

Onboarding Measurement Portal
System onboarding

MEASUREMENTEN

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01

How to use filters

There are several options to filter the data in your dashboards.

Dashboard filters

What are dashboard filters?

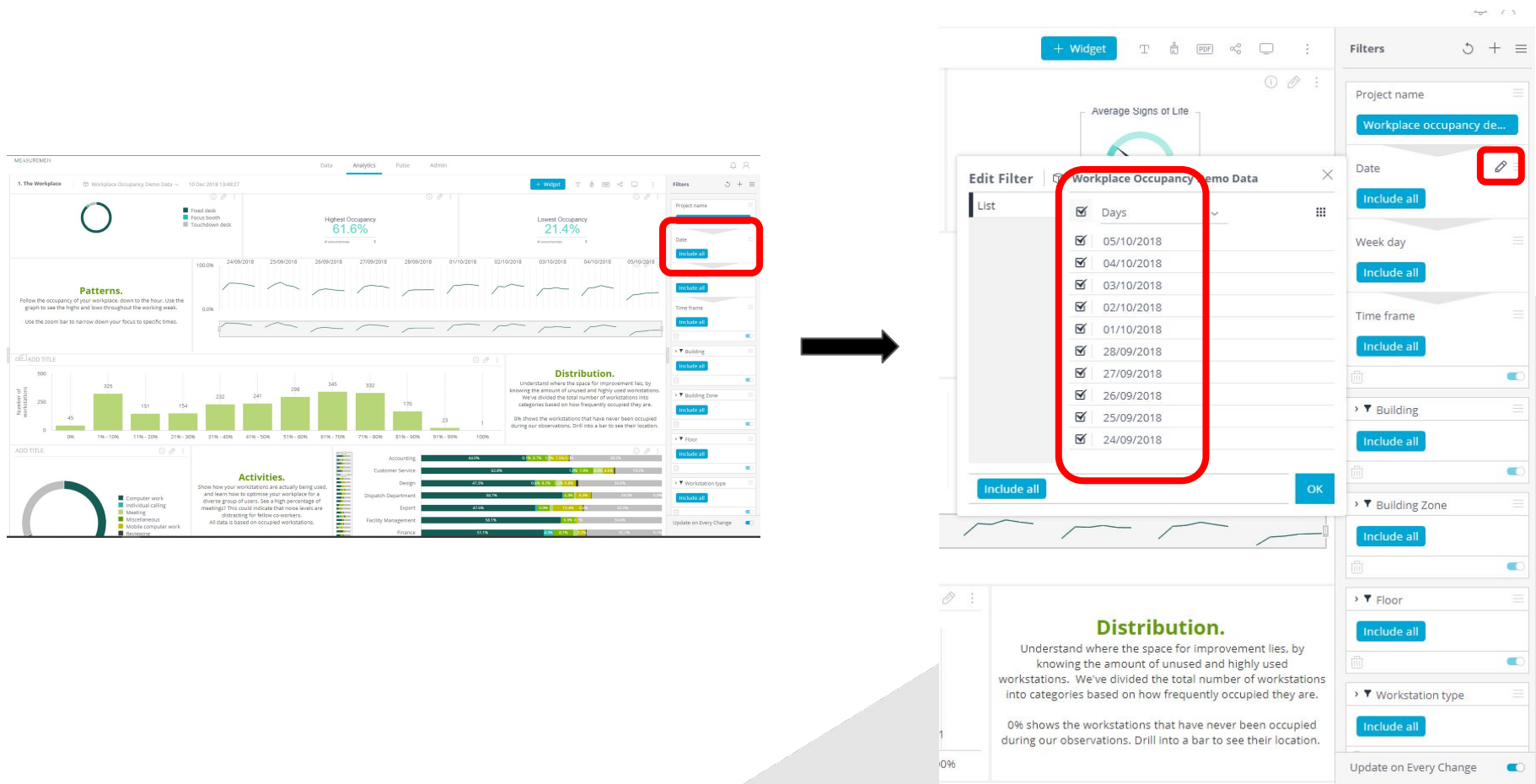
Dashboard filters enables you to temporarily change the entire data-set all the graphs are based on. With one simple click you will be able to select or deselect a certain criteria. All graphs will automatically be generated to match the criteria selected.

How to use dashboard filters?

On the right side of the dashboard you will be able to find a panel of all filters available.

By selecting one of the filters you will be able to manually change the data-set as is shown on the right. In the example we have clicked on 'Date' and are now able to change all graphs by selecting or deselecting certain dates.

Once selected, wait a second and the graphs will automatically regenerate to match the criteria chosen.



Widget filters

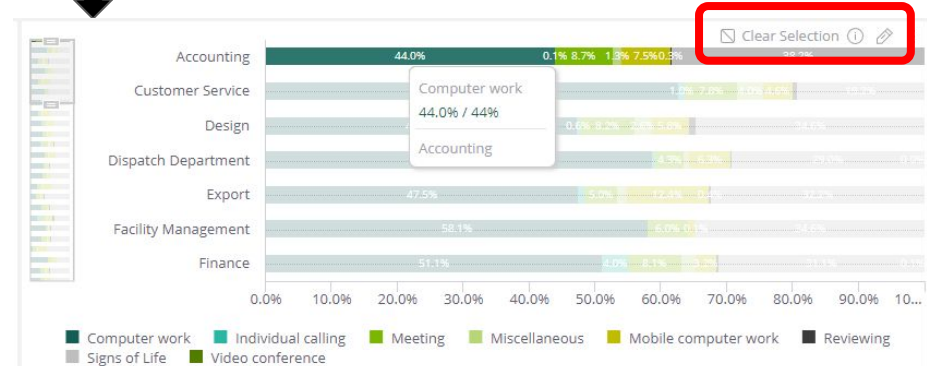
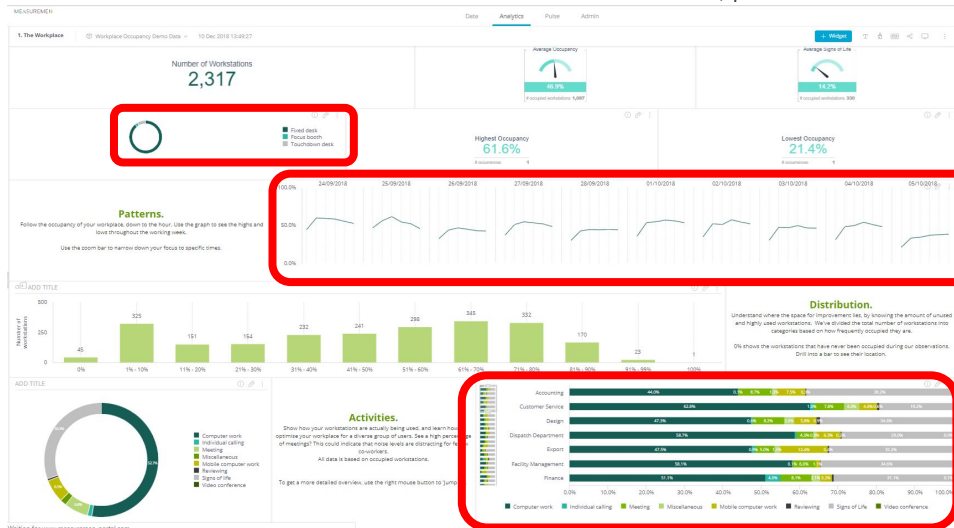
What are widget filters?

Widget filters enables you to temporarily change the entire data-set all the graphs are based on. With one simple click you will be able to select or deselect a certain criteria. All graphs will automatically be generated to match the criteria selected.

How to use widget filters?

The graphs encircled below in red are interactive. By manually clicking what you want to see, which could be a specific type, department or even a particular moment in a graph, you are able to filter on that specific criteria. All graphs will automatically be regenerated to match with your request.

Note that the filter will remain active unless disabled, please find the button 'Clear selection' at the top of the graph, as shown on the right.



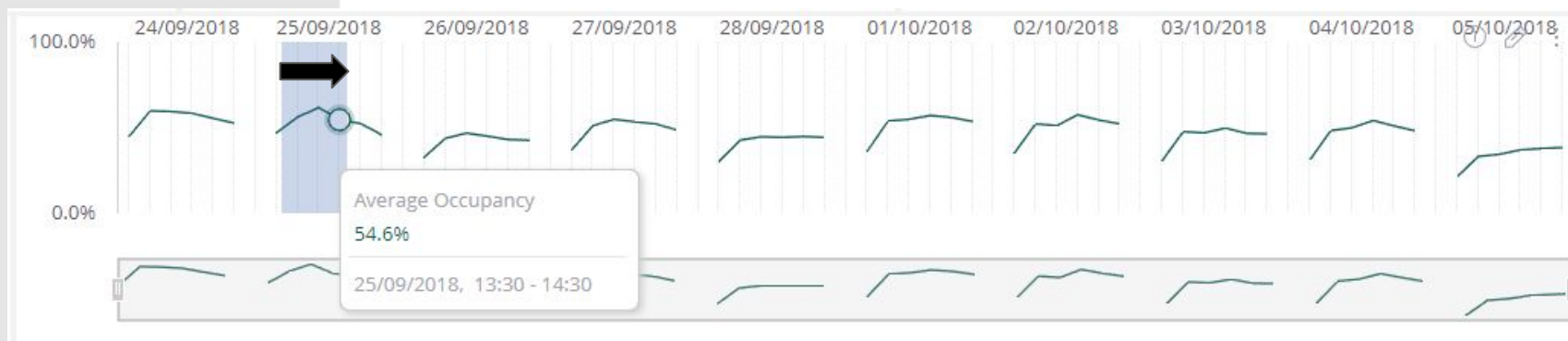
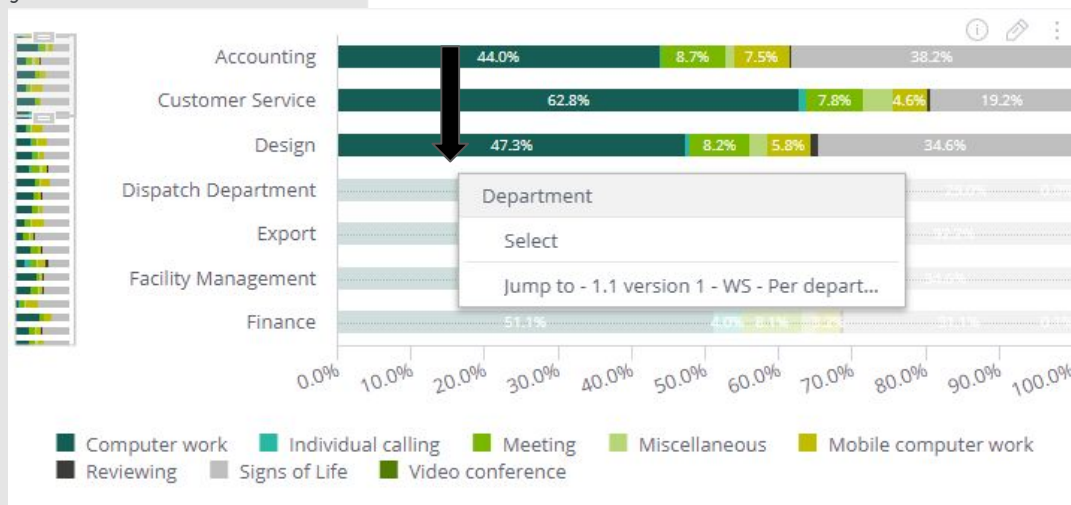
Filter on more than one category

Why would you filter on multiple categories?

You can use filters to manipulate the dataset in order to zoom in on the selected criteria. Instead of just looking at one specific criteria, you are able to drag and select multiple criteria to zoom in on. This is helpful if you wish to further analyse several departments, or wish to zoom in on only the peak hours of an office.

How to select multiple categories?

Instead of clicking, which will zoom in on only the selected criteria, you are able to click and drag to make as large or as small a selection as you desire.



How to filter out a category?

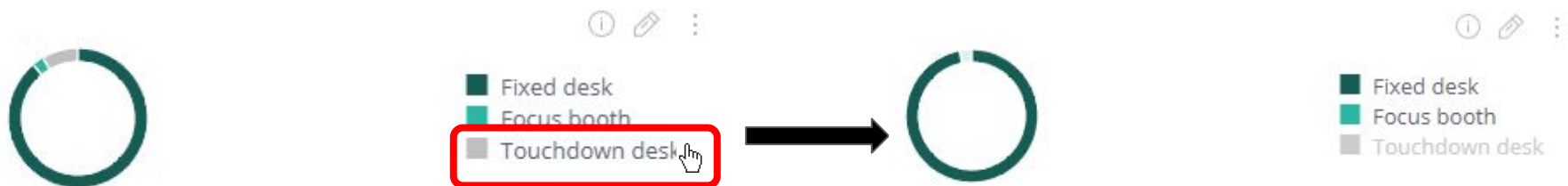
Why would you filter out a category?

You can use this function if you want to leave a particular criteria out of the equation.

As an example, if you wish to look at the occupancy of all workstations but want to keep out the touchdown desks out as they aren't part of your current analysis, you will be able to do so with a single click.

How to filter out a category?

While not possible in every graph you can very easily filter out a certain category, like a specific type of workstation as shown below. Simply go to the legend and click the category you wish to filter out. This will automatically disable that category and will regenerate all graphs to the chosen criteria.



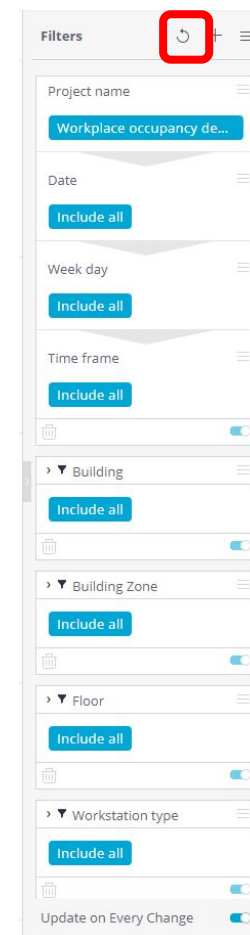
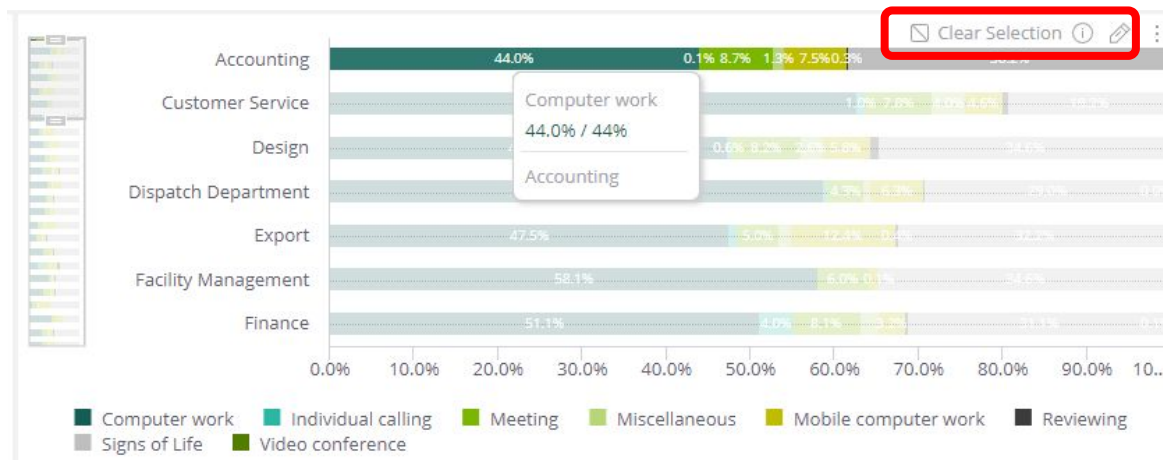
How to reset the filters?

Why would you reset filters?

In order to start with a fresh dataset you will need to disable all filters that have previously been selected.

How do you reset filters?

As shown previously you can manually reset the filter in the widgets by clicking on 'clear selection'. However, if you have selected multiple filters it may be easier to navigate yourself to the top right corner in order to click on the refresh button, as shown on the right. This will automatically clear all filters.



02

Into more detail

There are several options to get more detailed information out of the dashboards.

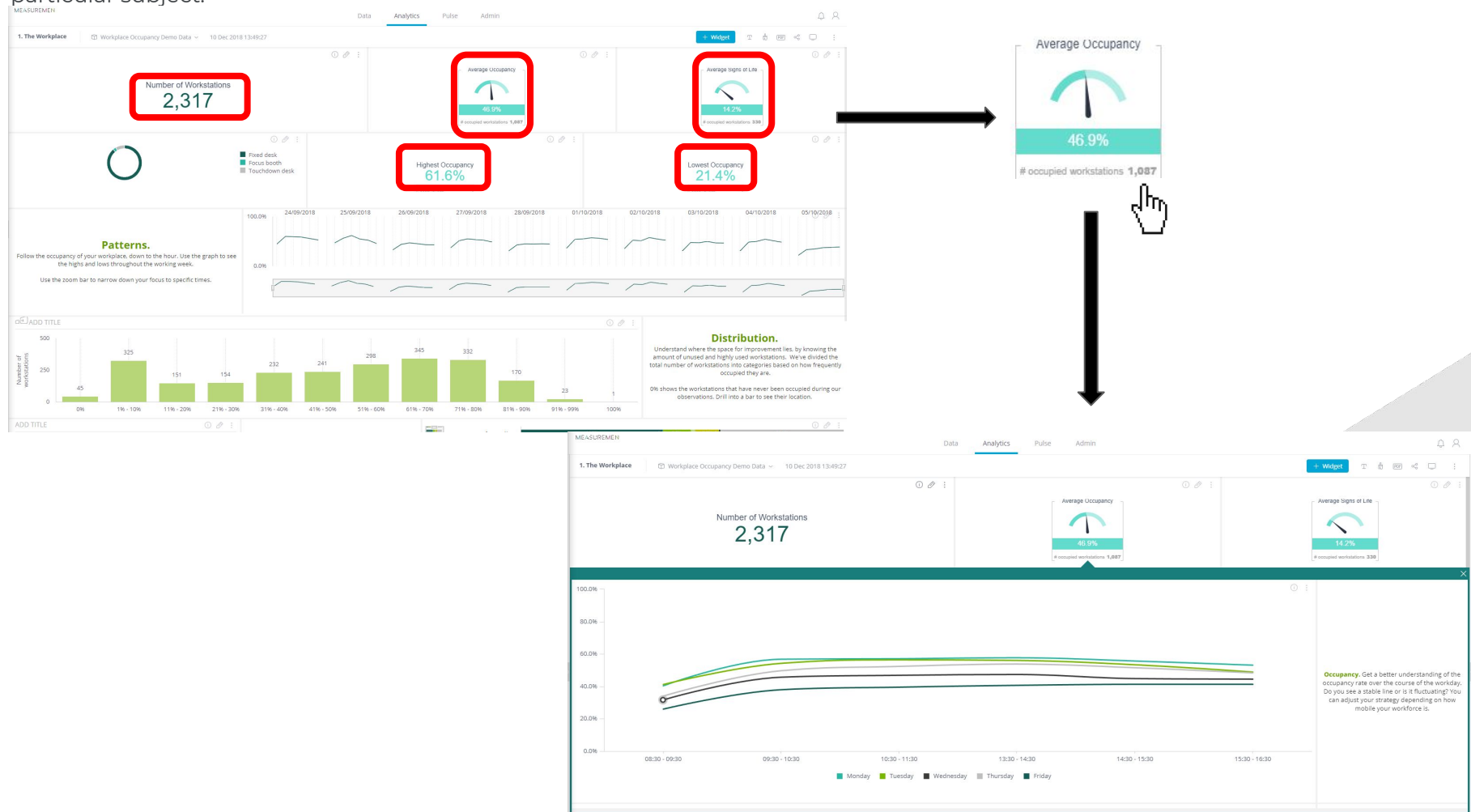
Accordions

Why do we use accordions?

We use accordions to hide panels that show more in-depth information on the particular indicator it is hidden behind. This greatly helps overcrowding the dashboard while still giving you the insights when required.

How do you use an accordion?

By clicking on an indicator, key numbers encircled below in red, you will open a new panel with extra information that is linked to that particular subject.



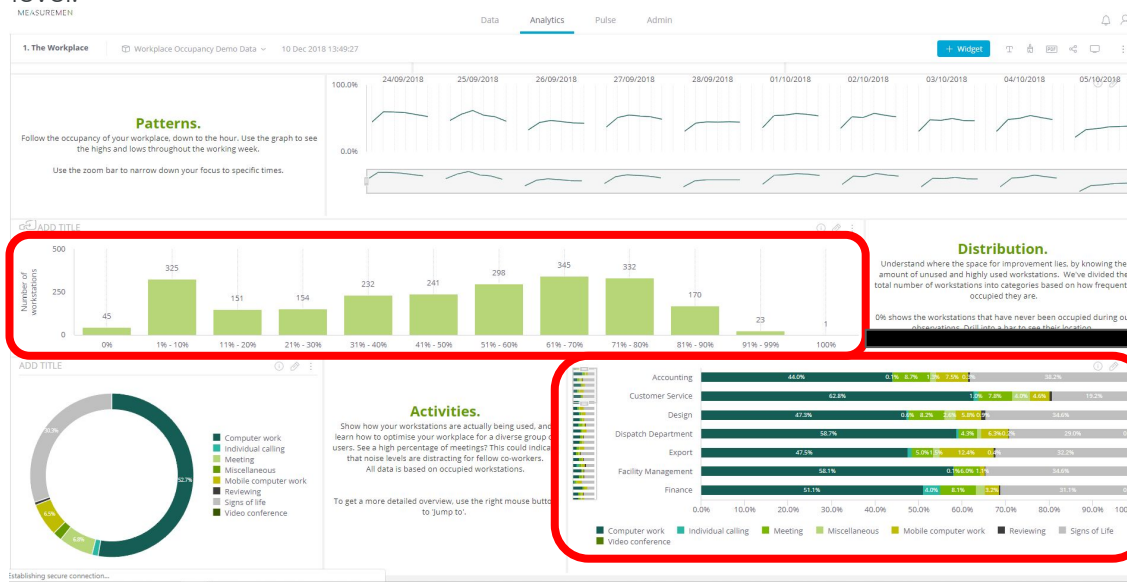
Pop-ups

Why do we use pop ups?

We use pop ups to give you the option to zoom in on an individual space level. This greatly helps overcrowding the dashboard while still giving you the insights when required.

How do you use pop ups?

The two graphs circled below have this feature attached to them. On this page we go into the 'Distribution of workplaces' graph. Rather than just filtering on one or multiple criteria, you can select one or multiple criteria by dragging over it and the option to the right will appear. Simply click on 'Jump to ...' and an additional page will pop up that show you several details and demographics on an individual level.



Workstation name	Building	Building Zone	Floor	Workstation Type	Vacant	Average occupancy	Signs of life - average of total
B04.7-b	N-Square	Wing B	Level 4	Fixed desk	No	0.0%	0.0%
B04.7-c	N-Square	Wing B	Level 4	Fixed desk	No	0.0%	0.0%
B06.24-d	N-Square	Wing B	Level 6	Fixed desk	No	0.0%	0.0%
B07.6-a	N-Square	Wing B	Level 7	Fixed desk	No	0.0%	0.0%
C03.9-b	N-Square	Wing C	Level 3	Fixed desk	No	0.0%	0.0%
C04.3-c	N-Square	Wing C	Level 4	Fixed desk	No	0.0%	0.0%
C04.3-f	N-Square	Wing C	Level 4	Fixed desk	No	0.0%	0.0%
C04.5-a	N-Square	Wing C	Level 4	Fixed desk	No	0.0%	0.0%
C04.5-e	N-Square	Wing C	Level 4	Fixed desk	No	0.0%	0.0%
C04.7-b	N-Square	Wing C	Level 4	Fixed desk	No	0.0%	0.0%
C06.5-a	N-Square	Wing C	Level 6	Fixed desk	No	0.0%	0.0%
E02.3-c	N-Square	Wing E	Level 2	Fixed desk	No	0.0%	0.0%
E02.3-e	N-Square	Wing E	Level 2	Fixed desk	No	0.0%	0.0%
E02.3-f	N-Square	Wing E	Level 2	Fixed desk	No	0.0%	0.0%
E02.8-b	N-Square	Wing E	Level 2	Fixed desk	No	0.0%	0.0%
E02.8-c	N-Square	Wing E	Level 2	Fixed desk	No	0.0%	0.0%
E02.9-a	N-Square	Wing E	Level 2	Fixed desk	No	0.0%	0.0%
E02.9-b	N-Square	Wing E	Level 2	Fixed desk	No	0.0%	0.0%
E03.15-b	N-Square	Wing E	Level 3	Fixed desk	No	0.0%	0.0%
E03.7-a	N-Square	Wing E	Level 3	Fixed desk	No	0.0%	0.0%
E03.7-b	N-Square	Wing E	Level 3	Fixed desk	No	0.0%	0.0%
E04.15-a	N-Square	Wing E	Level 4	Fixed desk	No	0.0%	0.0%
E04.15-c	N-Square	Wing E	Level 4	Fixed desk	No	0.0%	0.0%

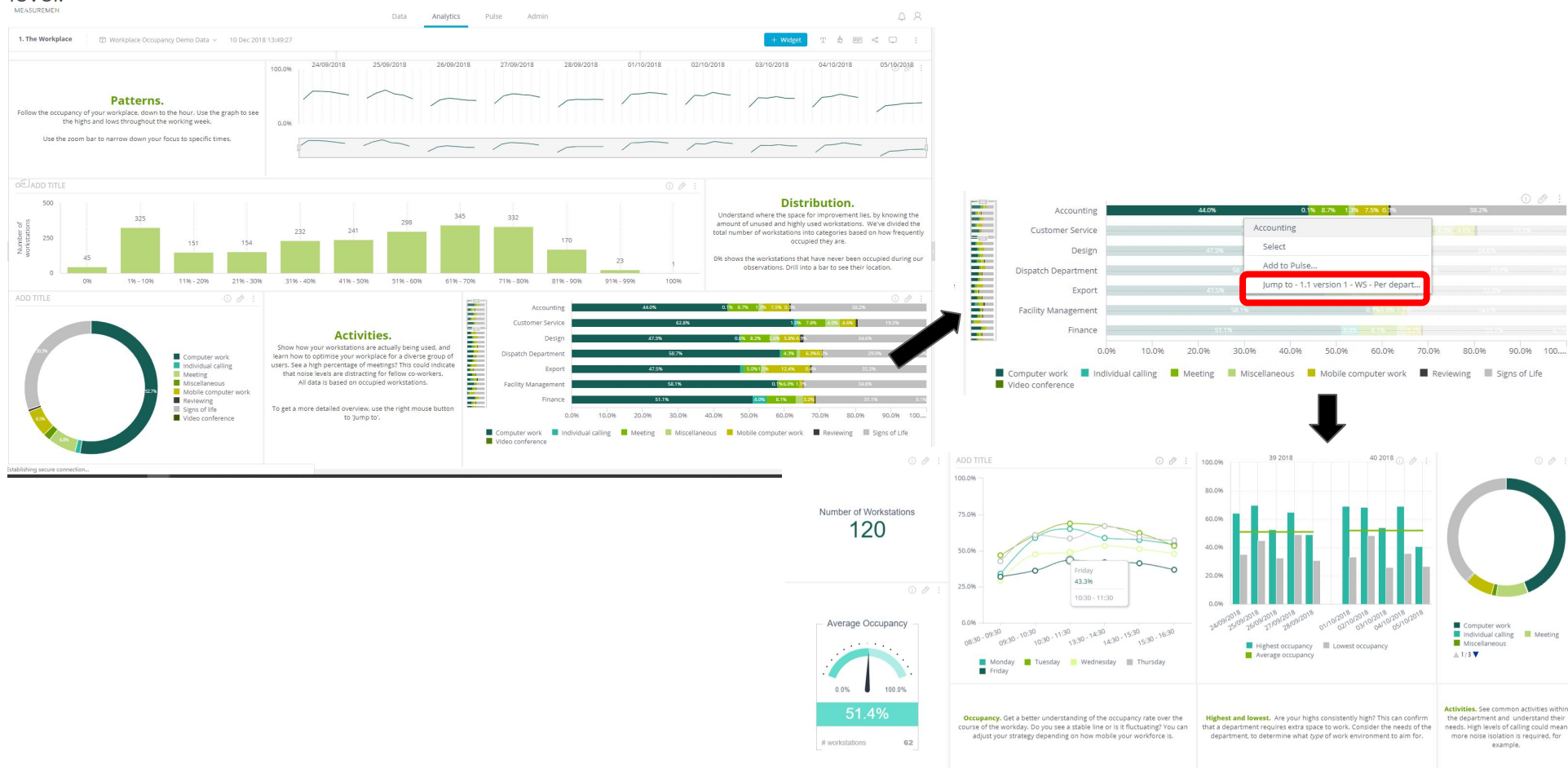
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03

Download the graphs
in PDF format

There are two options to
download the information
out of the dashboard in PDF

Download the total dashboard in PDF

Why would you download the dashboard in pdf?

To take a copy of your dashboard for meetings or sharing with others.

How would you download the dashboard in pdf?

By clicking on the PDF icon on your dashboard, as encircled in red below, you are able to customise your dashboard appearance (output only) through the PDF Report Settings page. After you have defined how your dashboard should be displayed (see options paper size, orientation, header and footer), you can download your dashboard locally as a PDF.

We will advise you to use the 'edit mode' and the landscape orientation. In this way you're able to make the graphs fit the best in the pages.

The image shows a screenshot of a dashboard interface with a 'PDF' icon circled in red. An arrow points from this icon to a 'PDF Report Settings' dialog box. The dialog box has several sections:

- Paper Size:** A3, 297mm x 420mm
- Orientation:** Portrait (selected), Landscape
- Header:** Compact, Title, Data As Of, Dataset Name, Dashboard Filters
- Footer:** Page Number

Buttons for 'Save', 'View mode', and 'Cancel' are visible at the bottom of the dialog. The background shows a dashboard with various charts and metrics, including 'Number of Workstations: 2,317', 'Average Occupancy: 46.9%', and 'Highest Occupancy: 61.6%'.

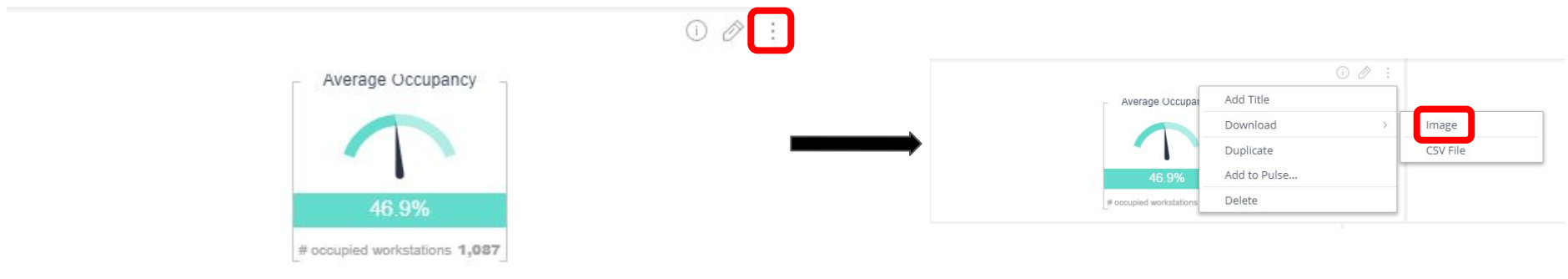
Download a specific graph in PDF

Why would you download a specific graph in pdf?

To take a copy of a specific graph for meetings or sharing with others.

How would you download the specific graph in pdf?

To download just one specific graph in a PDF format, click on the three dots above a certain graph. Then click on 'download' and 'image'.



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