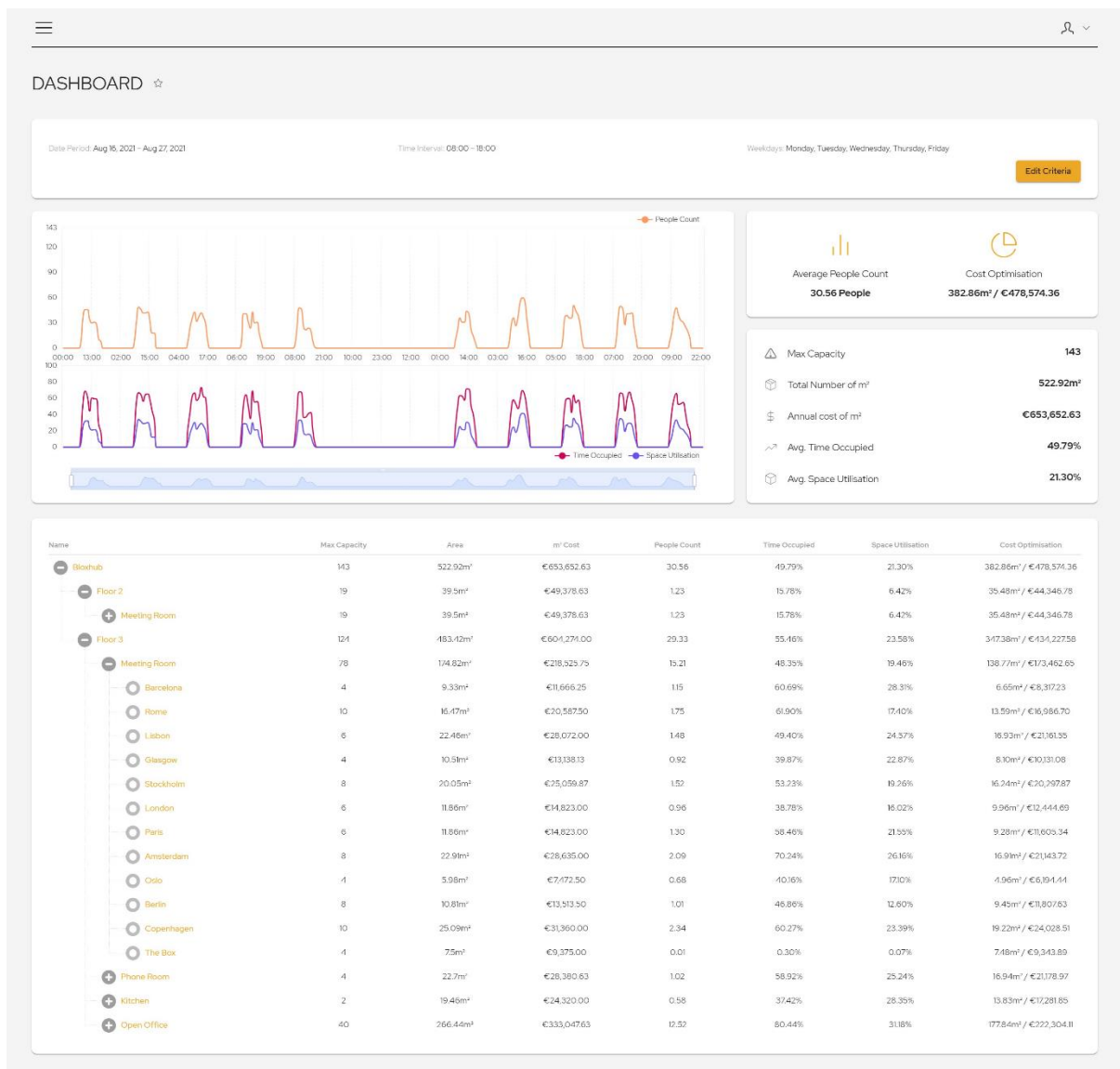


Ubiquisense

How to make the most of your Dashboard



Getting the information right first

In order to make optimal use of the Dashboard, it is important that your account is up to date, and that all of your spaces are configured correctly.

In "My Organisation" you can select the default currency to be used on the Dashboard. If no currency is selected, system will default to €.

In "Buildings" you can set the m² price of each of your buildings. This is used on the Dashboard to visualise the cost optimisation potential.

In "Locations", ensure that each Location is associated with the correct Floor in the right Building, and that the Max Capacity and room dimensions are accurate. This will ensure a correct calculation of the space optimisation potential.

Add "Room Type" and "Location Tags" in order to filter and sort Locations optimally on the Dashboard.

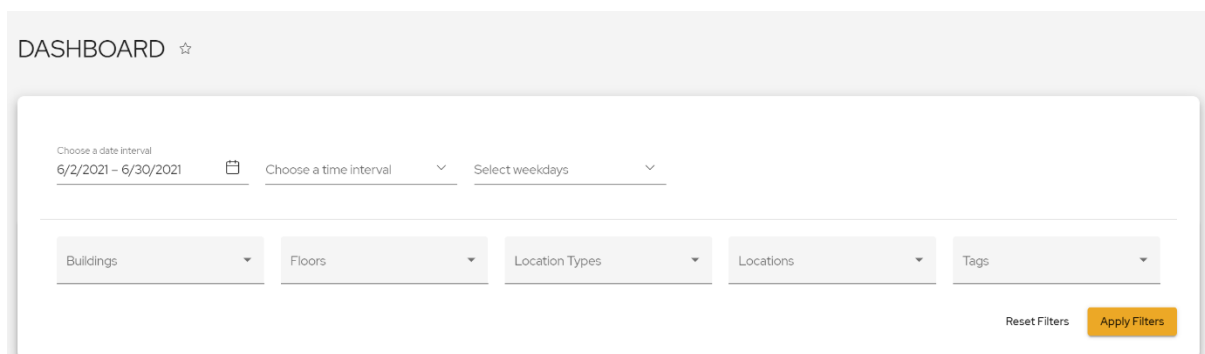
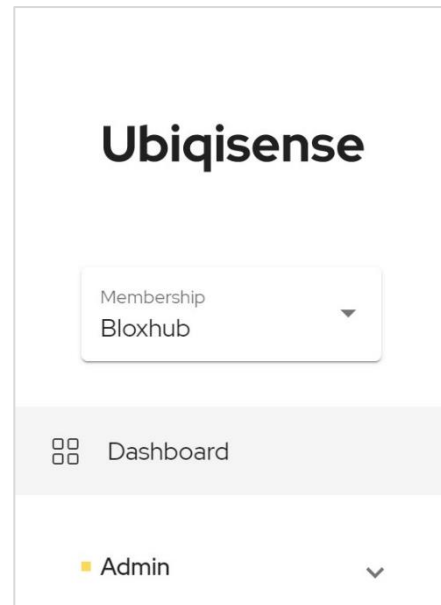
Dashboard Glossary:

People Count	The actual number of people present.
Time Occupied	The % of time the space was in use, regardless of how many people were present.
Space Utilisation	The weighted utilisation % of the space. Eg: If one person was present for one hour in a meeting room with a 5 people capacity, Space Utilisation = 20% for that hour.
Area	The total m ² of the selected spaces.
m2 Cost	The cost of the total m ² of the selected spaces.
Cost Optimisation	Unused m ² and its corresponding cost.
Average People Count	The average of the actual number of people present.
Average Time Occupied	The average time the space was in use, regardless of how many people were present.
Average Space Utilisation	The average % of utilisation of the space.

How to use the dashboard

You will find the Dashboard by clicking on "Dashboard" on the top left in the navigation panel.

When first opening the dashboard, by default you will be shown data for ALL spaces for the past 4 weeks, Monday to Friday, 8am to 6pm.



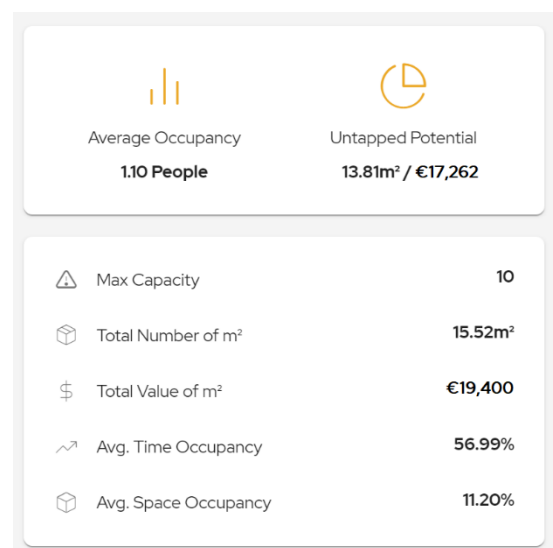
Press the "Edit criteria" button in order to tailor the insights to your needs. Now you can:

- Select the period you wish to view
- Select the daily time interval
- Select which days you wish to see

This will give you a total average of all your Spaces by:

- People Count
- Time Occupied
- Space Utilisation

as well as selected key metrics, totalling all Spaces, such as:



- Cost Optimisation
- Max Capacity
- Number of m2
- Annual cost of m2

On the left, you will find three graphs, showing People Count, Time Occupied and Space Utilisation during the selected period, time interval and days. Hover over graphs with your cursor to see details, and zoom in and out using the zoom bar directly under the graphs.



Below the graphs and key metrics, you will find all of your Spaces, sorted hierarchically by Buildings, Floors, Room Types and Individual Locations.

The Building will show the totals of all Spaces within that building. Expand it, and you will see a list of all Floors belonging to this Building. Each Floor shows a total of all Room Types located on this floor. Expand the Floor, to see a list of all Room Types on this Floor. Each Room Type shows a total of all individual Locations belonging to this Room Type.

Name	Max Capacity	Area	m ² Cost	People Count	Time Occupied	Space Utilisation	Cost Optimisation
[-] Bloxhub	143	522.92m ²	€ 653,652.63	29.65	47.99%	20.62%	385.35m ² / € 481,692.92
[+] Floor 2	19	39.5m ²	€ 49,378.63	1.33	18.40%	6.98%	35.24m ² / € 44,053.11
[-] Floor 3	124	483.42m ²	€ 604,274.00	28.31	52.92%	22.71%	350.11m ² / € 437,639.81
[-] Meeting Room	78	174.82m ²	€ 218,525.75	14.32	44.98%	18.22%	140.76m ² / € 175,946.03
○ Barcelona	4	9.33m ²	€ 11,666.25	0.96	51.27%	23.99%	7.09m ² / € 8,858.11
○ Rome	10	16.47m ²	€ 20,587.50	1.59	55.21%	15.83%	13.85m ² / € 17,315.13
○ Lisbon	6	22.46m ²	€ 28,072.00	1.47	48.29%	24.52%	16.95m ² / € 21,182.70
○ Glasgow	4	10.51m ²	€ 13,138.13	0.94	39.87%	23.53%	8.03m ² / € 10,043.36
○ Stockholm	8	20.05m ²	€ 25,059.87	1.43	51.98%	18.01%	16.46m ² / € 20,573.60
○ London	6	11.86m ²	€ 14,823.00	0.85	33.34%	14.21%	10.17m ² / € 12,713.74
○ Paris	6	11.86m ²	€ 14,823.00	0.99	45.25%	16.37%	9.91m ² / € 12,381.38
○ Amsterdam	8	22.91m ²	€ 28,635.00	1.94	65.05%	24.21%	17.36m ² / € 21,694.25
○ Oslo	4	5.98m ²	€ 7,472.50	0.65	37.03%	16.22%	5.01m ² / € 6,259.05
○ Berlin	8	10.81m ²	€ 13,513.50	1.07	47.17%	13.33%	9.37m ² / € 11,710.38
○ Copenhagen	10	25.09m ²	€ 31,360.00	2.32	63.97%	23.15%	19.28m ² / € 24,094.59
○ The Box	4	7.5m ²	€ 9,375.00	0.11	1.36%	0.34%	7.30m ² / € 9,119.73
[+] Phone Room	4	22.7m ²	€ 28,380.63	0.99	55.49%	24.68%	17.09m ² / € 21,356.34
[+] Kitchen	2	19.46m ²	€ 24,320.00	0.57	37.34%	28.21%	13.91m ² / € 17,390.25
[+] Open Office	40	266.44m ²	€ 333,047.63	12.43	80.00%	30.98%	178.36m ² / € 222,947.20

If you press on the name of a Building, Floor, Room Type or Location, the Dashboard will update and show only Locations belonging to that name, both on the graph and below, keeping the selected Period, Time and Days.

You can further narrow down the search, by selecting specific Buildings, Floors, Room Types, individual Locations or Tags on the "Edit criteria" search bar.