

CenterStone

Release Notes

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Manhattan Software Inc.

World Leading Real Estate, Asset
& Facilities Management Software

TABLE OF CONTENTS

| | |
|---|-----------|
| CenterStone 9.4.29 Introduction | 4 |
| New Features | 5 |
| Indirect Cost Recovery (ICR) Tracking | 5 |
| Contacts Tab added to Building, Floor, Space, and Zone screens | 5 |
| General Enhancements | 6 |
| Additional Information Displayed from Help Menu | 6 |
| Open a Zone, Space, or Measured Area without opening a Drawing | 6 |
| <i>Zone Area</i> | 6 |
| <i>Space</i> | 7 |
| <i>Measured Area</i> | 8 |
| <i>Multiple Zones, Spaces, or Measured Areas</i> | 9 |
| Report Enhancements | 10 |
| <i>Shared Space Report Classification and Color By Enhancement</i> | 10 |
| <i>Combine Space Console and Measured Area Classifications (D05538)</i> | 13 |
| Display Business Unit Description for Shared Spaces..... | 17 |
| <i>Sharing set to “Group Equal” in Space attributes</i> | 17 |
| <i>Sharing set to “Group %” in Space attributes</i> | 18 |
| Business Unit Console and Custom Search Enhancements..... | 18 |
| <i>Creating a Custom Search that includes the two new fields</i> | 19 |
| Wrap Text (rather than truncate) on Floor Plan Legends | 21 |
| Color By includes Additional data in Legend | 22 |
| Scenario Planning | 24 |
| MAC Requests based on UDAs | 24 |
| <i>Setting up the Email Template for MAC Approvals</i> | 26 |
| <i>Example of MAC Approval Request Email</i> | 26 |
| <i>Example of Approved Request</i> | 27 |
| <i>Example of Rejected Request</i> | 27 |
| MAC Quick Request Form | 27 |
| Chapter 2: Changes | 31 |
| Show Legend Logo displayed based on user preference | 31 |
| Floor Legend displays the values for Occupancy, Capacity, and Vacancy in Flex Zones | 31 |
| Email Rules Template – Approve/Deny field added..... | 32 |
| Warning Message when HR is in another Move | 33 |
| Navigation Tree Error Removed | 34 |
| As Of Date..... | 34 |

FIGURES AND TABLES

| | |
|--|----|
| Figure 1: Contacts Tab | 5 |
| Figure 2: Help About displaying additional information..... | 6 |
| Figure 3: Opening a Zone..... | 7 |
| Figure 4: Opening a Space | 8 |
| Figure 5: Opening a Measured Area | 9 |
| Figure 6: Opening Multiple Zones, Spaces, or Measured Areas..... | 10 |
| Figure 7: New “Space – SHARED” classification in Report Writer | 11 |
| Figure 8: Report Classifications in previous versions..... | 13 |
| Figure 9: New Space – Measured Area report Classifications | 14 |
| Figure 10: Example of sharing set to “Group Equal” in current version..... | 18 |
| Figure 11: Example of sharing set to “Group %” in current version | 18 |
| Figure 12: Business Attributes screen showing new fields | 19 |
| Figure 13: Creating a Custom Search that includes the two new fields | 20 |
| Figure 14: Example of Search screen using the two new fields..... | 20 |
| Figure 15: Example of Search Results screen using the two new fields | 21 |
| Figure 16: Example of wrapped text of Building Name in current version..... | 21 |
| Figure 17: Example of wrapped text of Color By legend in current version | 22 |
| Figure 18: Turning on Optional Fields in Legend | 22 |
| Figure 19: Example of Floor information | 23 |
| Figure 20: Example of new Legend | 23 |
| Figure 21: Scenario Planning changes | 24 |
| Figure 22: Resource and String names example..... | 25 |
| Figure 23: Email rule using a UDA STR field..... | 25 |
| Figure 24: Example Email Template | 26 |
| Figure 25: Example Email Template | 26 |
| Figure 26: Example Approval | 27 |
| Figure 27: Example Rejection | 27 |
| Figure 28: MAC Quick Request form | 28 |
| Figure 29: MAC Quick Request Space Selection | 28 |
| Figure 30: MAC Quick Request Space Selection confirmation | 29 |
| Figure 31: Submitted MAC Quick Request | 29 |
| Figure 32: MY Move Requests | 30 |
| Figure 33: View details of a Move Request | 30 |
| Figure 34: Help About displaying additional information..... | 31 |
| Figure 35: Legend showing values for Occ, Cap, and Vac..... | 32 |

Figure 36: Move Request Email Editor showing new field and an example of how it could be used33

Figure 37: HR Move Warning.....33

Table 1: New Shared Classification Fields.....11

Table 2: New Space – Measured Area Classification Fields14

CENTERSTONE 9.4.29 INTRODUCTION

Manhattan Software Inc. is pleased to introduce new functionality and product enhancements for users with the release of CenterStone 9.4.29.

This Release Notes document includes:

- New Features
- General Enhancements
- Changes

NEW FEATURES

Indirect Cost Recovery (ICR) Tracking

Indirect Cost Recovery (ICR) is an enhancement to the CenterStone application that provides a means of tracking and verification of space-related, indirect costs associated with research grants and other contracts, and to enable production of the reports necessary for cost recovery.

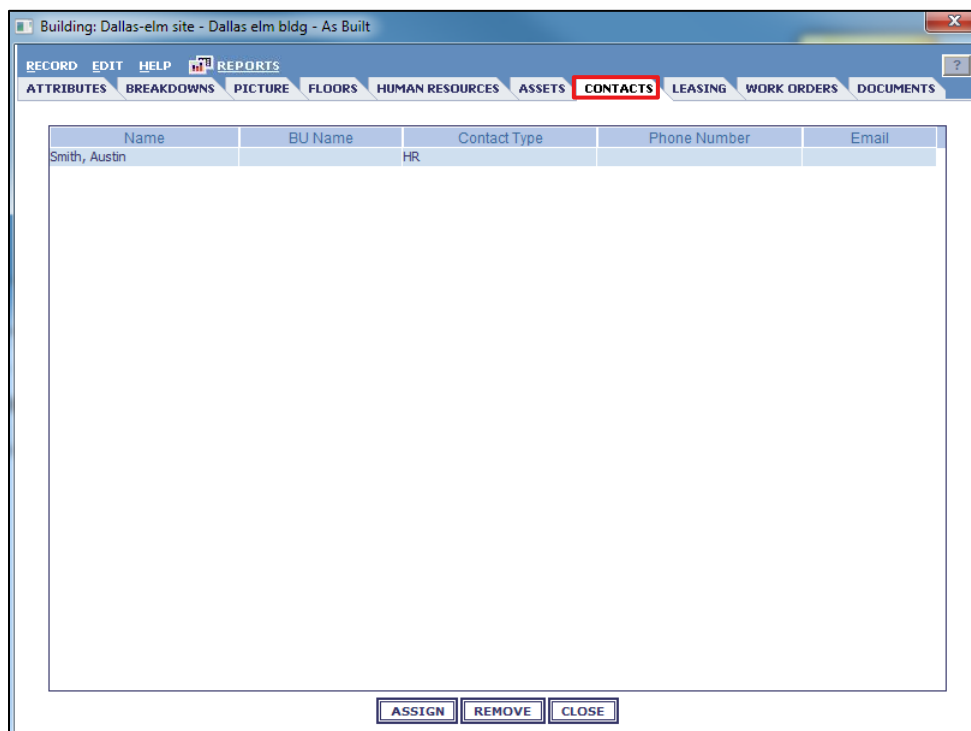
See the “**Indirect Cost Recovery (ICR) User Guide**” for details and instructions on using the new functionality.

Contacts Tab added to Building, Floor, Space, and Zone screens

You can now associate people in your HR database with a Building, Floor, Space, or Zone.

Navigation: Display any **STRUCT UNITS** → **Building, Floor, Space, or Zone** tab → **Search** button → **make a selection** → **Contacts** tab → **Assign** button → **Search** button → **Double-click a HR** → **Select a Contact Type** → **Close** button

Figure 1: Contacts Tab



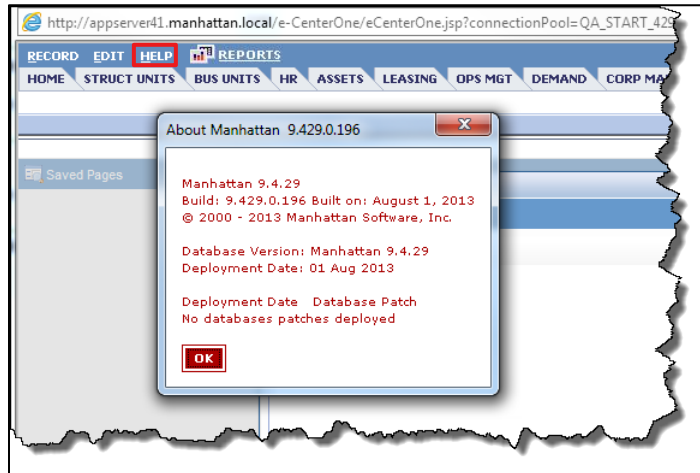
GENERAL ENHANCEMENTS

Additional Information Displayed from Help Menu

Users will now see build and patch details when they display the “About Manhattan” window from the Help system.

Navigation: **HELP** → **About Manhattan**

Figure 2: Help About displaying additional information



Open a Zone, Space, or Measured Area without opening a Drawing

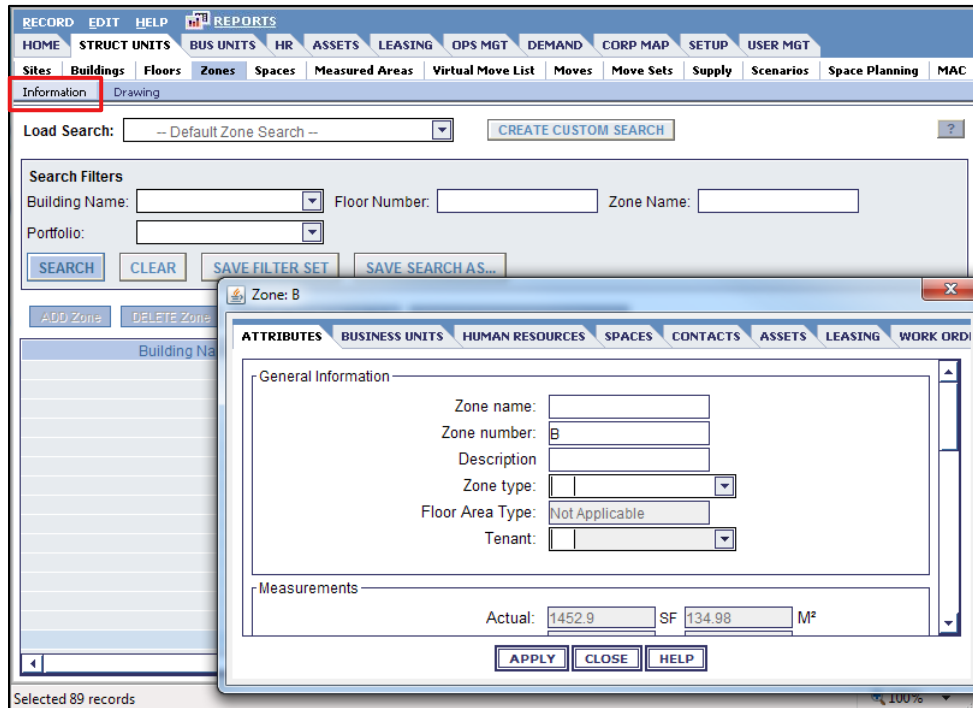
Users can now open a Zone, Space, or Measured Area without being required to display the associated drawing. This applies to opening a single Zone, multiple Zones, a single Space, multiple Spaces, a single Measured Area, and multiple Measured Areas.

Zone Area

Navigation: **STRUCT UNITS** → **Zone** → **Search** → click a **Zone** to highlight it → select **Information** from the menu

Clicking **Information** from the menu displays the highlighted Zone attributes without displaying the drawing.

Figure 3: Opening a Zone

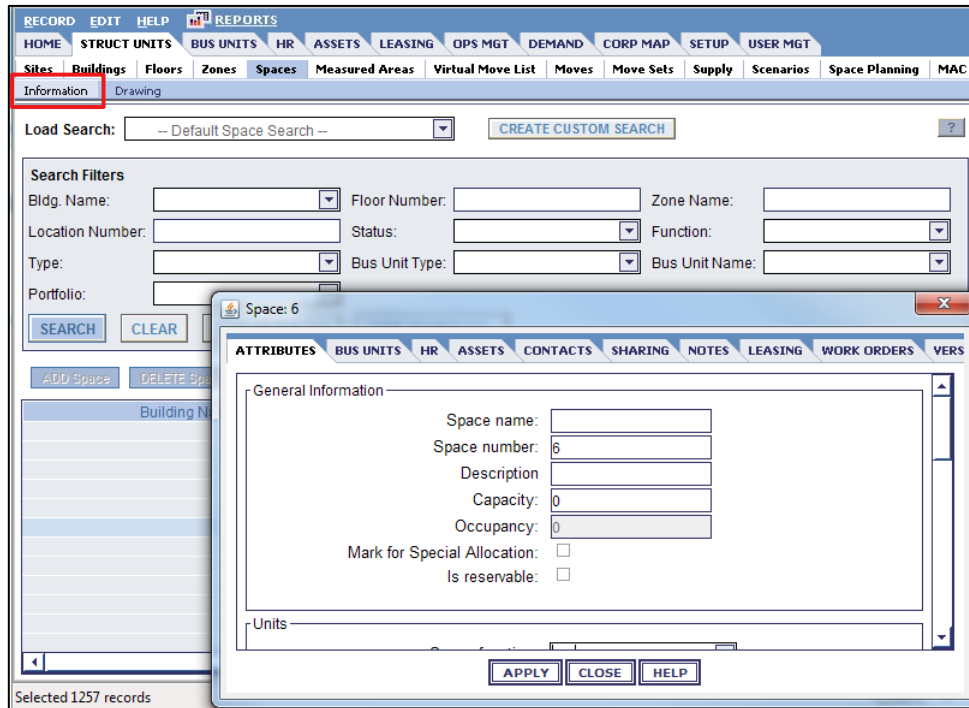


Space

Navigation: **STRUCT UNITS** → **Spaces** → **Search** → click a **Space** to highlight it → select **Information** from the menu

Clicking **Information** from the menu displays the highlighted Space attributes without displaying the drawing.

Figure 4: Opening a Space

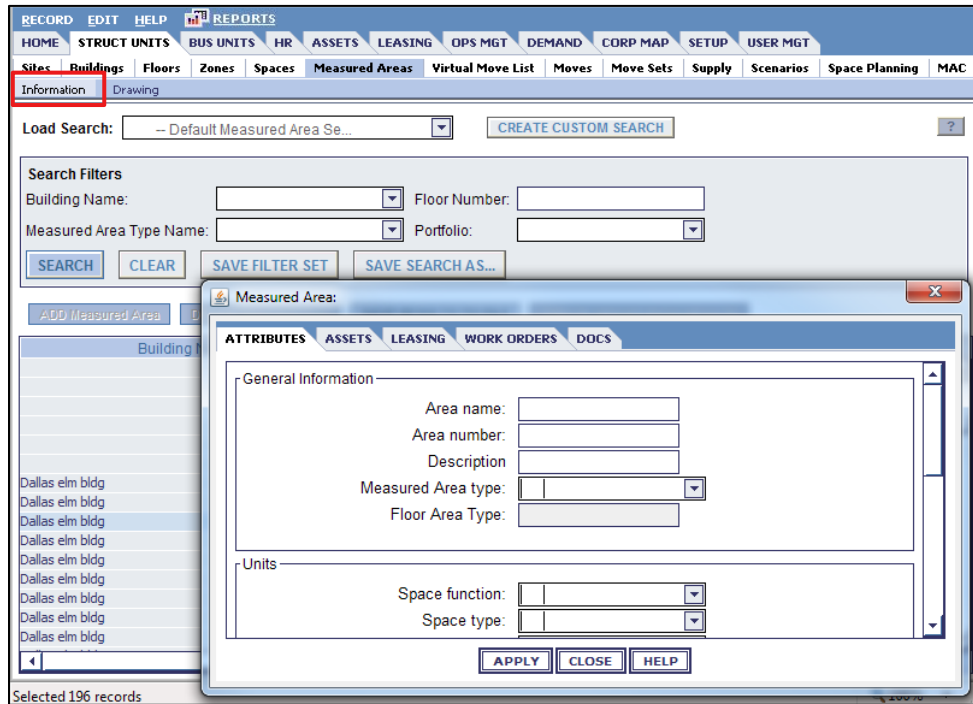


Measured Area

Navigation: **STRUCT UNITS** → **Measured Areas** → **Search** → click a Measured Area to highlight it → select **Information** from the menu

Clicking **Information** from the menu displays the highlighted Measured Area attributes without displaying the drawing.

Figure 5: Opening a Measured Area



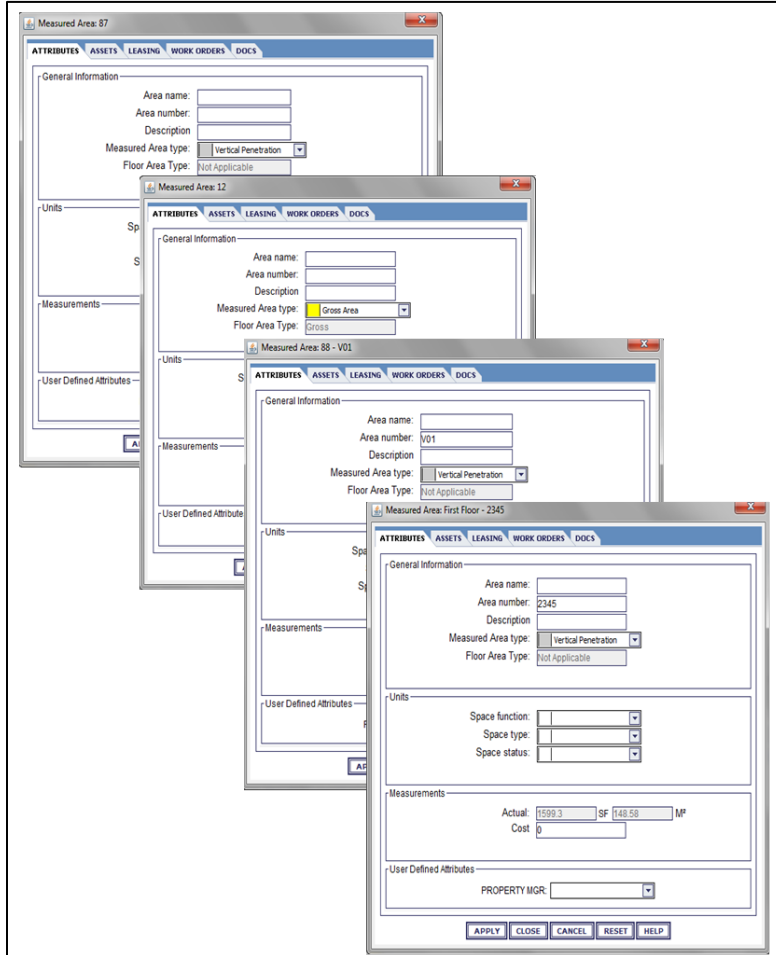
Multiple Zones, Spaces, or Measured Areas

Navigation: **STRUCT UNITS** → **Zone, Spaces, or Measured Areas** → **Search** → highlight multiple items using the Ctrl key or the Shift key → select **Information** from the menu

NOTE: For Measured Areas, all areas must be from the same Portfolio.

Clicking **Information** from the menu displays the highlighted selections attributes in cascading order without displaying the drawings.

Figure 6: Opening Multiple Zones, Spaces, or Measured Areas



Report Enhancements

Shared Space Report Classification and Color By Enhancement

It is now possible for users to run a report to view information for multiple Business Units that share Spaces.

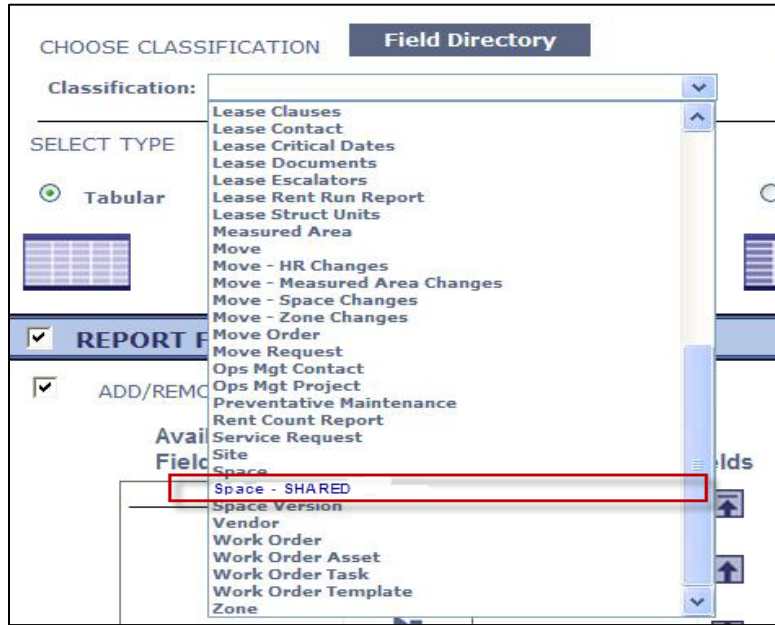
This enhancement has two parts:

- Space and Business Unit information can be combined into one Report Classification in Report Writer whenever a Space is being shared. It includes percentages of square feet and square meters by Business Unit on a Space and lists the multiple Business Units sharing a Space.
- Additionally, you can turn on the Business Unit layer on drawings and select either the “Group Equal” or “Group %” Color By to display all of the applicable Business Unit descriptions for each color in the shared Space.

NOTE: To activate the Admin Setting “bu_colorby_include_shared”, the client must contact Manhattan Software (enter a support case). No system downtime is required to activate this setting.

Navigation: **Report** menu → Space - SHARED

Figure 7: New "Space – SHARED" classification in Report Writer



NOTE: No changes have been made to the existing Business Unit layer functionality, which displays the Business Unit description on drawings.

Refer to the following table for information regarding the new fields.

Table 1: New Shared Classification Fields

| New Field | Source |
|--------------------|----------------------|
| Space Name | Space Classification |
| Space Number | Space Classification |
| Business Unit Name | Space Sharing Tab |
| Sharing Percent | Space Sharing Tab |
| Shared SF | Space Sharing Tab |
| Shared M2 | Space Sharing Tab |
| Space Description | Space Classification |
| Planned Head Count | Space Classification |
| Actual Head Count | Space Classification |
| Space Function | Space Classification |
| Space Type | Space Classification |
| Space Status | Space Classification |

| New Field | Source |
|---------------------------|------------------------------|
| Space Tenant | Space Classification |
| Space Grade Level | Space Classification |
| Space Sharing Type | Space Classification |
| Actual SF | Space Classification |
| Usable SF | Space Classification |
| Basic Rentable | Space Classification |
| Calculated Rentable | Space Classification |
| Lease Rentable | Space Classification |
| Portfolio | Space Classification |
| Building Name | Space Classification |
| Building Number | Space Classification |
| Site Name | Space Classification |
| Floor Number | Space Classification |
| Floor Name | Space Classification |
| Zone Name | Space Classification |
| Zone Actual SF | Space Classification |
| Building Address Street 1 | Space Classification |
| Building Address Street 2 | Space Classification |
| Building City | Space Classification |
| Building Country | Space Classification |
| Building State | Space Classification |
| Building Zip Code | Space Classification |
| Building Address Region | Space Classification |
| Business Unit Type | Business Unit Classification |
| Business Unit Parent | Business Unit Classification |
| Business Unit Color | Business Unit Classification |
| Business Unit GLCode | Business Unit Classification |
| Business Unit Description | Business Unit Classification |
| BU_L1 BU Name | Business Unit Classification |
| BU_L1 BU Number | Business Unit Classification |

| New Field | Source |
|-----------------|------------------------------|
| BU_L1 BU Desc | Business Unit Classification |
| BU_L2 BU Name | Business Unit Classification |
| BU_L2 BU Number | Business Unit Classification |
| BU_L2 BU Desc | Business Unit Classification |
| BU_L3 BU Name | Business Unit Classification |
| BU_L3 BU Number | Business Unit Classification |
| BU_L3 BU Desc | Business Unit Classification |
| BU_L4 BU Name | Business Unit Classification |
| BU_L4 BU Number | Business Unit Classification |
| BU_L4 BU Desc | Business Unit Classification |

Combine Space Console and Measured Area Classifications (D05538)

Previously, the Space Console and the Measured Area reports were separate reports. The information from both reports is required for a complete view of the Building and Floor. It was possible to create a “nested” report to combine the information; however this required extra effort by users.

The new **Space – Measured Area** report Classification has been developed that combines all fields within the Space Console Classification and Measured Area Classification into a new Classification that will include a more complete view of the Building and Floor.

Figure 8: Report Classifications in previous versions

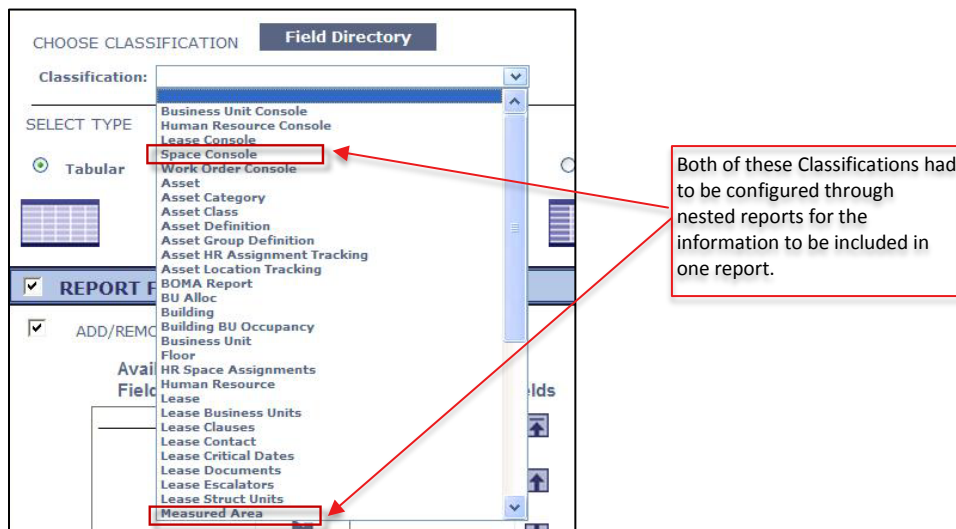


Figure 9: New Space – Measured Area report Classifications

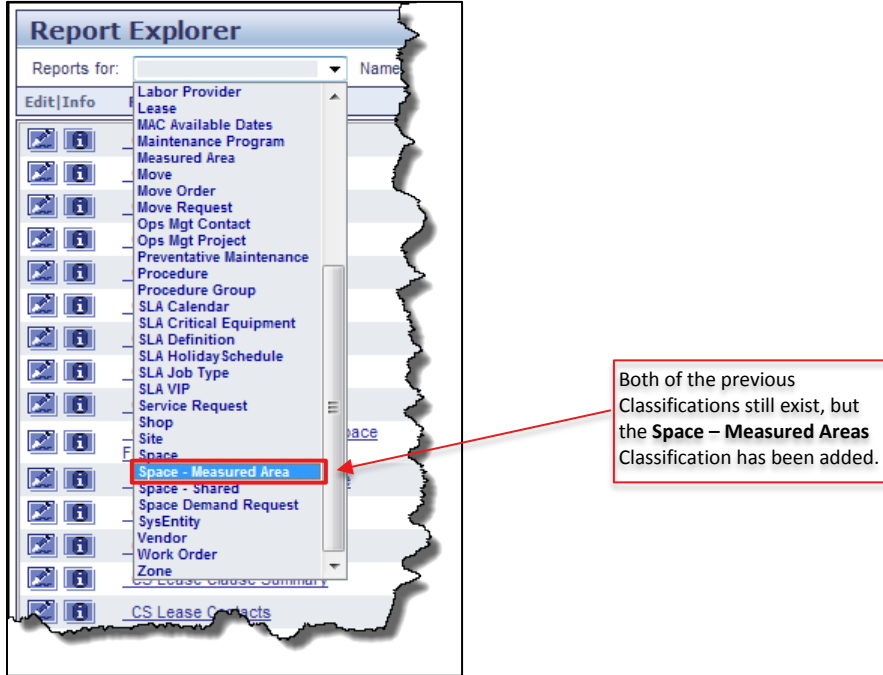


Table 2: New Space – Measured Area Classification Fields

| New Field | Source |
|-------------------------------|---|
| Space Name | Space Classification |
| Space Number | Space Classification |
| Space Description | Space Classification + Measured Area Classification |
| Planned Head Count | Space Classification |
| Actual Head Count | Space Classification |
| Marked For Special Allocation | Space Classification |
| Space Function | Space Classification + Measured Area Classification |
| Space Type | Space Classification + Measured Area Classification |
| Space Status | Space Classification + Measured Area Classification |
| Space Tenant | Space Classification |
| Space Grade Level | Space Classification |
| Space Sharing Type | Space Classification |
| Actual SF | Space Classification + Measured Area Classification |
| Usable SF | Space Classification |

| | |
|------------------------|---|
| Basic Rentable | Space Classification + Measured Area Classification |
| Calculated Rentable | Space Classification |
| Lease Rentable | Space Classification |
| Cost | Space Classification |
| HR Name | Space Classification |
| HR BU Name | Space Classification |
| HR BU Parent Name | Space Classification |
| Employee Number | Space Classification |
| Employee Type | Space Classification |
| Title | Space Classification |
| Mail Stop | Space Classification |
| Work Phone | Space Classification |
| Email | Space Classification |
| HR Grade Level | Space Classification |
| Hire Date | Space Classification |
| End Date | Space Classification |
| Asset Assign To | Space Classification |
| Asset Category | Space Classification |
| Asset Class | Space Classification |
| Asset Definition | Space Classification |
| Asset Part Number | Space Classification |
| Asset Name | Space Classification |
| Asset Manufacturer | Space Classification |
| Asset Description | Space Classification |
| Asset HxWxD | Space Classification |
| Asset Replacement Cost | Space Classification |
| Asset Serial Number | Space Classification |
| Asset Tracking Number | Space Classification |
| Asset Assignment Type | Space Classification |
| BU Sharing | Space Classification |
| Shared Percentage | Space Classification |

| | |
|---------------------------------|---|
| Notes | Space Classification |
| Lease Name | Space Classification + Measured Area Classification |
| Work Order Number | Space Classification |
| Lease Is Covered | Space Classification |
| Work Order Name | Space Classification |
| Work Order Status | Space Classification |
| Work Order Priority | Space Classification |
| Work Order Category | Space Classification |
| Work Order Job Type | Space Classification |
| Work Order Created Date | Space Classification |
| Work Order Start Date | Space Classification |
| Work Order Completion Date | Space Classification |
| Work Order Assigned To | Space Classification |
| Work Order Requested By | Space Classification |
| Work Order Requested For | Space Classification |
| Work Order Task Count | Space Classification |
| Work Order Completed Task Count | Space Classification |
| Work Order Percent Complete | Space Classification |
| Work Order Campus | Space Classification |
| Document Name | Space Classification |
| Document File Name | Space Classification |
| Document Current Version | Space Classification |
| Document Read Only | Space Classification |
| Document Checked Out By | Space Classification |
| Document Checked Out By Date | Space Classification |
| Document Created By | Space Classification |
| Portfolio | Space Classification + Measured Area Classification |
| Building Name | Space Classification + Measured Area Classification |
| Building Number | Space Classification + Measured Area Classification |
| Site Name | Space Classification + Measured Area Classification |
| Floor Number | Space Classification + Measured Area Classification |

| | |
|---------------------------|---|
| Floor Name | Space Classification + Measured Area Classification |
| Zone Name | Space Classification |
| Zone Actual SF | Space Classification |
| Building Address Street 1 | Space Classification |
| Building Address Street 2 | Space Classification |
| Building City | Space Classification + Measured Area Classification |
| Building Country | Space Classification + Measured Area Classification |
| Building State | Space Classification + Measured Area Classification |
| Building Zip Code | Space Classification + Measured Area Classification |
| Building Address Region | Space Classification + Measured Area Classification |
| Measured Area Name | Measured Area Classification |
| Measured Area Number | Measured Area Classification |
| Measured Area Type | Measured Area Classification |
| Drawing Name | Measured Area Classification |
| Is Archive Portfolio | Measured Area Classification |
| Is Proposed Portfolio | Measured Area Classification |
| Space UDA Name | Space Classification |
| Measured Area UDA Name | Measured Area Classification |

Display Business Unit Description for Shared Spaces

The system has been enhanced to display the applicable Business Unit description for each color in a shared Space when either the **Group Equal** or **Group % Color By** is selected

Sharing set to “Group Equal” in Space attributes

As shown in the following figures, the Business Unit descriptions are displayed.

Navigation: **STRUCT UNITS** → **Spaces** → **Search** → click a **Space** to highlight it → select **Information** from the menu

Figure 10: Example of sharing set to "Group Equal" in current version



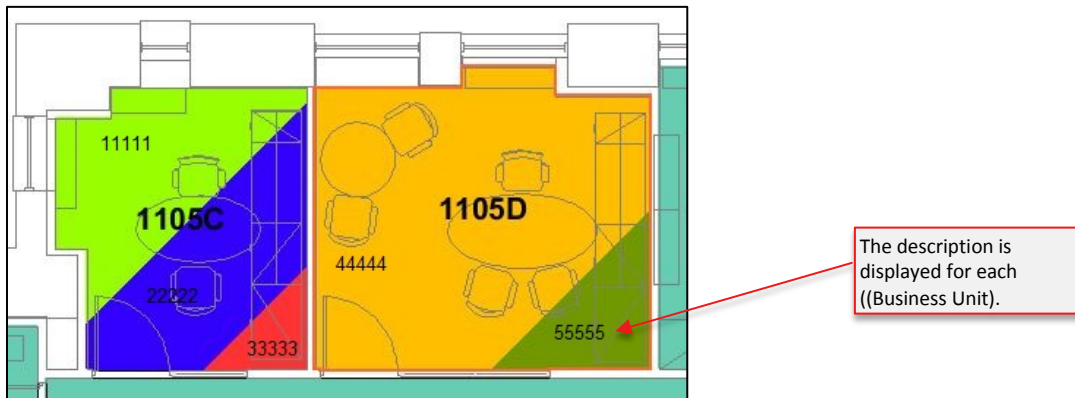
NOTE: The Business Unit layer displays the Business Unit description on the drawings, therefore if the Business Unit number is desired, that value needs to be in the Description field on each Business Unit record.

Sharing set to "Group %" in Space attributes

As shown in the following figures, the Business Unit descriptions are displayed.

In both previous and new versions, the amount of space shown in each color is reflected by the percentage of space each Business Unit occupies. For example, in space 1105D below, there are two Business Units: one with 75% of the space and the other with 25% of the space.

Figure 11: Example of sharing set to "Group %" in current version



Business Unit Console and Custom Search Enhancements

Previously, when Business Unit Attributes were edited, it was not possible to identify who made the changes and when.

The Business Unit module now automatically displays two new fields on the Attributes screen, the Search screen, and Search Results screen. This enables users to see which user made changes to the

General Information section of the screen as well as the date/time the changes were made. This includes imported Business Unit records.

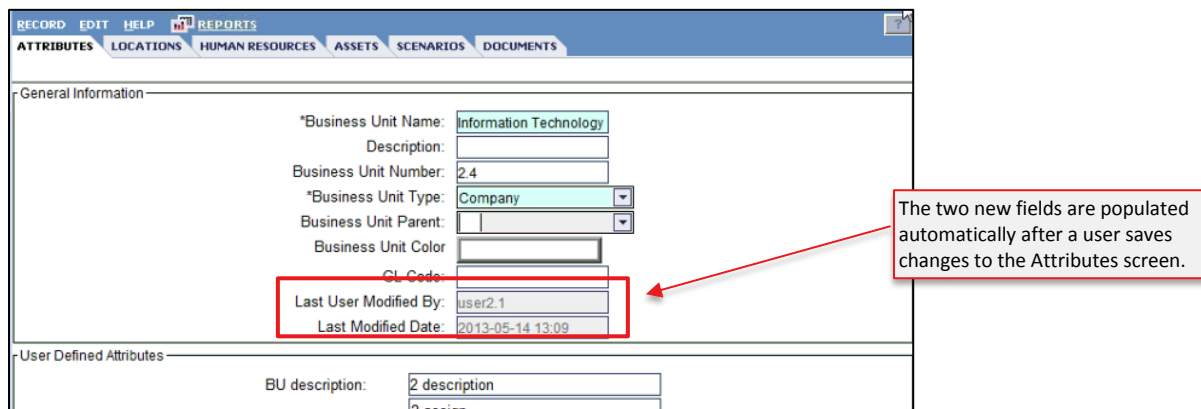
The two new fields are:

- User Modified By (user name)
- Last Modified Date (date and time)

NOTE: Which specific fields were changed and changes to the UDA section of the Attributes screen is not tracked by the new fields.

Navigation: **BUS UNITS** → **Search** → select a Business Unit

Figure 12: Business Attributes screen showing new fields



Creating a Custom Search that includes the two new fields

Whenever you create a Custom Search, the two new fields will be listed for you to select. You can include them in the Filters as well as the Search Results.

Figure 13: Creating a Custom Search that includes the two new fields

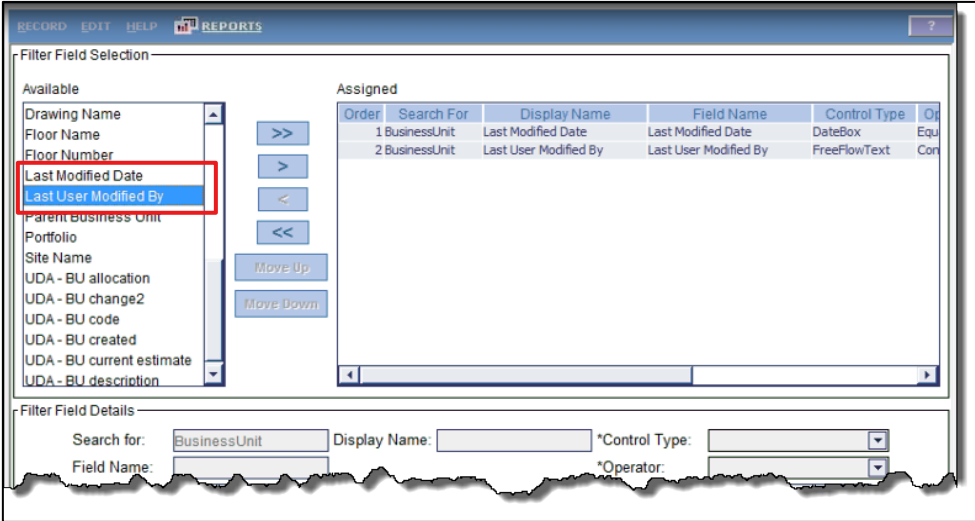
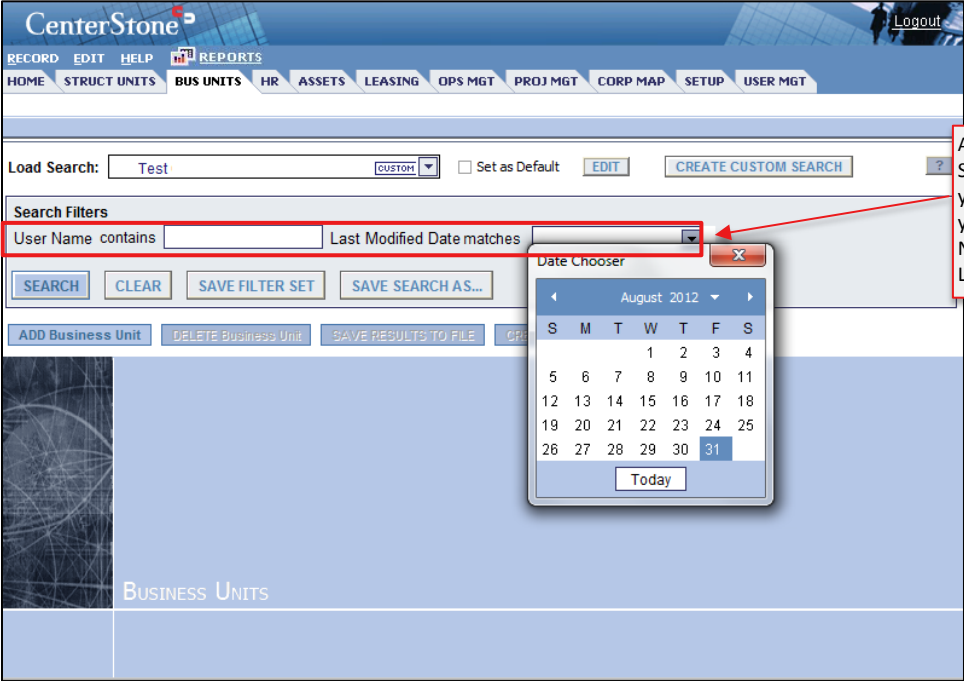
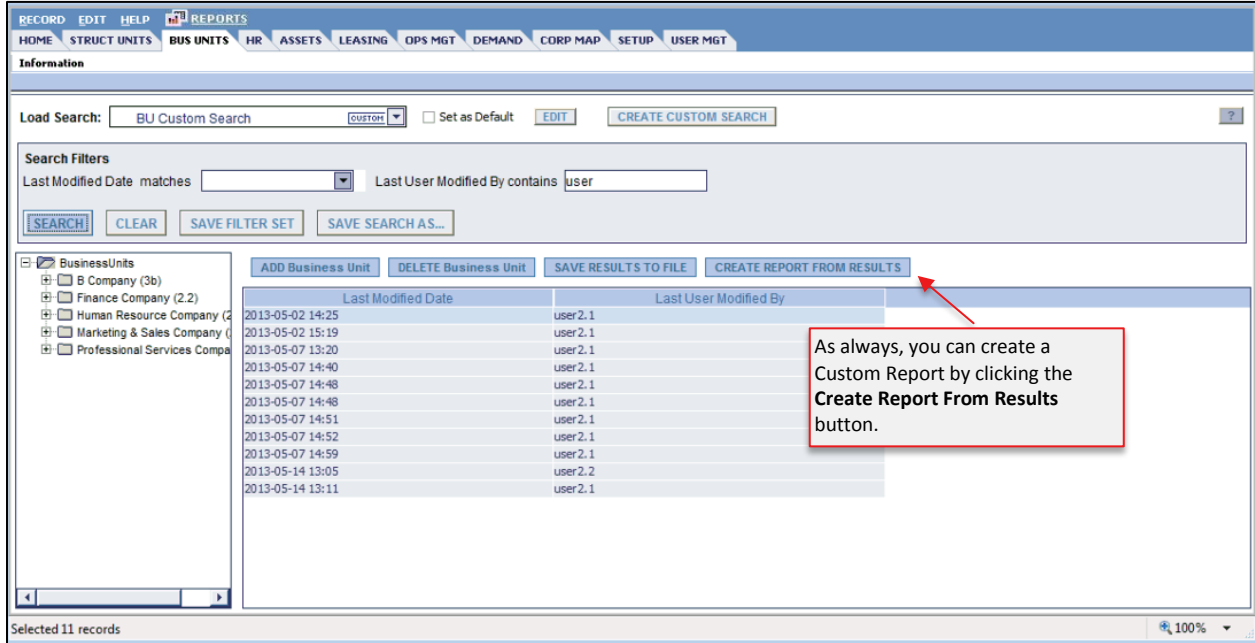


Figure 14: Example of Search screen using the two new fields



As always, you can leave the Search Filters blank, however if you want to narrow the search, you can enter text for the User Name and/or select a date for the Last Modified Date.

Figure 15: Example of Search Results screen using the two new fields

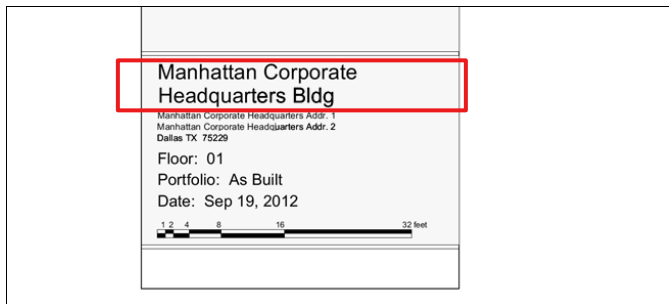


Wrap Text (rather than truncate) on Floor Plan Legends

When viewing legends via “Legend on Plan” or “Legend at Edge”, the text in Floor Plan Legend was limited to four inches in length. Now, this text will automatically wrap if it is longer than four inches.

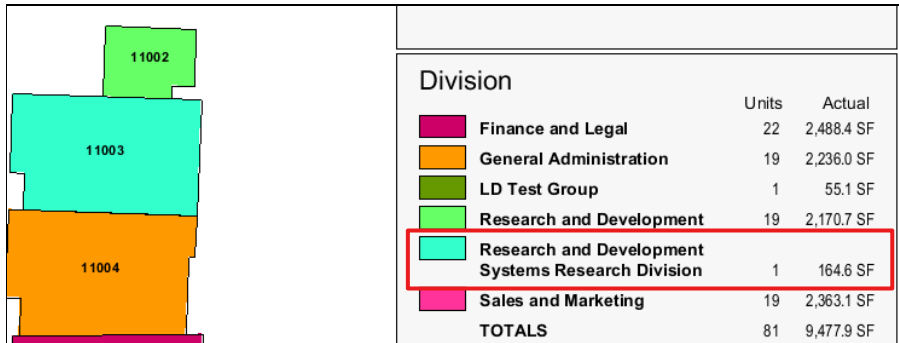
This enhancement affects the way the screen displays the information as well as how it appears when printed.

Figure 16: Example of wrapped text of Building Name in current version



NOTE: When using “Legend at Edge”, the wrapped text will not display on the screen or when printing its “image”. When printing to a printer, the wrapped text is visible.

Figure 17: Example of wrapped text of Color By legend in current version



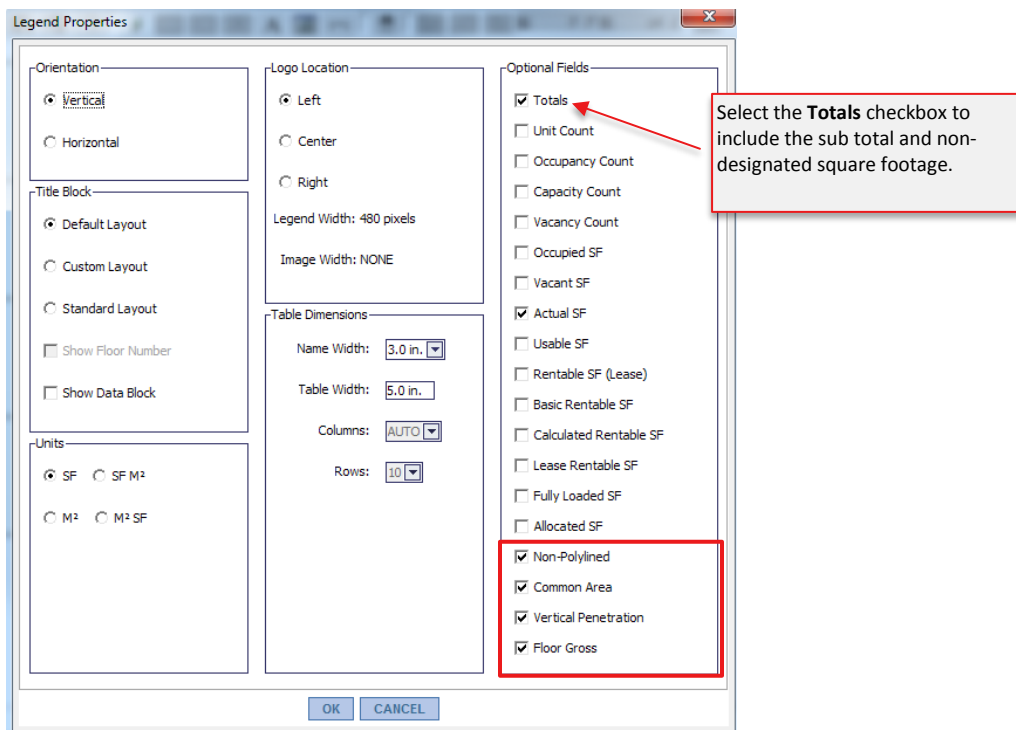
Color By includes Additional data in Legend

Previously when users selected Color By, the totals included only areas that were accounted for in the Color By drop-down. Now, non-designated areas can be included, thereby allowing you to easily see the total gross square footage of a floor. By default, these legend options are turned off.

The non-polylined information is available for Division, Space Function, and Space Status views.

Navigation: Drawing from any object → **View** → **Legend Properties**

Figure 18: Turning on Optional Fields in Legend

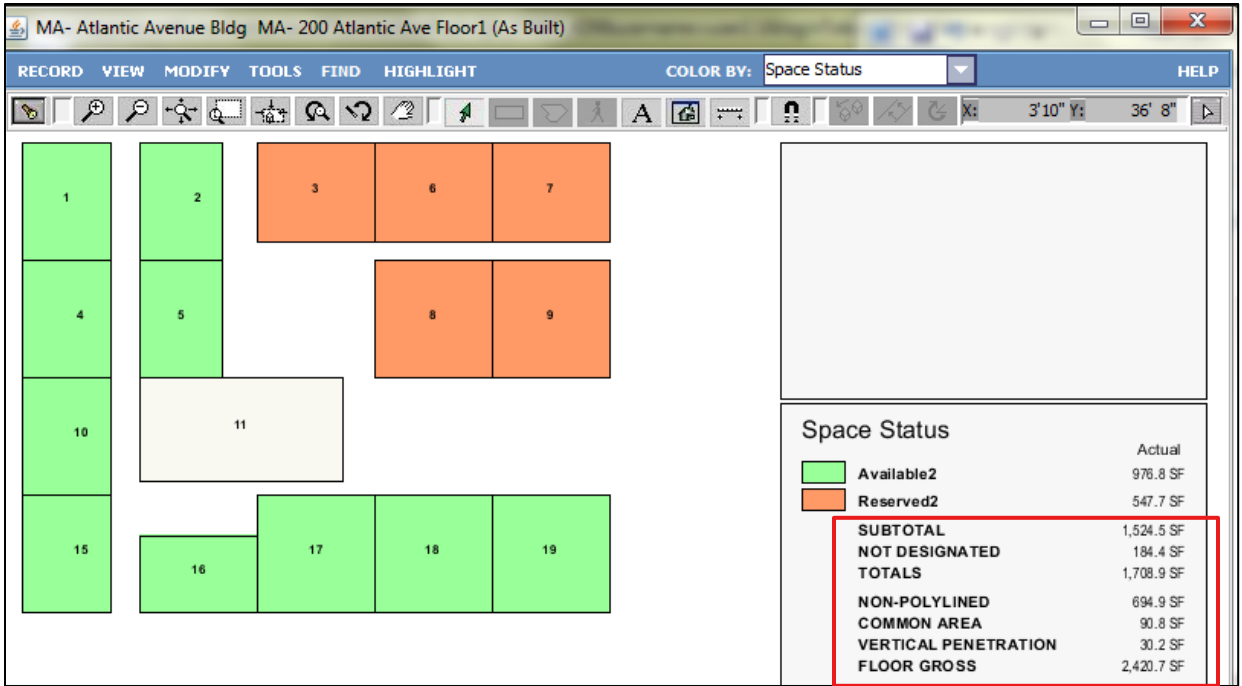


The Floor information in Figure 19 would result in a Legend that looks like Figure 20.

Figure 19: Example of Floor information

| RECORD EDIT MANAGE DRAWING HELP REPORTS | |
|---|---------------------------------|
| ATTRIBUTES BREAKDOWNS DRAWING MGT SPACES HR ASSETS CONTACTS LEASING NOTES WORK ORDERS DOCUMENTS | |
| General Information | |
| *Portfolio: | As Built |
| Building: | MA- Atlantic Avenue Bldg |
| *Floor Name: | MA- 200 Atlantic Ave Fldg |
| *Floor No.: | 2.11 |
| Drawing Name: | MA- 200 Atlantic Ave Fldg |
| Floor Type: | |
| DWG Not Required | <input type="checkbox"/> |
| Current Capacity: | 62 |
| Current Occupancy: | 0 |
| Measurements | |
| Floor Gross: | 2420.7 SF 224.89 M ² |
| Floor Rentable: | 2390.4 SF 222.08 M ² |
| Total Basic Rentable: | SF M ² |
| Total Calculated Rentable: | SF M ² |
| <input type="checkbox"/> Do Full Building Calculation | |
| Lease Rentable: | 0.0 SF 0.00 M ² |
| <input checked="" type="checkbox"/> ProRated from Building Lease | |
| <input type="checkbox"/> Get from Lease Module | |
| Total Usable: | 2360.2 SF 219.27 M ² |
| Usable w/o Common: | 2299.7 SF 213.65 M ² |
| <input type="checkbox"/> Get Usable from Zones | |
| Total Space Actual: | 1708.9 SF 158.76 M ² |
| Default Space Rentable: | Lease Rentable |

Figure 20: Example of new Legend



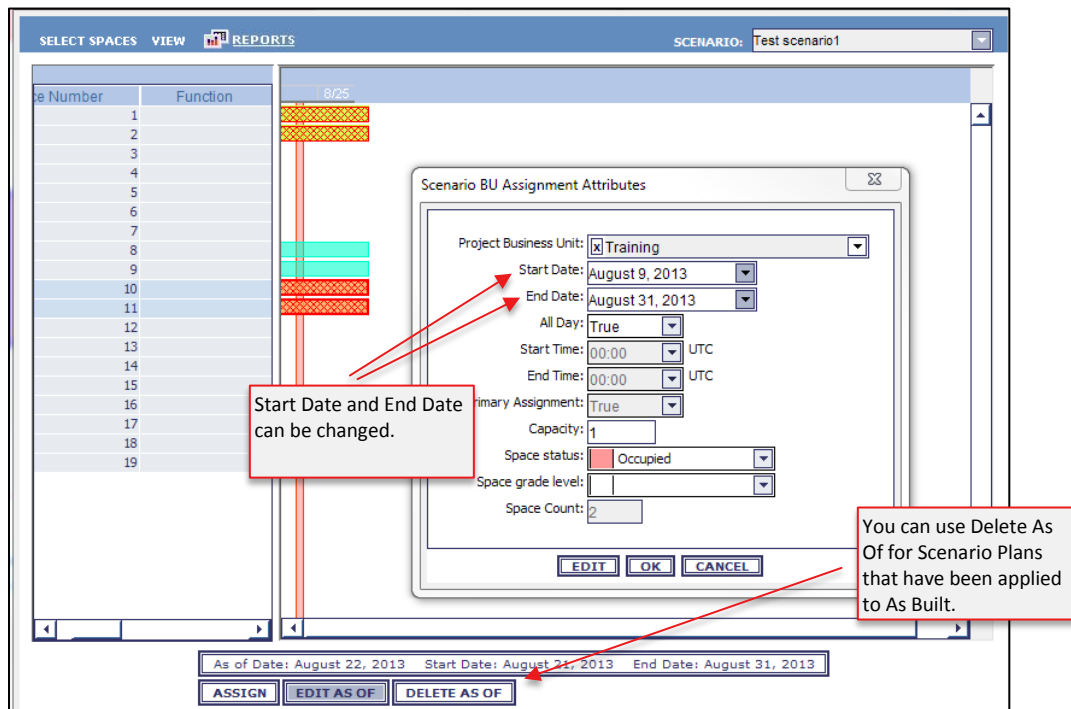
Scenario Planning

This enhancement has three parts:

- The **End Date** of a Scenario Plan that has been applied to Softlock can be changed. The date must be within the Scenario date range.
- The **Start Date** of a Scenario Plan that has been applied to Softlock and As Built can be changed. The date must be within the Scenario date range.
- **Delete As Of** can be used to delete dates of a Scenario Plan that has been applied to Softlock and As Built. The date must be within the Scenario date range.

Navigation: **STRUC UNITS** → **Floors** → Select a **Floor** → **Scenario Planning** button → Select **Scenario Plan** to modify

Figure 21: Scenario Planning changes



MAC Requests based on UDAs

To support the approval of Move Requests based on a UDA, the **Move Request String UDA** must use the same name as the **Move Request Resource UDA** with the suffix “STR” added.

For example if the Move Request Resource UDA is “Approval Email”, then the Move Request String UDA must be named “Approval Email STR” as shown in the following example.

Figure 22: Resource and String names example

| Position | Name | Type | Default Value |
|----------|--------------------|----------|---------------|
| 0 | Approval Email | Resource | |
| 0 | Approval Email STR | String | |
| 4 | Available Dates | Dropdown | |

Selected 3 records

When the user selects a HR in a Move Request that is not currently a Resource record, the system will add them. Then, when the user populates a Resource UDA, the email field from the HR record will populate the Email field (this can be changed on the form).

When the user saves the Move Request, the STR UDA field will be auto populated with the Email field. The Email Rule must include the UDA STR name as in the following example.

Figure 23: Email rule using a UDA STR field

Attributes

*Business Object: MoveRequest

*Status Field: status

*Status Value: Submitted

To Site: [Dropdown]

To Building: [Dropdown]

Send To: UDA Value

*UDA: Approval Email STR

*EmailTemplate: Request Approval

Approval Required: Yes

*Accepted State: Approvar1

*Rejected State: Denied

Apply Save Close

The content of the STR UDA will be used for the email address.

NOTE: Multiple approval levels can be set up by configuring pairs of resource/STR UDAs (such as Approval 1 Email/Approval 1 Email STR and Approval 2 Email/Approval 2 Email STR).

Setting up the Email Template for MAC Approvals

Use the following as an example of how to set up the email template.

Content differs per client

Figure 24: Example Email Template

```
<html>
<body>
Employee: <Employee or Item Name><br>
From Location:<br>
Bldg: <From Building><br>
Flr: <From Floor><br>
Space: <From Space><br>
<br><br>
To Location:<br>
Bldg: <To Building><br>
Flr: <To Floor><br>
Space: <To Space><br>
<br><br>
Please click the links below to either accept or reject this Move Request
<br><br>
<link type="link" format="accept_reject" link-parameters="action=accept" link-text="Approve" />
<br /><br />
<link type="link" format="accept_reject" link-parameters="action=reject" link-text="Reject" />
</body>
</html>
```

Example of MAC Approval Request Email

Figure 25: Example Email Template



CenterStone <sdoe@manhattansoftware.com>

Employee: A, SACH

From Location:

Bldg:

Flr:

Space:

To Location:

Bldg:

Flr:

Space:

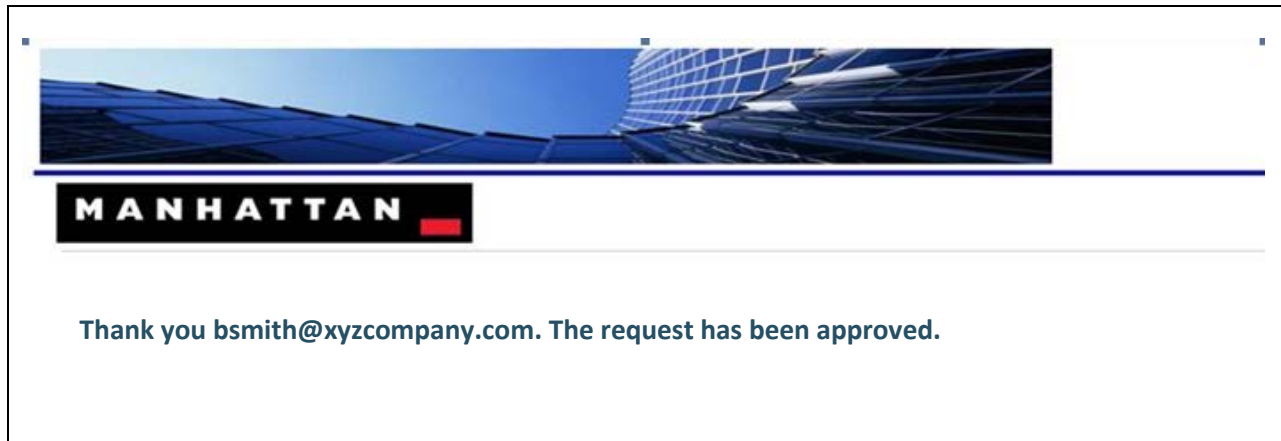
Please click the links below to either accept or reject this Move Request

[Approve](#)

[Reject](#)

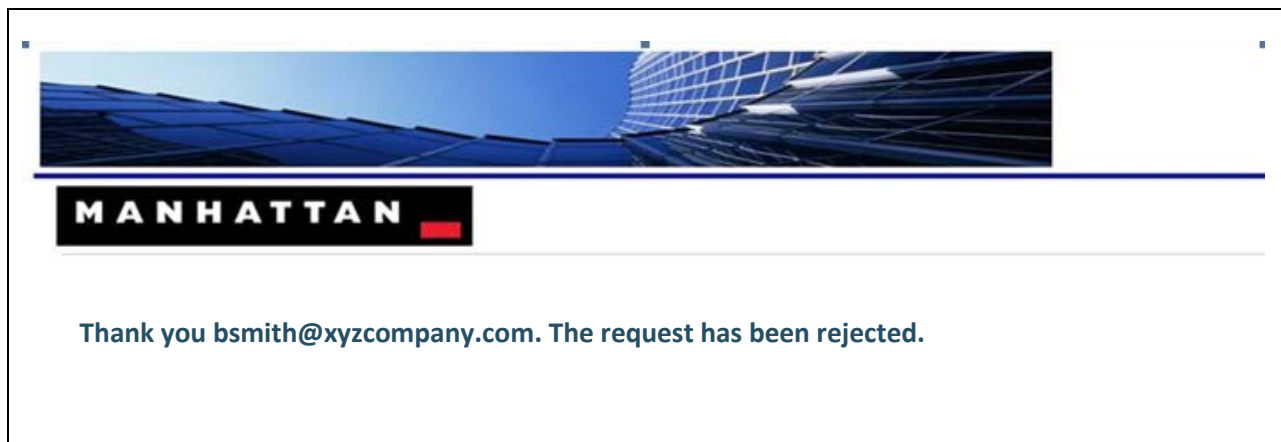
Example of Approved Request

Figure 26: Example Approval



Example of Rejected Request

Figure 27: Example Rejection



MAC Quick Request Form

The new MAC Quick Request form was created to simplify the creation of Move Requests by capturing all of the necessary information on one screen. All of the configuration settings (email rules, notifications, drop-downs, details, etc. that are available in the full MAC application are available in the MAC Quick Request form.

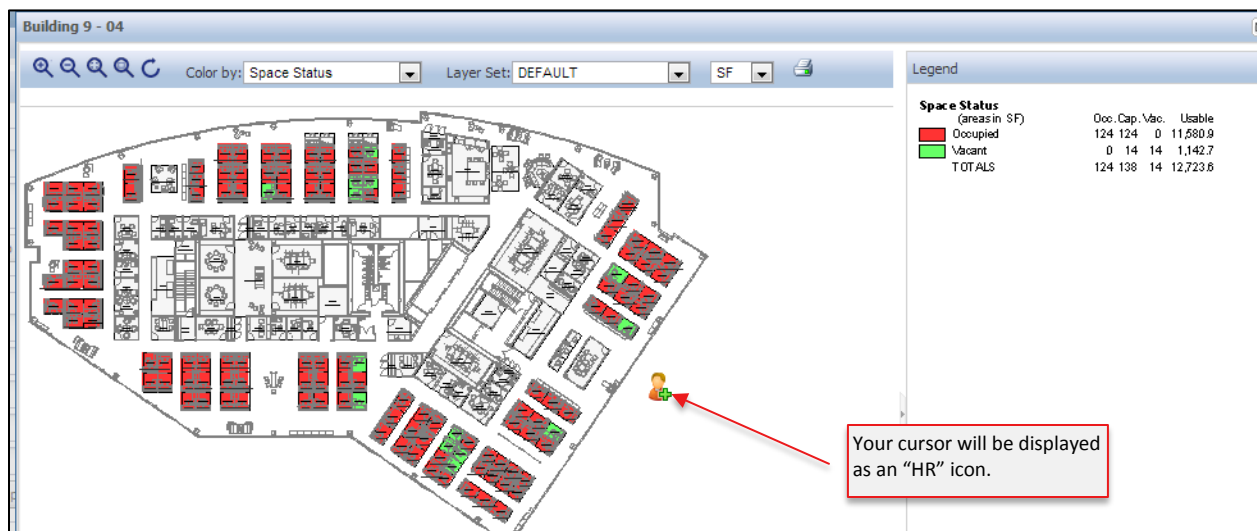
Figure 28: MAC Quick Request form

The Name field is automatically populated based on your login, but you can search for a different name if necessary.

These three fields are automatically populated, based on the Name field.

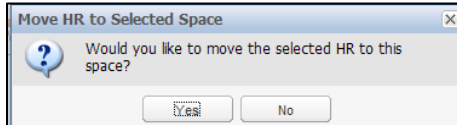
- Select a Name, Floor, and Space.
- Click the **View To Floor and Select Move to Space** button. The Floor Plan will be displayed similar to the following figure:

Figure 29: MAC Quick Request Space Selection



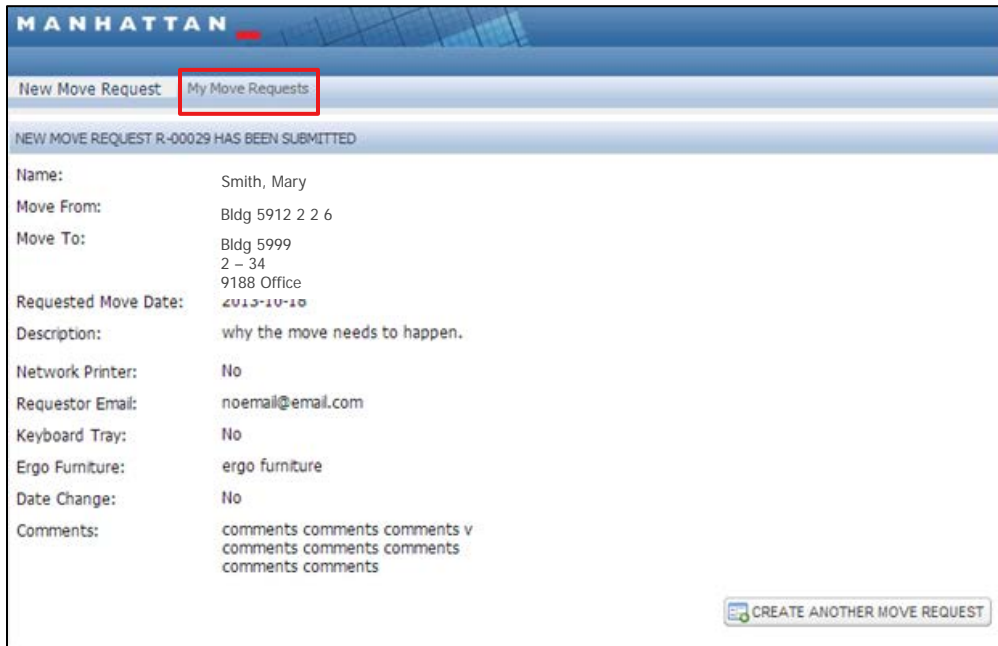
- Use the cursor to point to the new space and click on it. You will see a confirmation message as shown in the following figure:

Figure 30: MAC Quick Request Space Selection confirmation



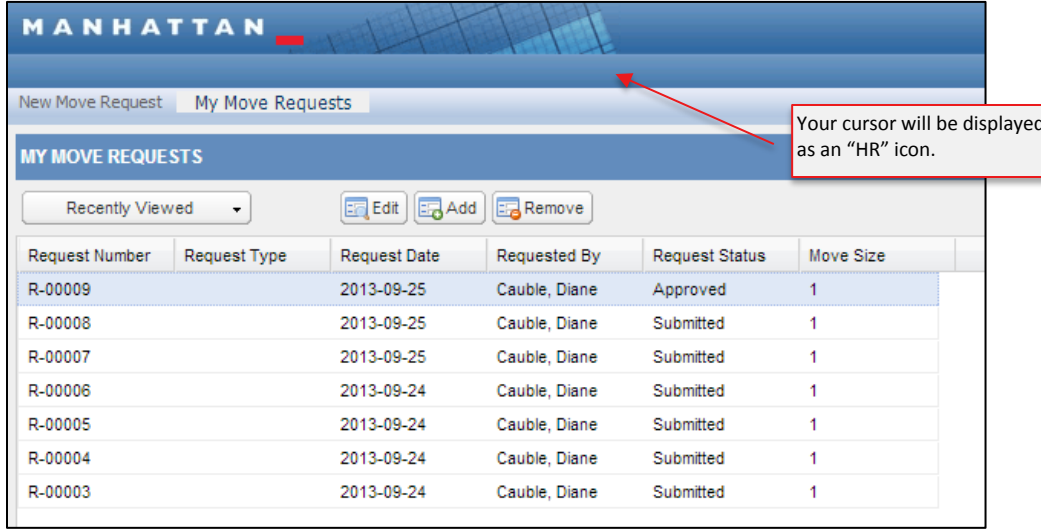
- Click the **Yes** button. You are returned to the MAC Quick Request form.
- Select a **Requested Move Date** from the “When” section of the form.
- Optionally enter comments in the “Why” section of the form.
- When you have finished, click the **SUBMIT MOVE REQUEST** button. The Move Request can now be displayed in the full MAC application).

Figure 31: Submitted MAC Quick Request



- At this point, you can create another request or select **My Move Requests** to view the status and progress of your submitted requests as shown in the following figure:

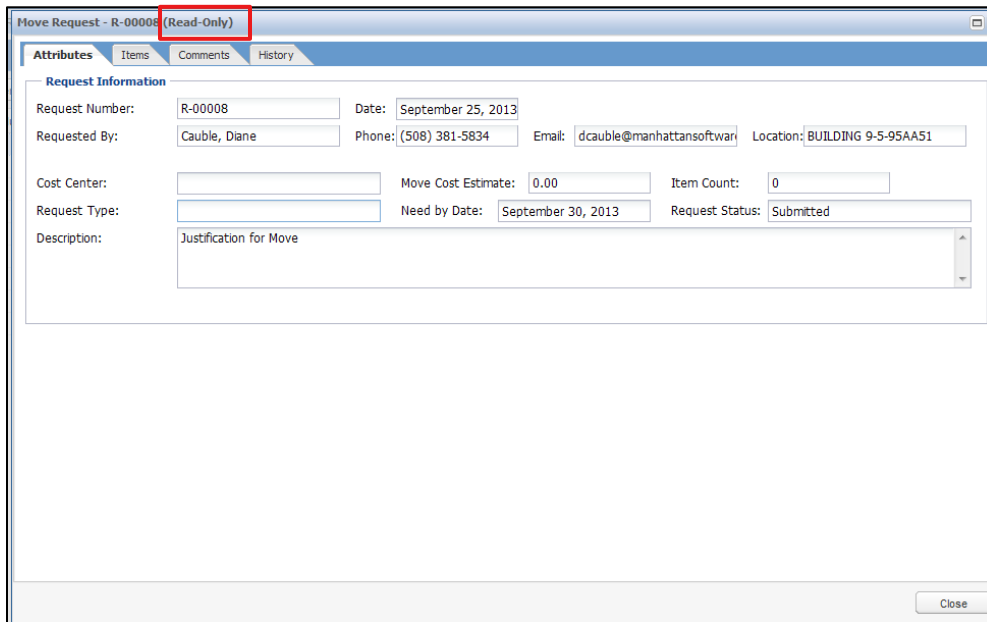
Figure 32: MY Move Requests



- Double-click on any Move Request to view the details.

NOTE: The details will be read-only.

Figure 33: View details of a Move Request



- When you have finished viewing the details of this Move Request, click the **Close** button.

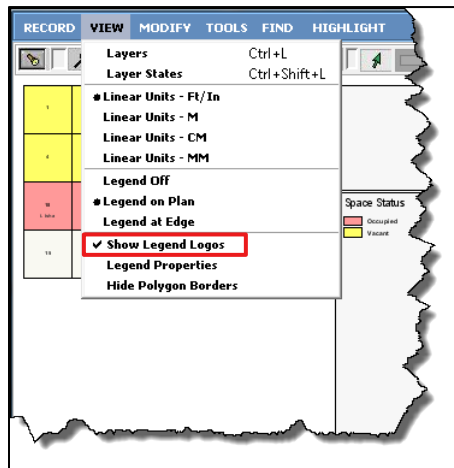
Chapter 2: CHANGES

Show Legend Logo displayed based on user preference

Previously users who preferred to see legend logos were required to select “Show Legend Logos” each time they viewed a Floor Plan. You can now select “Show Legend Logos” once and it will be displayed whenever a drawing is displayed, even if you log out.

Navigation: Display any **Floor Plan** → **View** → **Show Legend Logos**

Figure 34: Help About displaying additional information

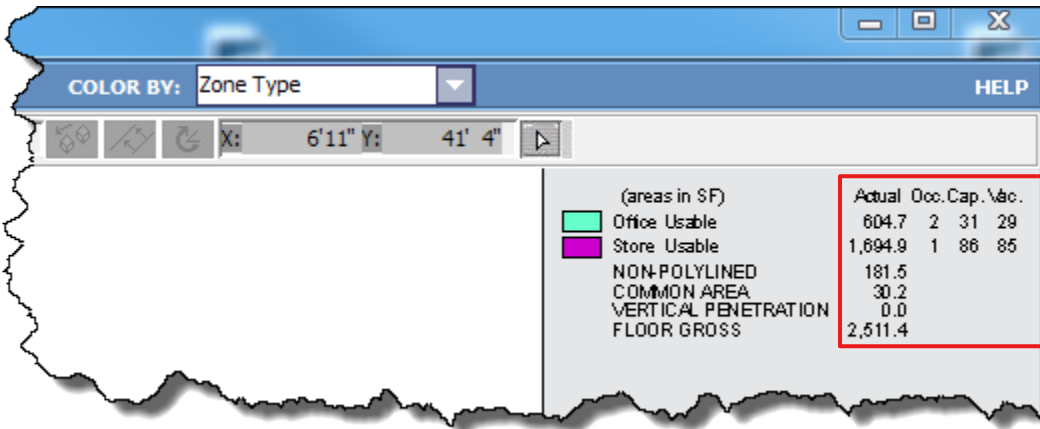


Floor Legend displays the values for Occupancy, Capacity, and Vacancy in Flex Zones

Formerly the Occupancy, Vacancy, and Capacity in Flex Zones appeared in the Floor Plan legend as “N/A”. They now display the actual values for each.

Navigation: **STRUCT UNITS** → **Zones** → **Search** → double-click a **Zone** → **View** – **Legend Properties** → check boxes for **Totals**, **Occupancy Count**, **Capacity Count**, and **Vacancy Count** → **Click OK** → **COLOR BY** – **Zone Type**, view the **Legend**

Figure 35: Legend showing values for Occ, Cap, and Vac

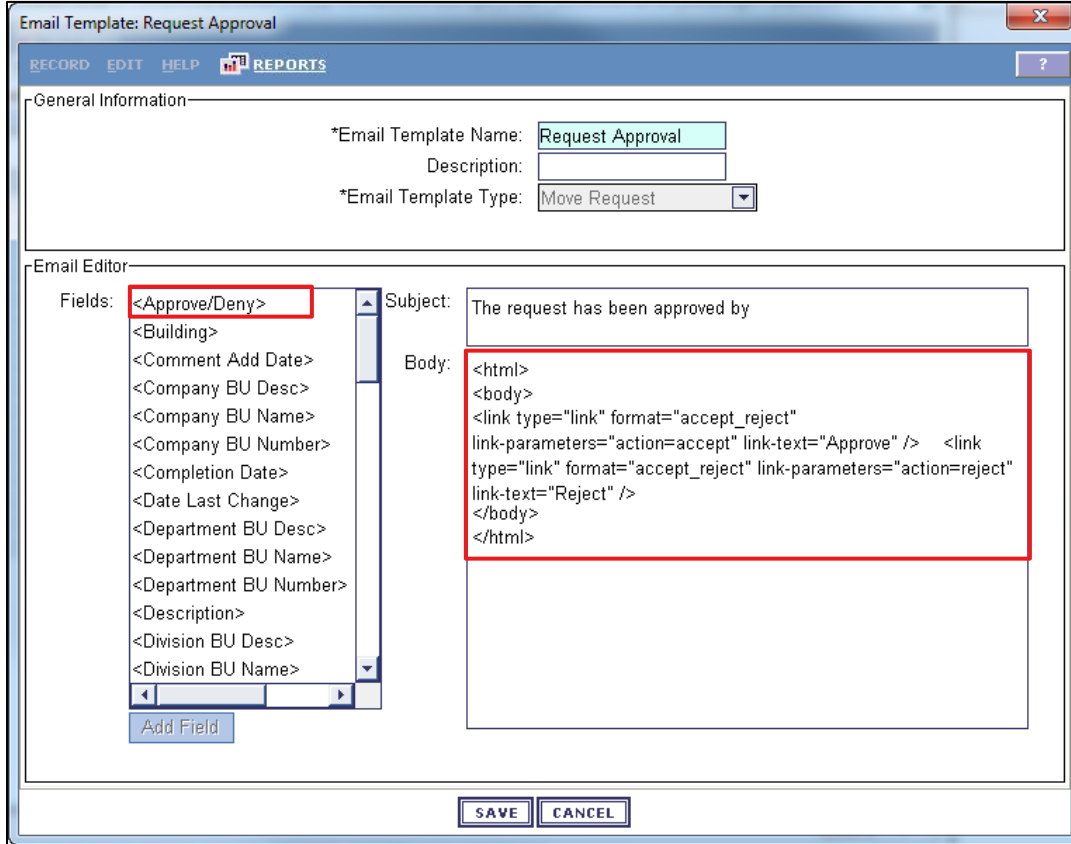


Email Rules Template – Approve/Deny field added

When creating Email Templates in previous versions, the Email Editor for **Move Requests** did not include the field **<Approve/Deny>**. It has been added, enabling users to include them in rules to manage the automatic generation of emails based on whether a Move was approved or denied.

Navigation: **SETUP** → **Email Tmplts** → **New** → **Email Template Type – Move Request**

Figure 36: Move Request Email Editor showing new field and an example of how it could be used



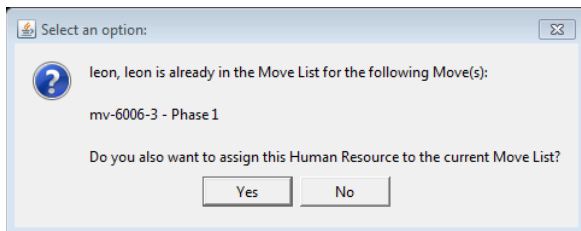
Warning Message when HR is in another Move

When an HR record is added to a move and it is already included in at least one other move, a warning message will now appear to notify you so you can determine whether to continue with the current move. This warning message appears in two places:

- Move/Movelist tab when the HR record is added to another movelist via the Assign button.
- Move/Floors tab when the HR record is added directly to a space on the floor plan and also included in another move.

This warning message appears irrespective of the location details (i.e., whether the HR record is involved in multiple moves to the same space or to different spaces).

Figure 37: HR Move Warning



Navigation Tree Error Removed

The error previously received when expanding a list of Business Units on the Navigation Tree has been removed.

As Of Date

When selecting or creating a scenario in the Scenario Planning Drawing Viewer, the **As of Date** now defaults to the current system date when the Start Date of the scenario is prior to the current system date.