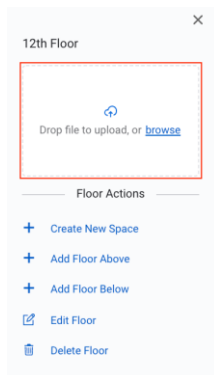
User Guide

Uploading and Removing Floor Plans

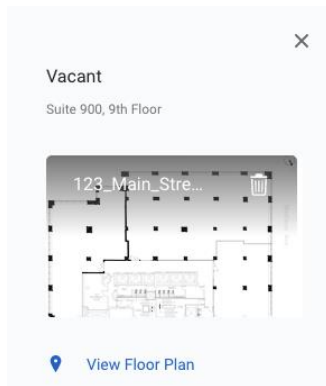
1. Click the My Spaces tab and select a property from the drop down at the top of the page.



2. Click on a floor, then click browse to upload a floor plan from your device. You can use PDF or DWG file types.

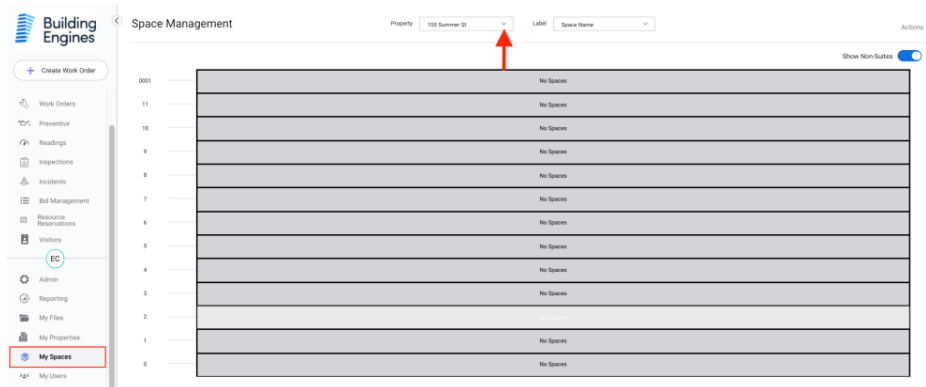


3. Hover your cursor over the floor plan preview and click the trash icon in the upper right corner to remove the uploaded file.

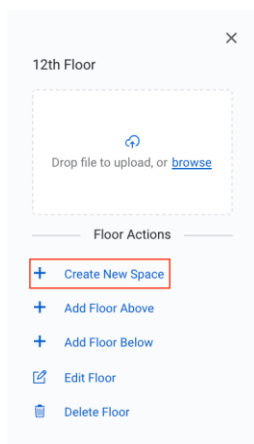


Creating Suites

1. Click the My Spaces tab and select a property from the drop down at the top of the page.



2. Click on a floor, then click Create New Space under Floor Actions.



3. Select Suite under Space Type.

Create Space ✕

Space Type: Suite ▼ Property: 100 Summer St Floor: Cottage 1 ▼ Space Name:

Tenant: + Add

Files: + Add File

← Back Save

Select a floor and enter a space name. Select a tenant for the space or click the Add button above the tenant field to add a new tenant. You can also attach any files to the space by clicking the Add File button.

4. Click Save at the bottom of the page to finish.

Importing Common Areas

1. Click the My Spaces tab and select a property from the drop down at the top of the page.

Building Engines

Space Management

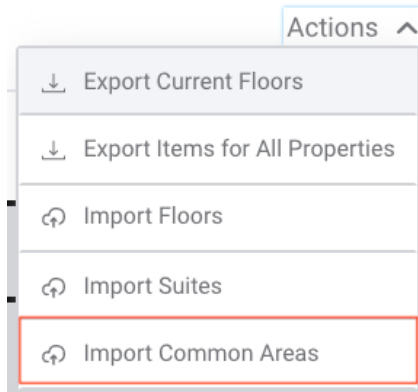
Property: 100 Summer St ▼ Label: Space Name ▼ Actions ▼

Show Non-Suites ☑

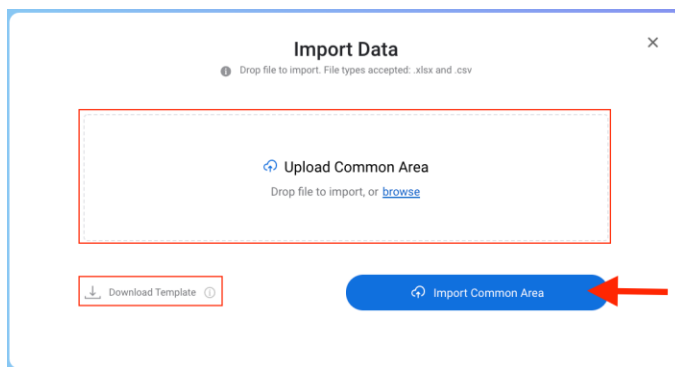
0001	No Spaces
11	No Spaces
10	No Spaces
9	No Spaces
8	No Spaces
7	No Spaces
6	No Spaces
5	No Spaces
4	No Spaces
3	No Spaces
2	No Spaces
1	No Spaces
0	No Spaces

My Spaces

2. Click the Actions button in the top right corner of the page then click Import Common Area from the drop down.

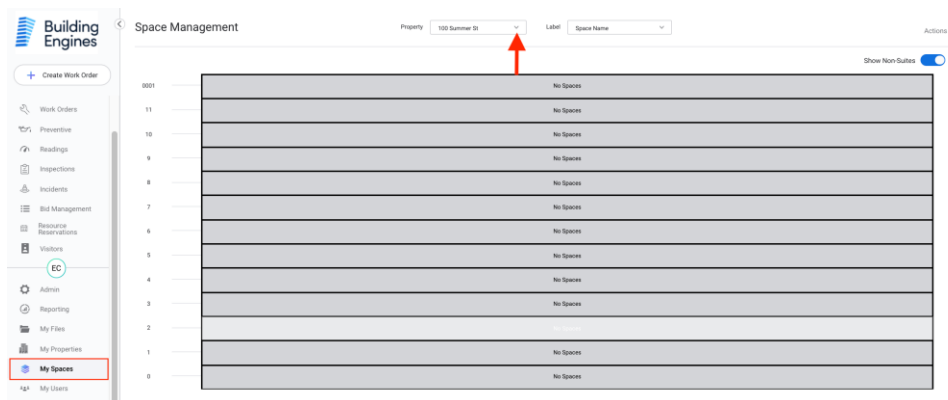


3. Click the download template button and fill out the common area information on the template. Upload the finished template from your device then click the Import Common Area button to finish.



Adding, Editing, Deleting Floors

1. Click the My Spaces tab and select a property from the drop down at the top of the page.



2. Click on a floor, then click Add Floor Above or Add Space Below under Floor Actions. Enter the floor name and number, then click Submit to finish.

Cottage 1

Drop file to upload, or [browse](#)

Floor Actions

- + Create New Space
- + Add Floor Above
- + Add Floor Below
- Edit Floor
- Delete Floor

Create Floor

Name

Enter Floor Name

Floor Number ⓘ

Ex. B1, 01, 02, RF

Submit

3. Click Edit floor under Floor Actions to edit name, number and location of the floor selected. You can also upload a file for the space by clicking Add File. Click Save at the bottom when finished.

Cottage 1

Drop file to upload, or [browse](#)

Floor Actions

- + Create New Space
- + Add Floor Above
- + Add Floor Below
- Edit Floor
- Delete Floor

Edit Floor

Name

Cottage 1

Floor Number ⓘ

0001

Floor Location ⓘ

File

Add File

Save

4. Click Delete Floor under Floor Actions to delete.

Cottage 1

Drop file to upload, or [browse](#)

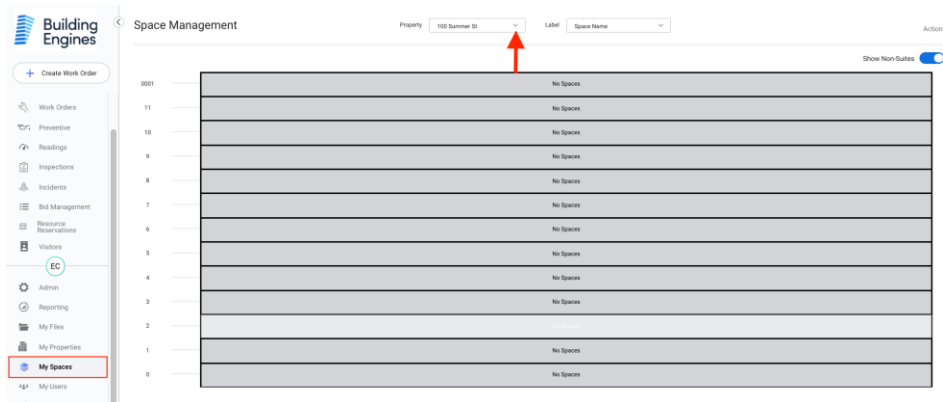
Floor Actions

- + Create New Space
- + Add Floor Above
- + Add Floor Below
- Edit Floor
- Delete Floor

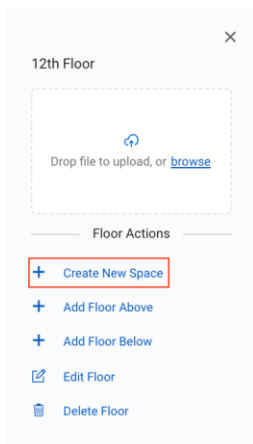
Creating Spaces

Creating spaces on the My Spaces stack is crucial to being able to assign work order tickets or equipment to locations within the building.

1. Click the My Spaces tab and select a property from the drop down at the top of the page.



2. Click on a floor then click Create New Space under Floor Actions.



3. Select a space type and floor, then enter a space name. Select a tenant for the space or click the Add button above the tenant field to add a new tenant. You can also attach any files to the space by clicking the Add File button. Please note there is a 25MB limit per file.

Create Space ✕

Space Type ▼ Suite Property 100 Summer St Floor 12th Floor Space Name Enter Space Name

Tenant + Add ▼ Vacant

Files + Add File

< Back Save

4. Click Save at the bottom of the page to finish.

Using Markup Tools

1. Click the My Spaces tab and select a property from the drop down at the top of the page.

Building Engines

Space Management Property 100 Summer St Label Space Name Actions

+ Create Work Order

Work Orders Preventive Readings Inspections Incidents Bid Management Resource Reservations Visitors EC Admin Reporting My Files My Properties My Spaces My Users

0001 No Spaces

11 No Spaces

10 No Spaces

9 No Spaces

8 No Spaces

7 No Spaces

6 No Spaces

5 No Spaces

4 No Spaces

3 No Spaces

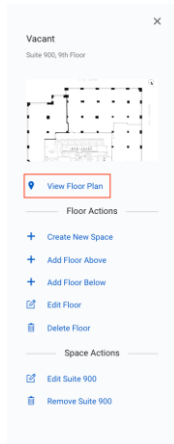
2 No Spaces

1 No Spaces

0 No Spaces

Show Non-Suites ☑

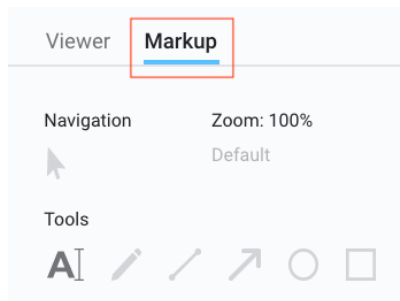
2. Select a floor with a floor plan uploaded and click View Floor Plan.



3. Click the Markup tab to open markup tools.

Select from Text, Draw, Line, Arrow, Circle and Square to markup the floor plan image.

Select the curser icon under Navigation to select markups and move them if needed.



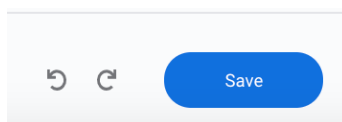
Click the text icon to add words to the floor plan. Click where you would like to add the text, then type in the box. Change the color, size, style and opacity from the options below the toolbar.

Click the pencil icon to draw on the floor plan. Change the color, brush size and opacity from the options below the toolbar.

Click the line or arrow icon to add to the floor plan. Click where you want an endpoint to be and drag your cursor the length, clicking again at the second endpoint to finish. Change the color, width, and opacity from the options below the toolbar.

Click the circle or square icon to add shapes to the floor plan. Click and drag your cursor to make the shape the size of your choice. Change the fill, stroke (color), width, and opacity from the options below the toolbar.

Click the forward and back arrows at the bottom of the page to undo or redo changes made.



4. Click save at the bottom of the page to save markups.

To download floor plan with the markups added, click the three dots at the top of the page then click Download PDF or Download PNG. The Download Floor Plan option will only export the original floor plan without the markups.

