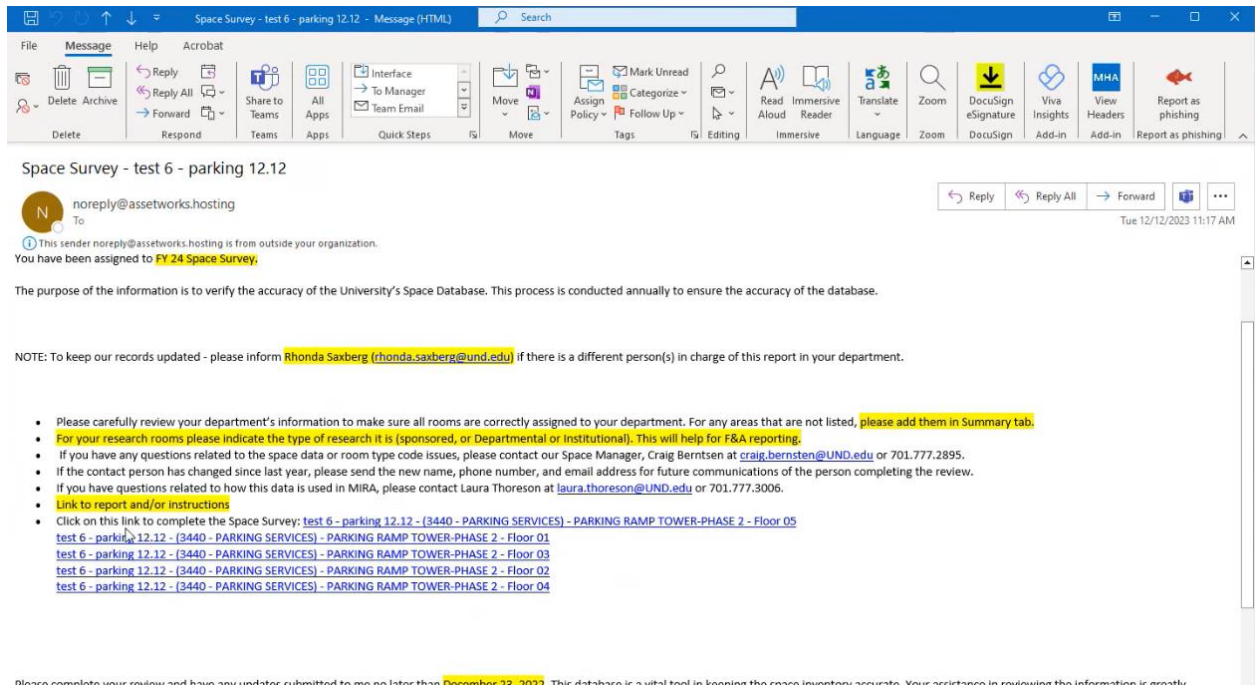
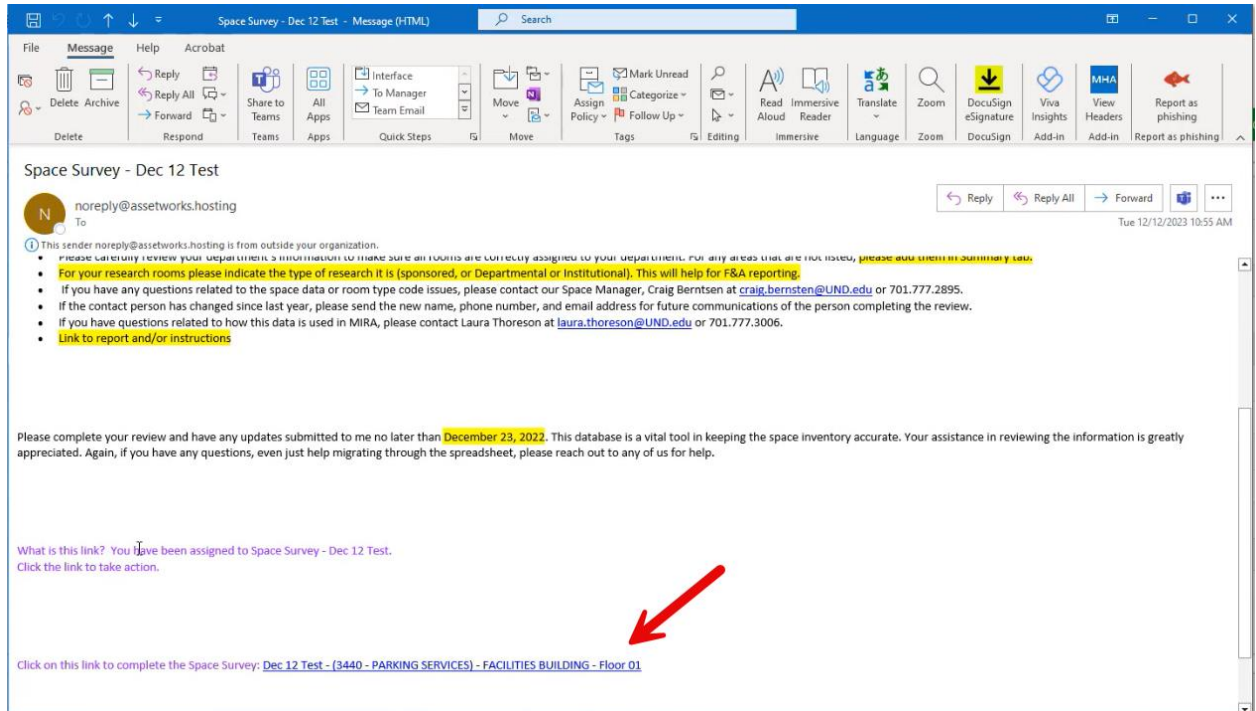


Space Surveyor & Approvals

1. You will receive an email somewhat like the one below.



2. Click on the link to log into READY to review the survey by building and by room.



3. Here is what the survey will look like in READY.

The screenshot shows a web browser window with the URL <https://undtest.assetworks.cloud/ready/api/space/screen/spaceSurveyRoomBrowse/KAT...>. The application header is green and contains navigation links: Home, Process, Setup, Notifications (with a notification bell icon), and Settings. Below the header, the page title is "(3440 - PARKING SERVICES) - FACILITIES BUILDING - Floor 01". There are three buttons: "Room(s) Analysis" (blue), "Add Room" (yellow), and "Submit" (green). A "Show Details" link is also present. Below the title, there is a "Show" dropdown menu set to "10" entries, followed by a search input field with the placeholder text "Start typing to search" and a search icon. Below the search field, there are several filter dropdown menus: Status, Location Type, Locked, Organization, Department, and Usage Function. The main content is a table with the following data:

<input type="checkbox"/>	Property	Location	Status	Action
<input type="checkbox"/>	107 - FACILITIES BUILDING	100 - STAFF OFFICE AREA	Pending	Finalize
<input type="checkbox"/>	107 - FACILITIES BUILDING	101 - STAFF OFFICE	Pending	Finalize
<input type="checkbox"/>	107 - FACILITIES BUILDING	102 - STAFF OFFICE	Pending	Finalize
<input type="checkbox"/>	107 - FACILITIES BUILDING	109 - STAFF OFFICE	Pending	Finalize

At the bottom of the table, it says "Showing 1 to 4 of 4 entries". To the right of this text are navigation buttons: "Previous", "1" (highlighted), and "Next".

4. If there is no change to the room you can just click on Finalize. This action will finalized the room.

Home Process Setup Notifications 2 Settings

(3440 - PARKING SERVICES) - FACILITIES BUILDING - Floor 01
Show Details

Room(s) Analysis Add Room Submit

Show 10 entries Start typing to search

Status Location Type Locked Organization Department Usage Function

Property	Location	Status	Action
<input type="checkbox"/> 107 - FACILITIES BUILDING	100 - STAFF OFFICE AREA	Finalized	Finalize
<input type="checkbox"/> 107 - FACILITIES BUILDING	101 - STAFF OFFICE	Pending	Finalize
<input type="checkbox"/> 107 - FACILITIES BUILDING	102 - STAFF OFFICE	Pending	Finalize
<input type="checkbox"/> 107 - FACILITIES BUILDING	109 - STAFF OFFICE	Pending	Finalize

Showing 1 to 4 of 4 entries Previous 1 Next

undtest.assetworks.cloud/ready/api/.../KATdWAmrY64Kk6Ytw&1

5. If you have a change to the room, click on the location link.

Home Process Setup Notifications 2 Settings

(3440 - PARKING SERVICES) - FACILITIES BUILDING - Floor 01
Show Details

Room(s) Analysis Add Room Submit

Show 10 entries Start typing to search

Status Location Type Locked Organization Department Usage Function

Property	Location	Status	Action
<input type="checkbox"/> 107 - FACILITIES BUILDING	100 - STAFF OFFICE AREA	Finalized	
<input type="checkbox"/> 107 - FACILITIES BUILDING	101 - STAFF OFFICE	Pending	Finalize
<input type="checkbox"/> 107 - FACILITIES BUILDING	102 - STAFF OFFICE	Pending	Finalize
<input type="checkbox"/> 107 - FACILITIES BUILDING	109 - STAFF OFFICE	Pending	Finalize

Showing 1 to 4 of 4 entries Previous 1 Next

undtest.assetworks.cloud/ready/api/.../KATdWAmrY64Kk6Ytw&1

6. If you need to make a change to a room you need to fill out the following three items.
 - a. Put a comment at the top for the approver on what is being changed.
 - b. In the location Note, you need to state what is the percentage change and the end date of the old percentage. If you know who is occupying the change you can state that as well.
 - c. Fill in the end date of the current percentage.

This is a stream of comments about this room.

LN Click to enter comment

Location Facts

Primary Room Type	319 OFFICE-WAITING RECEPTION
PolySqft	852
LocStatus	ACTIVE ACTIVE
LocTypeGroup	300 OFFICE FACILITIES
Description	STAFF OFFICE AREA
Location Note	I

Department

Department / Organization	%	Start Date	End Date
3180 - AVP FACILITIES	40	10/25/2023	
3440 - PARKING SERVICES			

7. Once all the rooms are finalized and you have no more changes you can select all rooms and click apply action.

(3440 - PARKING SERVICES) - FACILITIES BUILDING - Floor 01
Show Details

Rooms(s) Analysis
Add Room
Submit

4 Rooms Selected

Exclude from Survey
Apply Action
Cancel

Show 10 entries Start typing to search

Status Location Type Locked Organization Department Usage Function

	Property	Location	Status	Action
<input checked="" type="checkbox"/>	107 - FACILITIES BUILDING	100 - STAFF OFFICE AREA	Finalized	
<input checked="" type="checkbox"/>	107 - FACILITIES BUILDING	101 - STAFF OFFICE	Finalized	
<input checked="" type="checkbox"/>	107 - FACILITIES BUILDING	102 - STAFF OFFICE	Pending	Finalize
<input checked="" type="checkbox"/>	107 - FACILITIES BUILDING	109 - STAFF OFFICE	Pending	Finalize

Showing 1 to 4 of 4 entries Previous 1 Next

8. You will need to click submit once all rooms are finalized.

Home Process Setup Notifications **2** Settings

(3440 - PARKING SERVICES) - FACILITIES BUILDING - Floor 01
Show Details

Rooms) Analysis Add Room **Submit**

Show 10 entries Start typing to search

Status Location Type Locked Organization Department Usage Function

Property	Location	Status	Action
<input type="checkbox"/> 107 - FACILITIES BUILDING	100 - STAFF OFFICE AREA	Finalized	
<input type="checkbox"/> 107 - FACILITIES BUILDING	101 - STAFF OFFICE	Finalized	
<input type="checkbox"/> 107 - FACILITIES BUILDING	102 - STAFF OFFICE	Finalized	
<input type="checkbox"/> 107 - FACILITIES BUILDING	109 - STAFF OFFICE	Finalized	

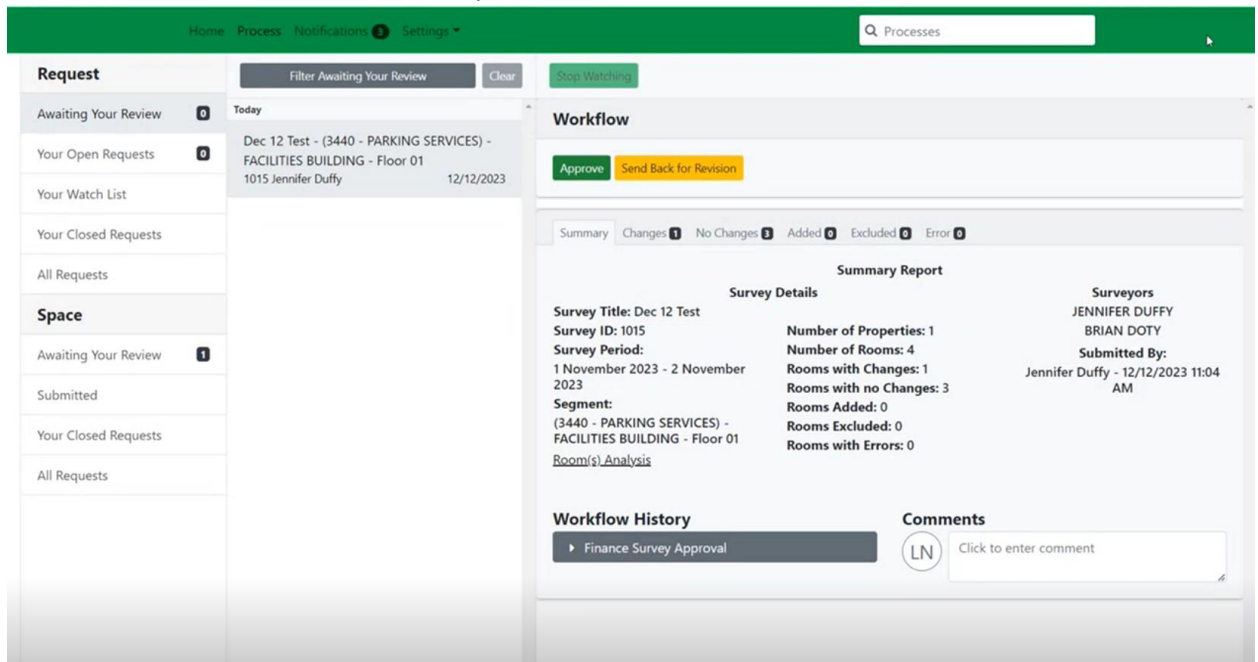
Showing 1 to 4 of 4 entries Previous 1 Next

Approvers steps

1. The approver will receive an email like the one below. Click the link to start the survey.



2. This is what the screen looks like when you click the link.



- Each tab will show you what is happening to each item in the survey. You will need to click on each tab to view each room. The changes are going to be rooms that the surveyor changes. The No Changes are rooms with no changes.

The screenshot shows a software interface with a green header bar containing 'Home', 'Process', 'Notifications', and 'Settings'. Below the header is a search bar labeled 'Processes'. The main content area is divided into two columns. The left column has a 'Request' section with a 'Filter Awaiting Your Review' button and a 'Stop Watching' button. Below this is a list of requests, including 'Awaiting Your Review' (0), 'Your Open Requests' (0), 'Your Watch List', 'Your Closed Requests', and 'All Requests'. The right column has a 'Workflow' section with 'Approve' and 'Send Back for Revision' buttons. Below this is a 'Summary Report' section with tabs for 'Summary', 'Changes' (1), 'No Changes' (3), 'Added' (0), 'Excluded' (0), and 'Error' (0). The 'Summary Report' section contains 'Survey Details' and 'Surveyors' information. A red arrow points to the 'Send Back for Revision' button.

- If you want to edit a room you will need to click on edit.

The screenshot shows a software interface with a green header bar containing 'Home', 'Process', 'Notifications', and 'Settings'. Below the header is a search bar labeled 'Processes'. The main content area is divided into two columns. The left column has a 'Request' section with a 'Filter Awaiting Your Review' button and a 'Stop Watching' button. Below this is a list of requests, including 'Awaiting Your Review' (0), 'Your Open Requests' (0), 'Your Watch List', 'Your Closed Requests', and 'All Requests'. The right column has a 'Workflow' section with 'Approve' and 'Send Back for Revision' buttons. Below this is a 'Summary Report' section with tabs for 'Summary', 'Changes' (1), 'No Changes' (3), 'Added' (0), 'Excluded' (0), and 'Error' (0). The 'Summary Report' section contains 'Survey Details' and 'Surveyors' information. A red arrow points to the 'Edit' button.

5. If you need to make a change to a room you need to fill out the following three items.
 - a. Put a comment at the top for the approver on what is being changed.
 - b. In the location Note, you need to state what is the percentage change and the end date of the old percentage. If you know who is occupying the change you can state that as well.
 - c. Fill in the end date of the current percentage.

This is a stream of comments about this room.

LN Click to enter comment

Location Facts

Primary Room Type	319 OFFICE-WAITING RECEPTION
PolySqft	852
LocStatus	ACTIVE ACTIVE
LocTypeGroup	300 OFFICE FACILITIES
Description	STAFF OFFICE AREA
Location Note	I

Department

Department / Organization	%	Start Date	End Date
3180 - AVP FACILITIES	40	10/25/2023	
3440 - PARKING SERVICES			

6. WARNING:

Property: 107 - FACILITIES BUILDING
Room: 100 - STAFF OFFICE AREA
 11/01/2023 - 11/02/2023 Save

Comments
 This is a stream of comments about this room.

LN Click to enter comment

You must hit enter on your keyboard for this comment to save.

LN Laura Nelson
 test comments notes
 12/12/2023 11:14 AM

Location Facts

Primary Room Type	319 OFFICE-WAITING RECEPTION
PolySqft	852

7. Once you have made the change and the comment is saved, you can click on save.

The screenshot shows a web application interface with a green header bar containing navigation links: Home, Process, Notifications (with a bell icon), and Settings (with a dropdown arrow). Below the header, the main content area is divided into three sections:

- Property Information:** Displays "Property: 107 - FACILITIES BUILDING", "Room: 100 - STAFF OFFICE AREA" (with a link icon), and the date range "11/01/2023 - 11/02/2023". A red arrow points to a green "Save" button in the top right corner of this section.
- Comments:** Titled "Comments" with the subtitle "This is a stream of comments about this room." It features a text input field with a placeholder "Click to enter comment" and a "Send" button. Below the input is a comment from "Laura Nelson" (profile icon LN) with the text "test comments notes" and timestamp "12/12/2023 11:14 AM".
- Location Facts:** A table-like structure showing details for the location:

Primary Room Type	319 OFFICE-WAITING RECEPTION
PolySqft	852
LocStatus	ACTIVE ACTIVE
LocTypeGroup	300 OFFICE FACILITIES

8. To get back to the survey, you can click on notifications.

The screenshot shows the same web application interface as above, but with the "Notifications" menu item in the green header bar highlighted with a red box and a red arrow pointing to it. The main content area is identical to the previous screenshot, but with a yellow "Edit" button visible in the top right corner of the Property Information section.

9. Then click on view request on the survey you are trying to complete.



Notifications

Remove All

JD Jennifer Duffy
A comment was added to 1014: Test Survey 2 - 11.29.23 - (3430 - TRANSPORTATION) - TRANSPORTATION/GROUNDS BUILDING - Floor 01
test
11/29/2023 02:48 PM
Unwatch **View Request** Delete

JD Jennifer Duffy
A workflow action was taken on 1014: Test Survey 2 - 11.29.23 - TRANSPORTATION Resubmit
11/29/2023 02:40 PM
Unwatch **View Request** Delete

JD Jennifer Duffy
A comment was added to 1014: Test Survey 2 - 11.29.23 - (3430 - TRANSPORTATION) - TRANSPORTATION/GROUNDS BUILDING - Floor 01
Did you mean room 110? I've updated to 75%.
11/29/2023 02:38 PM
Unwatch **View Request** Delete

10. Then click on the survey.

Request

Filter Awaiting Your Review Clear

Awaiting Your Review 0 Today

Your Open Requests 0

Your Watch List

Your Closed Requests

All Requests

Space

Awaiting Your Review 1

Submitted

Your Closed Requests

All Requests

Dec 12 Test - (3440 - PARKING SERVICES) - FACILITIES BUILDING - Floor 01	1015 Jennifer Duffy	12/12/2023
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11. After reviewing all the rooms and making any changes you can click on approve.

The screenshot shows a software interface with a green header bar containing 'Home', 'Process', 'Notifications', and 'Settings'. A search bar on the right contains the text 'Processes'. The main content area is divided into several sections:

- Request**: A sidebar on the left with filters for 'Awaiting Your Review', 'Your Open Requests', 'Your Watch List', and 'Your Closed Requests'. Below this is a 'Space' section with 'Awaiting Your Review' (1), 'Submitted', 'Your Closed Requests', and 'All Requests'.
- Workflow**: A central section with a 'Filter Awaiting Your Review' button and a 'Clear' button. A 'Stop Watching' button is in the top right. A red arrow points to a green 'Approve' button, with a yellow 'Send Back for Revision' button next to it.
- Summary Report**: A section with tabs for 'Summary', 'Changes', 'No Changes', 'Added', 'Excluded', and 'Error'. It contains a 'Survey Details' table with the following information:

Survey Title: Dec 12 Test	Number of Properties: 1	Surveyors: JENNIFER DUFFY, BRIAN DOTY
Survey ID: 1015	Number of Rooms: 4	Submitted By: Jennifer Duffy - 12/12/2023 11:04 AM
Survey Period: 1 November 2023 - 2 November 2023	Rooms with Changes: 2	
Segment: (3440 - PARKING SERVICES) - FACILITIES BUILDING - Floor 01	Rooms with no Changes: 2	
Room(s) Analysis	Rooms Added: 0	
	Rooms Excluded: 0	
	Rooms with Errors: 0	
- Workflow History**: A section with a button for 'Finance Survey Approval'.
- Comments**: A section with a 'Click to enter comment' input field and a 'LN' icon.

12. The surveyor will receive an email when it is completed.

The screenshot shows an email in the Outlook interface. The subject is '1015: Dec 12 Test - PARKING SERVICES'. The sender is 'noreply@assetworks.hosting'. The email body contains the following text:

1015: Dec 12 Test - PARKING SERVICES

noreply@assetworks.hosting
To
This sender noreply@assetworks.hosting is from outside your organization.

[Dec 12 Test - PARKING SERVICES](#)

A workflow action was taken on Space Survey: Dec 12 Test - PARKING SERVICES

Approve

This notification template is Space Survey - Workflows

13. If you decide to send the survey back to the surveyor, you will click Send Back for Revision, add a comment on why it is being sent back, and click save.

The screenshot shows a software interface with a green header bar containing 'Home', 'Process', 'Notifications', and 'Settings'. A search bar on the right contains the text 'Processes'. On the left, there is a sidebar with sections for 'Request' and 'Space'. The main area is titled 'Workflow' and shows a step 'Approve' with a yellow button labeled 'Send Back for Revision'. Below this is a text input field containing the comment 'send comment revise percentage for 030 to 0 percentage'. A 'Cancel' button is on the left of the input field, and a green 'Save' button is on the right. Below the input field, there is a summary section with the following text: 'Survey: (1016) test 6 - parking 12.12 - (3440 - PARKING SERVICES) - PARKING RAMP TOWER-PHASE 2 - Floor 05', 'Segment: (3440 - PARKING SERVICES) - PARKING RAMP TOWER-PHASE 2 - Floor 05', 'Survey Period: 1 December 2023 - 2 December 2023', and 'Submitted By: Jennifer Duffy - 12/12/2023 11:19 AM'. At the bottom right, there are buttons for 'Refresh', 'Edit', 'Previous', and 'Next', along with the text 'Room 1 of 5'. Below this is a table with columns 'Original' and 'Changes', and a section for 'Location Facts'.

14. The surveyor will receive an email like below with the comment and a link to go back into the survey for review.

The screenshot shows an email message in a Microsoft Office 365 interface. The subject line is '1016: test 6 - parking 12.12 - PARKING SERVICES'. The sender is 'noreply@assetworks.hosting'. The email body contains the following text: 'A workflow action was taken on Space Survey: test 6 - parking 12.12 - PARKING SERVICES', 'Send Back for Revision', and 'send comment revise percentage for 030 to 0 percentage'. At the bottom, it says 'This notification template is Space Survey - Workflows'. The email interface includes a top bar with 'File', 'Message', and 'Help' tabs, and a ribbon with various actions like 'Delete', 'Archive', 'Reply', 'Forward', 'Share to Teams', 'All Apps', 'Quick Steps', 'Move', 'Assign Policy', 'Mark Unread', 'Categorize', 'Follow Up', 'Read Aloud', 'Immersive Reader', 'Translate', 'Zoom', 'DocuSign eSignature', 'Viva Insights', 'View Headers', and 'Report as phishing'. The email is dated 'Tue 12/12/2023 11:21 AM'.

15. The comments on the summary page will come to surveyor or approver.

The screenshot shows a software interface with a green header bar containing navigation links: Home, Process, Setup, Notifications, and Settings. A search bar on the right contains the text 'Processes'. The main content area is divided into several sections:

- Request**: A sidebar on the left with a filter 'Awaiting Your Review' and a 'Clear' button. It lists 'Awaiting Your Review' (7), 'Your Open Requests' (9), 'Your Watch List', 'Your Closed Requests', 'All Requests', and 'Space' (Awaiting Your Review: 1, Submitted, Your Closed Requests, All Requests).
- Workflow**: A section titled 'Finance Survey Approval since 12/12/2023 11:30 AM'. It has a 'Stop Watching' button and a '1 of 1' indicator. A red box highlights the 'Summary' tab, which shows 'Changes: 1', 'No Changes: 2', 'Added: 0', 'Excluded: 0', and 'Error: 0'.
- Summary Report**: A section with 'Survey Details' and 'Surveyors'. Survey details include: Survey Title: test 6 - parking 12.12, Survey ID: 1016, Survey Period: 1 December 2023 - 2 December 2023, Segment: (3440 - PARKING SERVICES) - PARKING RAMP TOWER-PHASE 2 - Floor 05, Room(s): Analysis. Surveyors listed are JENNIFER DUFFY and BRIAN DOTY, Submitted By: Jennifer Duffy - 12/12/2023 11:19 AM. Other statistics include: Number of Properties: 1, Number of Rooms: 5, Rooms with Changes: 1, Rooms with no Changes: 4, Rooms Added: 0, Rooms Excluded: 0, Rooms with Errors: 0.
- Workflow History**: A list of actions: Finance Survey Approval, Revise and Resubmit (Resubmit), and Finance Survey Approval (Send Back for Revision).
- Comments**: A section with a red box highlighting it. It shows a comment from JD (Jennifer Duffy) on 12/12/2023 11:30 AM: 'test comment on summary page'. There is a 'Delete' button and a 'Click to enter comment' input field.

16. The comments below on an initial room, are not emailed to anyone, you will need to look to see if there are any comments.

The screenshot shows the same software interface as above, but with the 'Changes' section selected. The 'Request' sidebar is identical. The 'Workflow' section is also identical. The 'Summary Report' section is identical. The 'Workflow History' section is identical. The 'Changes' section is the main focus:

- Changes**: A table with columns 'Original' and 'Changes'. It shows 'Location Facts' for a room: Primary Room Type: 030 - MECHANICAL AREA, polySqft: 112, locStatus: ACTIVE - ACTIVE, locTypeGroup: 000 - UNCLASSIFIED FACILITIES, description: MECHANICAL ROOM, Location Note: (empty).
- Department**: A table with columns 'Department/Organization % Start End' and 'Department/Organization % Start End'. It shows: 3180 - AVP FACILITIES, 3440 - PARKING SERVICES 100.00 05/01/2022, 3180 - AVP FACILITIES, 3440 - PARKING SERVICES 50.00 12/01/2023.
- Comments**: A section with a red box highlighting it. It has a search bar 'Search ...'. Below it, a comment from JD (Jennifer Duffy) on 12/12/2023 11:29 AM: 'test comment on the changes/no changes page'.