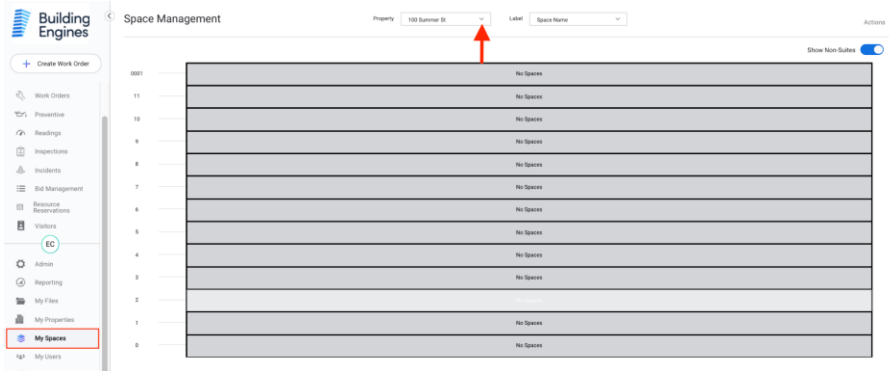
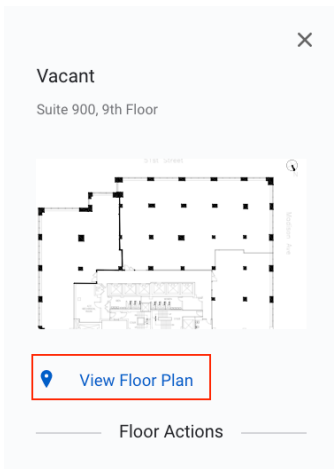


## Using Floor Plan Library

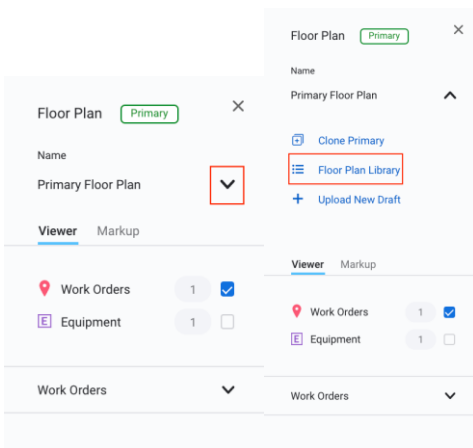
1. Click the My Spaces tab and select a property from the drop down at the top of the page.



2. Click a floor with a floor plan uploaded then click View Floor Plan.



3. To view all floor plans, click the arrow next to Primary Floor Plan then click Floor Plan Library from the drop down.



4. Click Upload Floor Plan at the bottom of the page to add an additional floor plan. Enter a scenario name then upload a floor plan from your device. Click Submit to finish and save the floor plan as a draft. This floor plan could be one that does not reflect its current status, but one that can still be used.

The screenshot shows the 'Primary Floor Plan' interface. At the top left, there is a small floor plan diagram. Below it, a table lists existing floor plans:

Name	Added By	Created At	Last Modified	Status	Actions
Historical - 07/29/2021	Robert Comiskey	07/29/2021, 2:07 PM	07/29/2021, 2:07 PM	Historical	View
Primary Floor Plan	Robert Comiskey	07/29/2021, 2:07 PM	07/29/2021, 2:07 PM	Primary	View
Historical - 03/15/2021	Robert Comiskey	03/15/2021, 10:34 AM	03/15/2021, 2:07 PM	Historical	View
Scenario 1	Robert Comiskey	07/29/2021, 2:04 PM	07/29/2021, 2:04 PM	Draft	View

At the bottom right of the interface, there is a blue button labeled 'Upload Floor Plan' with a red arrow pointing to it.

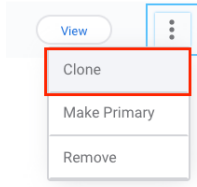
The screenshot shows a 'New Scenario' dialog box. It contains a text input field for 'Name' with the placeholder text 'Enter Scenario Name'. Below the input field is a dashed box for file upload with the text 'Upload new file' and 'Drop file to upload, or browse'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Submit'. A red arrow points to the 'Submit' button.

5. To make a floor plan the primary floor plan, click the three dots at the right end of the grid and click Make Primary. This changes the previous primary floor plan's status to Historical.

Name	Added By	Created At	Last Modified	Status	Actions
Historical - 07/29/2021	Robert Comiskey	07/29/2021, 2:07 PM	07/29/2021, 2:07 PM	Historical	View
Primary Floor Plan	Robert Comiskey	07/29/2021, 2:07 PM	07/29/2021, 2:07 PM	Primary	View
Historical - 03/15/2021	Robert Comiskey	03/15/2021, 10:34 AM	07/29/2021, 2:07 PM	Historical	View
Scenario 1	Robert Comiskey	07/29/2021, 2:04 PM	07/29/2021, 2:04 PM	Draft	View

The screenshot shows two parts of the interface. On the left, a dropdown menu is open over the 'Scenario 1' row of the table, with the 'Make Primary' option highlighted by a red box. On the right, a 'Set Primary Floor Plan' dialog box is shown, containing the question 'Are you sure you want to set floor plan Scenario 1 to primary?' and two buttons: 'Cancel' and 'Set Primary'.

6. To clone a floor plan, click the three dots at the right end of the grid then click Clone from the options. Enter a name for the clone and select if you would like to clone the markups. Click submit to finish.



7. To delete a floor plan, click the three dots then click Remove.

