

How to use Space/Space Tab Summary

How to use Spaces

To access a list of all Spaces within your Sites, select property and then 'Space'

l Space			11:26 AM Monday, 9 April 2018	Space
No.	Name/Use	Bldg FI Department	 Space Category Space Use . 	Area
G43	Bedsit M6	ALLE G		17.2m2
G08	Mess Room	ALLE G		40.8m2
G02	Stairs	ALLE G		62.5m2
G02	Computer Room 41	ALLE G		41.6m2
G04	Auditorium	ALLE G		11.3m2
R01	R01	B		0.0m2
R02	R02	B		0.0m2
W01	W01	W		0.0m2
W02	W02	W		0.0m2
W03	W03	W		0.0m2
W04	R04	W		0.0m2
W04	W04	W		0.0m2
R01	R01	R		0.0m2
W01	W01	W		0.0m2
W02	W02	W		0.0m2
W03	W03	W		0.0m2
W04	W04	W		0.0m2
R01	R01	R		0.0m2
R02	R02	B		0.0m2
R03	R03	B		0.0m2
W01	W01	W		0.0m2
W02	W02	W		0.0m2
W03	W03	W		0.0m2
ace	▼ 4688			36,250.9m2

A list displaying all of the logged spaces will appear as below.

The dropdown menu in the bottom left corner allows you to bring up selected categories.

To view a space, double click on its row and a new window will open containing information related to that space.

anding			Mor	12:15 PM nday, 9 April 2018	Spa	ce
Space F01	Site: Scotts Academy 👻	Barts Sports Ha	uilding	Name	Floor First Floor	
Usage Department Space Category Space Use		▼ Wi ▼ Po ▼ Nε	ALL AREA	0 0	Space Ref	320
Physical Attribute Length Height Area Wall Area Capacity	10.00m Width 2.50m 100.00m2 100.00m2 Floor Finish tiles Wall Finish painted					
Inspection Reference Risk Present General			ans & Photos	Notes & Documents		

The above view displays the General information about that selected space. To amend any of this, simply change as needed and then save.

The bottom tabs for this screen are – General, Assets, Security, Plans & Photos, Notes & Documents.

Assets:

Assets is the category name given to items such as boilers, sprinklers etc within a space. When you click on this tab a full list of assets within that space. To view more information on any of those assets, double click on it and further information will be displayed.

New Asset for Landing		12:53 PM Monday, 9 April 2018	<mark>■</mark> Space
o Asset Sprinkler System	Asset Type CYCLICAL & STATUTORY	No. CYCLE	COST Asset Ref
Add Delete			✓ Print Options
General Assets	Security Plans	s & Photos Notes & Documer	nts

To find out further information on assets please visit the following link. (XXXX = ASSETS)

Security (Speak to Steve)

Plans & Photos

To view the plans and photos for the selected space simply click on a desired file. You may also use the dropdown menu to choose between plans or photographs.

Landing			12:52 PM lay, 9 April 2018	Space
o No Description	View Plans	•		
Add Delete Print Plan File Name CAD File				
Find Edit	Security	Plans & Photos	Notes & Documents	

Learn more about adding plans and photos here – (XXXX) LINK

Notes & Documents:

To add any notes regarding this placequ, simply click and type information then select save to update the data. If you need to access all documents, double click on the link displayed in the document box to open the folder containing the files relative to the space.

New Asset for Landing			×
Landing		12:52 PM Monday, 9 April 2018	Space
Notes		Documents	
	~	C:\Users\micha\Desktop\Quadpro 25-08	-15\Data\DEMO DAT
General Assets	Security Plan	s & Photos Notes & Dacuments Exit	>