Space Walker

User Guide

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CHAPTER 1: Getting Started

Space Walker™ is a web based application designed specifically for use on an iPad and Android tablets. The mobility of the tablet, coupled with the touch centric interface of Space Walker, delivers an easy-to-use connection to your space data letting users view drawings and edit data while on the move.

**Supported Browsers**
- Chrome
- Safari
- IE 9

**Signing In**

Navigate to your Space Walker Sign In page.
1. On the Sign In page, enter your User Name and Password.
2. Tap Sign In.

*Note:
SpaceWalker can also be used on your Desktop, for those using a Mac, and is supported using IE and Chrome.

**URL:**
The Space Walker Interface

The Space Walker interface has been designed for speed and ease of use. All controls are located on either the left or the right side of the tablet for convenient thumb tapping while holding the tablet in two hands.

**Drawing Window**

The Drawing Window displays the selected floor plan drawing.

**Legend Pane**

The Legend Pane is located on the right side of the Space Walker interface and displays the legend key associated with the drawing displayed in the Drawing Window.
Title Bar

The Title Bar is located at the top of the Space Walker interface. It displays the building and floor information relating to the drawing displayed in the Drawing Window, and also holds the Space Walker Logout button.

Toolbar

The toolbar is located at the bottom of the Space Walker interface. The controls on the toolbar are used to display the Navigation Panel or the Data Panel, toggle the legend key on or off, refresh the drawing, and control the zoom level of the Drawing Window.

Globe
The Globe button is used to display the Navigation Panel.

Zoom In
The Zoom In button is used to increase the zoom level of the Drawing Window.

Zoom Out
The Zoom Out button is used to decrease the zoom level of the Drawing Window.

Zoom All
The Zoom All button is used to view the entire drawing image within the Drawing Window.

Zoom Previous
The Zoom Previous button is used to return the drawing image in the Drawing Window to its previous view.

Refresh
The Refresh button is used to update Space Walker with the most recent space data stored in your database.

Legend
The Legend button is used to toggle the Legend Pane on and off.

Edit
The Edit button is used to display the Data Panel.
Navigation Panel

The Navigation Panel is located on the left side of the Space Walker interface and supplies access to:

• Floor plan drawings.
• Layer State & Color By controls.
• A list of all human resource records that have been moved out of spaces during the current Space Walker session.

Data Panel

The Data Panel is located on the right side of the Space Walker interface and used to view and edit data assigned to a space selected on a drawing.

About Search Forms

Search forms are used throughout Space Walker to search and retrieve data stored in the database. Search results are displayed on the form when data is found that contains the text entered in the Search control. For example, using the search criteria CY to search for HR records would produce results that include the names Lucy, Cynthia, and Tracy.

To use the Search form:

1. In the Search control, enter the search criteria and then tap Enter.
2. In the search results list, tap to make a selection.
3. Tap OK.

Tip: Scroll the results list up/down as needed to view all search results.

Tip: Tap the MORE button to load the next batch of search results into the form (the MORE button is only available if the search produced a large quantity of matches).
CHAPTER 2: The Navigation Panel

About the Navigation Panel

The Navigation Panel when visible, is located on the left side of the Space Walker interface.

Use the Navigation Panel to:
- Select a drawing to be displayed in the Drawing Window.
- Select a Layer State to display on the drawing.
- Select a Color By option to display on the drawing.
- Use the Unassigned Human Resources list to move occupants into spaces.

To display the Navigation Panel:

1. Tap the Globe button located on the Space Walker toolbar.
**Screen Menu**

The Screen Menu can be used to navigate between screens in the Navigation Panel. The title of the selected screen is displayed on the menu button.

**To change screens using the screen menu:**
1. Tap the screen menu button to display the screen menu.
2. Tap a screen title.

**Screen Indicator**

The Screen Indicator displays a circular marker in sequential order, for each screen in the Screen Menu. The highlighted marker indicates the menu position of the currently visible screen.

**To change screens using the screen indicator do one of the following:**
- Tap to the right of the circular markers to move forward one screen.
- Tap to the left of the circular markers to move back one screen.

**Hide Button**

The Hide Button is used to collapse the Navigation Panel and maximize the Drawing Window.
Drawings Screen

Use the Drawings screen to:

• Display a drawing in Space Walker.

To display the Drawings screen:

1. Tap the Globe button to display the Navigation panel.
2. Do one of the following:
   • Use the Screen Menu to select the Drawings screen.
   • Tap left of the Screen Indicator to move to the Drawings screen.
   • Swipe right to move to the Drawings screen.
Drawing Controls

The Drawing controls are used to display a drawing in the Space Walker Drawing Window.

Location

The Location controls are used to navigate to and select a drawing to be displayed in the Drawing Window.

<table>
<thead>
<tr>
<th>Location Drill Down</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio</td>
<td>Use to select a portfolio.</td>
</tr>
<tr>
<td>Region</td>
<td>Use to select a region within the selected portfolio.</td>
</tr>
<tr>
<td>Site</td>
<td>Use to select a site within the selected region.</td>
</tr>
<tr>
<td>Building</td>
<td>Use to select a building within the selected site.</td>
</tr>
<tr>
<td>Floor</td>
<td>Use to select a floor within the selected building.</td>
</tr>
</tbody>
</table>

Recent List

The Recent list is a quick pick list of the last five drawings displayed in the Drawing Window. When a drawing is tapped in the Recent list, it displays in the Drawing Window at its most recent zoom parameters.

Use this list to select and display a drawing in the Space Walker Drawing Window.

- North Sydney Corporate Apt - 88
- Tech Center - Ground Floor
- Research Park - First Floor
- NB House - 23
- HQ Bldg 1 - Eleventh Floor
**Settings Screen**

Use the Settings screen to:

- Apply a Layer State to a drawing.
- Apply a Color By option to a drawing.

To display the Settings screen:

1. Tap the Globe button \( \mathbb{G} \) to display the Navigation panel.
2. Do one of the following:
   - Use the Screen Menu to select the Settings screen.
   - Tap right/left of the Screen Indicator to move to the Settings screen.
   - Swipe right/left to move to the Settings screen.
Setting Controls

The Setting controls are used to define the appearance of the drawing currently displayed in the Space Walker Drawing Window.

### Drawing Options

<table>
<thead>
<tr>
<th>Layer States</th>
<th>DEFAULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color By</td>
<td>Space Status</td>
</tr>
</tbody>
</table>

- **Layer States**: Use to select a Layer State and apply it to the drawing displayed in the Drawing Window.
- **Color By**: Use to select a Color By option and apply it to the drawing displayed in the Drawing Window.
Human Resources Screen

Use the Human Resources screen to:

• View a list of occupants that have been moved out of spaces in the current Space Walker session.

• Move currently unassigned occupants into spaces on the drawing.

To display the Human Resources screen:

1. Tap the Globe button 🌍 to display the Navigation panel.

2. Do one of the following:

• Use the Screen Menu to select the Human Resources screen.
• Tap right of the Screen Indicator to move to the Human Resources screen.
• Swipe left to move to the Human Resources screen.
Unassigned Human Resources

“Virtual Bucket”

The Human Resources screen on the Navigation Panel is used as a “virtual bucket” that is automatically filled with names as occupants are moved out of spaces during a Space Walker session. As each occupant is removed from a space by the user, the occupant’s name is added here to the Unassigned Human Resources list.

A user can then use this list to reassign occupants to spaces during their Space Walker session. To use the list, a user simply taps to select an occupant’s name in the list, and then taps a space on a drawing to move the occupant into the selected space. Once the move is made, the occupant’s name is cleared from the list.

Selected occupant records are highlighted blue in the Unassigned HR list.

When the user logs out of the current Space Walker session the “virtual bucket” is emptied and the list is cleared.
CHAPTER 3: The Data Panel

About the Data Panel

The Data Panel when visible, is located on the right side of the Space Walker interface.

Use the Data Panel to:
• Work with data assigned to selected spaces on a drawing.

To display the Data Panel:
• Tap a space on the drawing or tap the Edit button located on the Space Walker toolbar.
Screen Menu

The Screen Menu can be used to navigate between screens in the Data Panel. The title of the selected screen is displayed on the menu button.

To change screens using the screen menu:
1. Tap the screen menu button to display the screen menu.
2. Tap a screen title.

Menu Selections

<table>
<thead>
<tr>
<th>Menu Selection</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attributes</td>
<td>Tap to move to the Attributes screen.</td>
</tr>
<tr>
<td>Business Units</td>
<td>Tap to move to the Business Units screen.</td>
</tr>
<tr>
<td>Assets</td>
<td>Tap to move to the Assets screen.</td>
</tr>
<tr>
<td>Notes</td>
<td>Tap to move to the Notes screen.</td>
</tr>
<tr>
<td>Versions</td>
<td>Tap to move to the Versions screen.</td>
</tr>
<tr>
<td>Quick Edit</td>
<td>Tap to move to the Quick Edit screen.</td>
</tr>
</tbody>
</table>

Space Number

The Space Number located to the right of the Screen Menu button identifies the space record that is currently selected for edit on the drawing, and the data displayed in the Data Panel is assigned to that space.
Screen Indicator

The Screen Indicator displays a circular marker in sequential order, for each screen in the Screen Menu. The highlighted marker indicates the menu position of the currently visible screen.

To change screens using the screen indicator do one of the following:

• Tap to the right of the circular markers to move forward one screen.
• Tap to the left of the circular markers to move back one screen.

Toolbar

Other than the Hide button, the controls on the Data Panel toolbar will vary depending upon which screen is displayed.

<table>
<thead>
<tr>
<th>Toolbar Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hide</strong></td>
</tr>
<tr>
<td>The Hide button is used to collapse the Data Panel and maximize the Drawing Window.</td>
</tr>
<tr>
<td><strong>Done</strong></td>
</tr>
<tr>
<td>The Done button is used to save data changes to the database.</td>
</tr>
<tr>
<td><strong>Configuration</strong></td>
</tr>
<tr>
<td>The Configuration button is used to configure a data screen by adding or removing selected controls.</td>
</tr>
<tr>
<td><strong>Add HR</strong></td>
</tr>
<tr>
<td>The Add HR button is used to assign a human resource record to a selected space.</td>
</tr>
<tr>
<td><strong>Remove HR</strong></td>
</tr>
<tr>
<td>The Remove HR button is used to remove a human resource record from a selected space.</td>
</tr>
</tbody>
</table>
Attributes Screen

Use the Attributes screen to:

- Edit the General Information assigned to a space.
- Edit the Units assigned to a space.
- Display & edit user defined space attributes.

To display the Attributes screen:

1. Tap a space on the drawing or tap Edit to display the Data panel.
2. Do one of the following:
   - Use the Screen Menu to select the Attributes screen.
   - Tap left of the Screen Indicator to move to the Attributes screen.
   - Swipe right to move to the Attributes screen.

Scroll up/down as needed to view attribute data.
**Attribute Controls**

The Attribute Controls are used to enter or edit data assigned to a selected space on a drawing.

### General Information

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Use to enter or edit the space name.</td>
</tr>
<tr>
<td>Number</td>
<td>Use to enter or edit the space number.</td>
</tr>
<tr>
<td>Description</td>
<td>Use to enter or edit the space description.</td>
</tr>
<tr>
<td>Capacity</td>
<td>Use to enter or edit the space capacity.</td>
</tr>
<tr>
<td>Occupancy</td>
<td>Displays the space occupancy (read-only).</td>
</tr>
</tbody>
</table>

### Units

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function</td>
<td>Use to assign a space function.</td>
</tr>
<tr>
<td>Type</td>
<td>Use to assign a space type.</td>
</tr>
<tr>
<td>Status</td>
<td>Use to assign a space status.</td>
</tr>
</tbody>
</table>

### Measurements (read-only)

<table>
<thead>
<tr>
<th>Measurement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual SF</td>
<td>Displays the Actual Square Feet of the space (read-only).</td>
</tr>
<tr>
<td>Usable SF</td>
<td>Displays the Usable Square Feet of the space (read-only).</td>
</tr>
<tr>
<td>Lease SF</td>
<td>Displays the Leased Square Feet of the space (read-only).</td>
</tr>
</tbody>
</table>

### User Defined Attributes

![Configuration icon]

Use the Configuration button located in the toolbar to add existing space UDA fields to the Space Walker Attributes screen. When UDA fields appear on the Attributes screen, use those fields to enter or edit related UDA data.
Business Units Screen

Use the Business Units screen to:

• Assign a Business Unit to a space.
• Remove a Business Unit from a space.

To display the Business Units screen:

1. Tap a space on the drawing or tap Edit to display the Data panel.
2. Do one of the following:
   • Use the Screen Menu to select the Business Units screen.
   • Tap right/left of the Screen Indicator to move to the Business Units screen.
   • Swipe right/left to move to the Business Units screen.

BUSINESS UNITS SCREEN (DATA PANEL)
Business Unit Controls

Business Units
Business units assigned to a selected space on a drawing are displayed here.

Select Business Unit
The Select Business Unit control is used to assign a business unit to a selected space on a drawing.

Clear Business Unit
The Clear Business Unit control is used to remove a business unit from a selected space on a drawing.
Human Resources Screen

Use the Human Resources screen to:

- View a list of occupants assigned to a space.
- Assign an occupant to a space.
- Remove an occupant from a space.

To display the Human Resources screen:

1. Tap a space on the drawing or tap Edit to display the Data panel.

2. Do one of the following:
   - Use the Screen Menu to select the Human Resources screen.
   - Tap right/left of the Screen Indicator to move to the Human Resources screen.
   - Swipe right/left to move to the Human Resources screen.
Human Resource Controls

Human Resource List

The Human Resources screen on the Data Panel displays a list of occupants assigned to the selected space on the drawing. From this screen a user can assign occupants to a space, or remove occupants from a space.

When a user selects a name in the list, the selected occupant record is highlighted blue on the Human Resources screen.

The Add HR button located in the toolbar is used to assign an existing occupant to the selected space.

The Remove HR button is used to remove the selected occupant in the list from the selected space.
**Assets Screen**

**Use the Assets screen to:**
- View Assets assigned to a space.

**To display the Assets screen:**
1. Tap the Edit button to display the Data panel.
2. Do one of the following:
   - Use the Screen Menu to select the Assets screen.
   - Tap right/left of the Screen Indicator to move to the Assets screen.
   - Swipe right/left to move to the Assets screen.
Notes Screen

Use the Notes screen to:

- View notes assigned to a space.
- Add or edit a note about a space.
- Remove a note from a space.

To display the Notes screen:

1. Tap the Edit button to display the Data panel.
2. Do one of the following:
   - Use the Screen Menu to select the Notes screen.
   - Tap right/left of the Screen Indicator to move to the Notes screen.
   - Swipe right/left to move to the Notes screen.
Versions Screen

Use the Versions screen to:

- View past changes made to a space.

To display the Versions screen:

1. Tap the Edit button \( \text{✓} \) to display the Data panel.

2. Do one of the following:
   - Use the Screen Menu to select the Versions screen.
   - Tap right/left of the Screen Indicator to move to the Versions screen.
   - Swipe right/left to move to the Versions screen.
Space Version Attributes

The Versions screen on the Data Panel displays a list of date/time periods when data associated with a selected space on a drawing was altered. From this screen a user can view a history of changes made to a space.

When a user selects a date/time period in the list, the selected version record is highlighted blue on the Versions screen and the Space Version Attributes window displays in read-only mode.

The Versions list displays only the last 10 version records associated with a space.

Data in the window represents the space data of the selected space as it existed during the time period selected in the Versions list.
Quick Edit Screen

Use the Quick Edit screen to:

- Customize your working environment for fast, easy data entry.
- Customize your working environment for your most frequently used tasks.

To display the Quick Edit screen:

1. Tap the Edit button to display the Data panel.
2. Do one of the following:
   - Use the Screen Menu to select the Quick Edit screen.
   - Tap right of the Screen Indicator to move to the Quick Edit screen.
   - Swipe left to move to the Quick Edit screen.
Quick Edit Controls

The Quick Edit screen is designed to be configured by the user to customize their working environment. Advantages of using the Quick Edit screen include:

- Quick, easy data editing.
- Fast, simple Move In / Move Out capability.
- Attribute fields most often used can be displayed on one screen.
- Data is automatically saved, no need to press “Done”.

About the Quick Edit Controls

Configuring the Quick Edit controls puts the users most frequently used tasks in one location, enabling the user to remain primarily on the Quick Edit screen while working in Space Walker. As an example, a user who is updating space occupancy data would benefit by configuring the Quick Edit screen to display Space Status and Occupant controls.

Once configured, the Quick Edit screen configuration will remain the same for that user until they choose to reconfigure the controls.

Quick Edit Configuration Controls

<table>
<thead>
<tr>
<th>Use the Configuration button located in the toolbar to open the Quick Edit Configuration list.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td><strong>Status</strong></td>
</tr>
<tr>
<td><strong>Capacity</strong></td>
</tr>
<tr>
<td><strong>Occupants</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>UDA Fields</strong></td>
</tr>
</tbody>
</table>
CHAPTER 4: Using Space Walker

Working with the Drawing Window

Loading a Drawing

Loading a drawing into the Space Walker Drawing Window is done using the Drawings screen located on the Navigation Panel and may be done using either method below:

• Drawing Location Drill Down
• Drawing Recent List

To load a drawing using the Location drill down:

1. On the Drawings Screen of the Navigation Panel, tap the Portfolio selection box, and then tap the portfolio containing the looked-for drawing set.
2. Tap the Region selection box, and then tap the region containing the looked-for site.
3. Tap the Site selection box, and then tap the site containing the looked-for building.
4. Tap the Building selection box, and then tap the building containing the looked-for floor.
5. Tap the Floor selection box, and then tap the looked-for floor plan drawing.

Scroll selection lists up/down as needed to view all available selections.

To load a drawing using the Recent list:

1. On the Drawings Screen of the Navigation Panel, tap a drawing name in the Recent list.

The drawing will display in the Drawing Window at its most recent zoom parameters.
Panning & Zooming

Pan

Use pan to move the drawing around in the Drawing Window.

1. In the Drawing Window tap and hold briefly.
2. Release your hold and move your finger to drag the drawing image.
3. Tap to set the drawing image in the Drawing Window and end the panning session.

Zoom In

To zoom the image closer in, do any of the following:

• Tap the Zoom In button 🕵️‍♀️ on the Space Walker toolbar.
• Double tap a location on the drawing window.
• Pinch Out 🤝 with two fingers.

Zoom Out

To zoom the image further out, do either of the following:

• Tap the Zoom In button 🕵️‍♀️ on the Space Walker toolbar.
• Pinch In 🤝 with two fingers.

Zoom All

• Tap the Zoom All button 🕵️‍♀️ on the Space Walker toolbar.

Tip: Close the Navigation Panel if it is displayed over the drawing.

Zoom Previous

• Tap the Zoom Previous button 🕵️‍♀️ on the Space Walker toolbar.

Turning the Legend On/Off

The Legend Pane when visible, is located on the right side of the Drawing Window and displays the legend key associated with the currently displayed drawing.

To toggle the legend key on or off:

• Tap the Legend button 🕵️‍♀️ on the Space Walker toolbar.

Tip: The Legend Key may be hidden by the Data Panel when it is open.
Displaying & Hiding Panels

Navigation Panel (Display/Hide)

• Tap the Globe button on the Space Walker toolbar to display the panel.
• Tap the Hide button on the Navigation Panel to hide the panel.

Data Panel (Display/Hide)

• Tap the Edit button on the Space Walker toolbar to display the panel.
• Tap the Hide button on the Data Panel to hide the panel.

Tip: The Data Panel may hide the legend key when it is open.

Displaying a Layer State

1. Tap the Globe button to display the Navigation panel.
2. Go to the Settings Screen.
3. Tap the Layer States selection box, and then tap a Layer State to display.

Displaying a Color By Option

1. Tap the Globe button to display the Navigation panel.
2. Go to the Settings Screen.
3. Tap the Color By selection box, and then tap a Color By option to display.
Working with Data

Refreshing Data

At times during a Space Walker session, it may be necessary to refresh the application with the most recent information stored in your database.

To refresh Space Walker:

• Tap the Refresh button on the Space Walker toolbar.

Editing General Space Information

1. Display the Data Panel by doing one of the following:
   • Tap the Edit button located on the Space Walker toolbar.
   • Tap a space on the drawing to select the space and display the Data Panel.

2. Go to the Attributes screen.

3. Tap the text box associated with the General Information control to be edited.

4. Do any of the following:
   • Enter new data or edit existing data as needed.
   • Tap the delete button to delete data from a field.

5. Tap Done to save all changes.

Editing Units

1. Display the Data Panel by doing one of the following:
   • Tap the Edit button located on the Space Walker toolbar.
   • Tap a space on the drawing to select the space and display the Data Panel.

2. Go to the Attributes screen.

3. Tap the selection box associated with the Unit control to be edited.

4. Tap a unit in the list (scroll list as needed) to make a selection.

5. Tap Done to save all changes.

Displaying & Editing User Defined Attributes

1. Display the Data Panel by doing one of the following:
   • Tap the Edit button located on the Space Walker toolbar.
   • Tap a space on the drawing to select the space and display the Data Panel.

2. Go to the Attributes screen.

3. Tap the Configuration button located on the toolbar.
4. In the UDA Attributes Configuration list, do any of the following:
   • Tap to select a check mark for each UDA to be displayed on the screen.
   • Tap to unselect a check mark for each UDA to be removed from the screen.
5. Tap Save to add the UDA selections to the Attributes screen.
6. Once the UDA controls have been added to the Attributes screen, tap a UDA control field to add, edit, or remove data as needed.

Assigning & Removing Business Units

Assigning a Business Unit to a Space
1. Display the Data Panel by doing one of the following:
   • Tap the Edit button located on the Space Walker toolbar.
   • Tap a space on the drawing to select the space and display the Data Panel.
2. Go to the Business Units screen.
3. Tap the Select Business Unit button to display the Search form.
4. Enter the Business Unit search criteria and then tap Enter.
5. From the search results list, tap a Business Unit to make a selection.
6. Tap OK.
7. Tap Done to save all changes.

Removing a Business Unit from a Space
1. Display the Data Panel by doing one of the following:
   • Tap the Edit button located on the Space Walker toolbar.
   • Tap a space on the drawing to select the space and display the Data Panel.
2. Go to the Business Units screen.
3. Tap the Clear Business Unit button.
4. Tap Done to save all changes.

Moving In & Out of Spaces (Human Resource Screens)

Move Out
1. Tap the space on the drawing containing the HR record to be removed.
2. On the Data Panel, go to the Human Resources screen.
3. Tap to select the occupant to be removed.
4. Tap the Remove HR button on the panel toolbar.

   The occupant's name is added to the Unassigned HR List ("virtual bucket").
Move In (search for HR record)
1. Tap a space on the drawing to receive the HR assignment.
2. On the Data Panel, go to the Human Resources screen.
3. Tap the Add HR button on the panel toolbar to display the Search form.
4. In the Search control, enter the HR search criteria and then tap Enter.
5. From the search results list, tap an HR record to make an occupant selection.
6. Tap OK.

Move In (select from Unassigned HR “virtual bucket”)
1. Tap the Globe button located on the Space Walker toolbar to display the Navigation Panel.
2. On the Navigation panel, go to the Human Resources screen.
3. Tap to select an name in the Unassigned Human Resources list.
4. Tap a space on the drawing to receive the HR assignment. When a space is tapped, the selected HR record is automatically assigned to the space and the move is complete.

Viewing Assets Assigned to a Space
1. Display the Data Panel by doing one of the following:
   • Tap the Edit button located on the Space Walker toolbar.
   • Tap a space on the drawing to select the space and display the Data Panel.
2. Go to the Assets screen.

   Data on the Assets screen is read-only.

Adding, Editing & Removing Notes
1. Display the Data Panel by doing one of the following:
   • Tap the Edit button located on the Space Walker toolbar.
   • Tap a space on the drawing to select the space and display the Data Panel.
2. Go to the Notes screen.
3. Tap the Note text box, and do any of the following:
   • Enter or edit text.
   • Tap the delete button to delete all text from the Note control.
4. Tap Done to save all changes.
Viewing Past Changes Made to a Space

1. Display the Data Panel by doing one of the following:
   • Tap the Edit button located on the Space Walker toolbar.
   • Tap a space on the drawing to select the space and display the Data Panel.
2. Go to the Versions screen.
3. Tap a data/time period listed on the screen to display the Space Version Attributes window.
Using Quick Edit

Configuring the Quick Edit Screen

To configure the controls on the Quick Edit screen do the following:

1. Display the Data Panel by doing one of the following:
   • Tap the Edit button located on the Space Walker toolbar.
   • Tap a space on the drawing to select the space and display the Data Panel.

2. Go to the Quick Edit screen.

3. Tap the Configuration button located on the toolbar to display the Quick Edit Configuration list.

4. Do any of the following:
   • Tap to select a check mark for each control to be displayed on the screen.
   • Tap to unselect a check mark for each control to be removed from the screen.

5. Tap Save to update the Quick Edit screen with the selected controls.

(TIP) Scroll the Quick Edit Configuration list up/down as needed to view available controls.
Assigning Space Type
1. Configure the Quick Edit screen to display Type.
2. Tap a space on the drawing.
3. Tap a Space Type on the Quick Edit Screen.

Assigning Space Status
1. Configure the Quick Edit screen to display Status.
2. Tap a space on the drawing.
3. Tap a Space Status on the Quick Edit Screen.

Assigning Capacity
1. Configure the Quick Edit screen to display Capacity.
2. Tap a space on the drawing.
3. Tap the Capacity control, and enter a value.

Using User Defined Attributes
1. Configure the Quick Edit screen to display UDA controls as needed.
2. Tap a space on the drawing.
3. Tap a UDA control, and enter a value.

Moving In & Out of Spaces (Quick Edit)
When the Quick Edit screen is configured to work with Occupants, an Assigned Human Resources list and an Unassigned Human Resources list are added to the Quick Edit screen.

Assigned Human Resources
- Collins, Paul

Unassigned Human Resources
- Brown, Herman
- Hall, John
- Smith, Jack

HR Lists - Quick Edit Screen
Assigned Human Resources List

The Quick Edit Assigned HR list displays a list of all occupants assigned to the selected space on the drawing. If there are no occupants assigned to the selected space the list will be empty.

Move Out

Next to each occupant’s name displayed in the Assigned HR list, is a Remove button that is used to remove the occupant from the selected space. To move an occupant out of a space using Quick Edit:

1. Configure the Quick Edit screen to display Occupants.
2. Tap the space on the drawing containing the occupant to be removed.
3. Tap the Remove button next to the occupant’s name in the Assigned HR list.

Unassigned Human Resources List

The Quick Edit Unassigned HR list displays a list of all occupants that have been removed from spaces during the current Space Walker session. If no occupants have been removed from spaces during the current Space Walker session, the list will be empty. When the user logs out of the current Space Walker session the Unassigned HR list is cleared.

This list contains the same HR records as displayed in the “virtual bucket” list.

Move In

Next to each occupant’s name in the Unassigned HR list is an Add button that is used to add the occupant to the selected space on the drawing. To move an occupant into a space using Quick Edit:

1. Configure the Quick Edit screen to display Occupants.
2. Tap the space on the drawing to receive the occupant assignment.
3. Tap the Add button next to the occupant’s name in the Unassigned HR list.