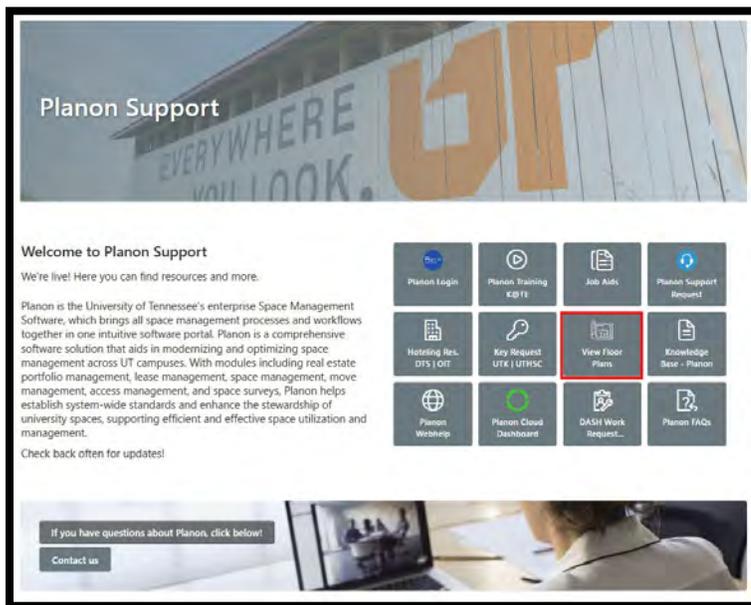


Accessing Campus Property Space Data & Floor Plans

FLOOR PLANS:

Small-scale building floor drawings are available for most buildings and can be very helpful. These drawings can be accessed by following the instructions below:

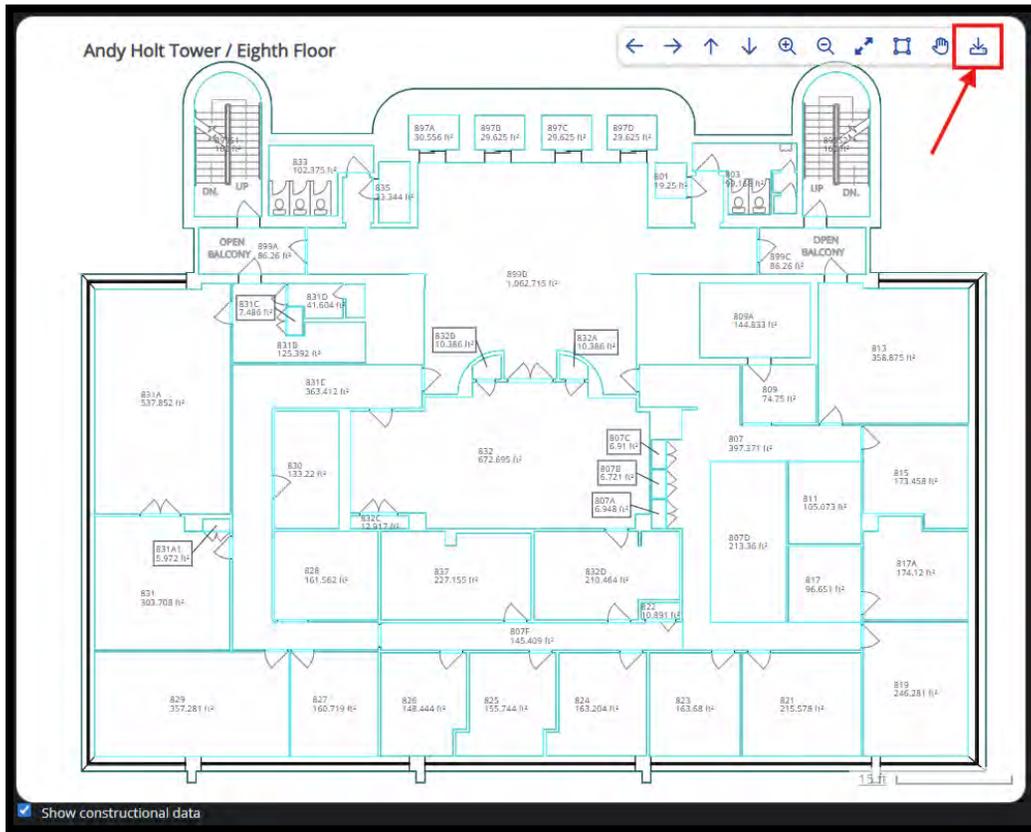
1. To receive Planon Support SharePoint access rights to view the drawings you must first make sure you are a member of [Friends of DASH](#).
2. Go to the Planon Support SharePoint Website at: <https://liveutk.sharepoint.com/sites/DASHProgram/Planon>
3. Select the View Floor Plans icon.



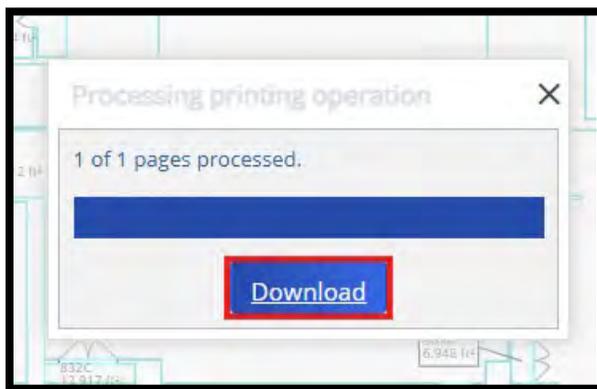
4. Select the desired property and floor level. Click Search.



5. You may download the floor plan by using the export button.



6. Click the download button to access the floor plan PDF.

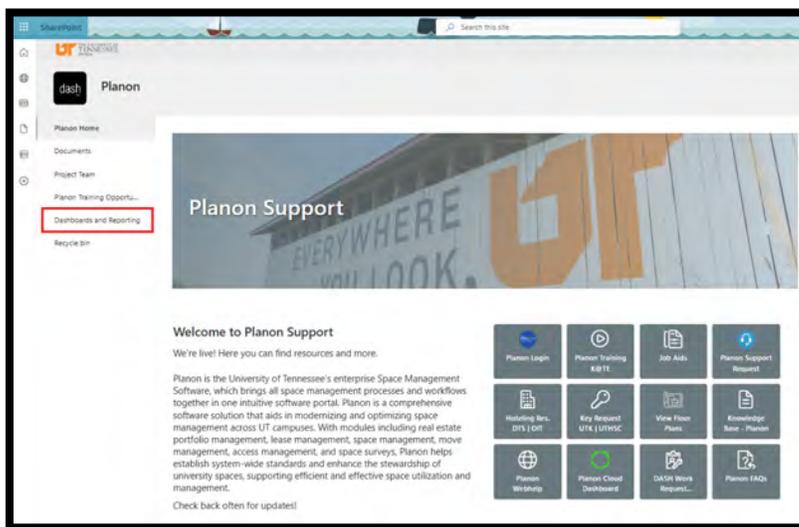


7. Repeat this process for each property and floor level that you may need to view.

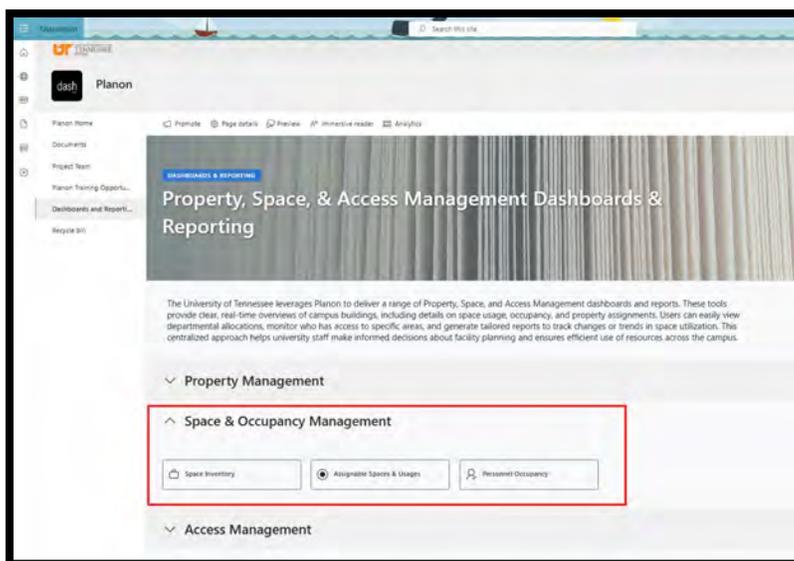
SPACE & OCCUPANCY INFORMATION DATA:

Space and occupancy data is available for all campuses to review. These inventory reports can be accessed by following the instructions below:

1. To receive Planon Support SharePoint access rights to view the drawings you must first make sure you are a member of [Friends of DASH](#).
2. Go to the Planon Support SharePoint Website at: <https://liveutk.sharepoint.com/sites/DASHProgram/Planon>
3. Select the Dashboards and Reporting page from the menu on the left.



4. Expand the Space & Occupancy Management tab to select desired report.



5. Use the following filters to find your space & occupancy data.

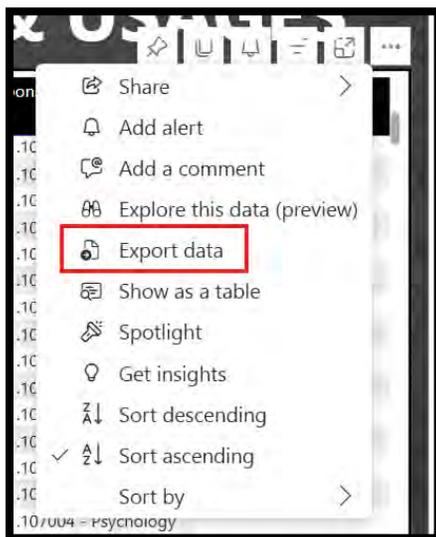
Tip: Hold down the Ctrl key to select multiple filter options.

Campus	Auth Group	Property Code	Property Name	Floor Level	Space #	Space Capacity	Space Responsible Dept.
UTK	KNOX	50110100	Austin Peay Building	02	203	20	10.1100001.103004 - Registrar
UTK	KNOX	50110100	Austin Peay Building	02	204	3	10.1100001.107004 - Psychology
UTK	KNOX	50110100	Austin Peay Building	02	204	3	10.1100001.107004 - Psychology
UTK	KNOX	50110100	Austin Peay Building	02	204	3	10.1100001.107004 - Psychology
UTK	KNOX	50110100	Austin Peay Building	02	207	1	10.1100001.107004 - Psychology
UTK	KNOX	50110100	Austin Peay Building	02	207A	1	10.1100001.107004 - Psychology
UTK	KNOX	50110100	Austin Peay Building	02	207B	1	10.1100001.107004 - Psychology
UTK	KNOX	50110100	Austin Peay Building	02	207C	1	10.1100001.107004 - Psychology
UTK	KNOX	50110100	Austin Peay Building	02	207D	1	10.1100001.107004 - Psychology
UTK	KNOX	50110100	Austin Peay Building	02	209	1	10.1100001.107004 - Psychology
UTK	KNOX	50110100	Austin Peay Building	02	210	2	10.1100001.107004 - Psychology
UTK	KNOX	50110100	Austin Peay Building	02	210	2	10.1100001.107004 - Psychology
UTK	KNOX	50110100	Austin Peay Building	02	210	2	10.1100001.107004 - Psychology
UTK	KNOX	50110100	Austin Peay Building	02	210	2	10.1100001.107004 - Psychology
UTK	KNOX	50110100	Austin Peay Building	02	211	1	10.1100001.107004 - Psychology
UTK	KNOX	50110100	Austin Peay Building	02	213	2	10.1100001.107004 - Psychology
UTK	KNOX	50110100	Austin Peay Building	02	215	1	10.1100001.107004 - Psychology
UTK	KNOX	50110100	Austin Peay Building	02	215A	1	10.1100001.107004 - Psychology
UTK	KNOX	50110100	Austin Peay Building	02	215B	1	10.1100001.107004 - Psychology
UTK	KNOX	50110100	Austin Peay Building	02	215C	1	10.1100001.107004 - Psychology
UTK	KNOX	50110100	Austin Peay Building	02	215D	1	10.1100001.107004 - Psychology
UTK	KNOX	50110100	Austin Peay Building	02	215E	1	10.1100001.107004 - Psychology
UTK	KNOX	50110100	Austin Peay Building	02	215F	1	10.1100001.107004 - Psychology
Total						123472	

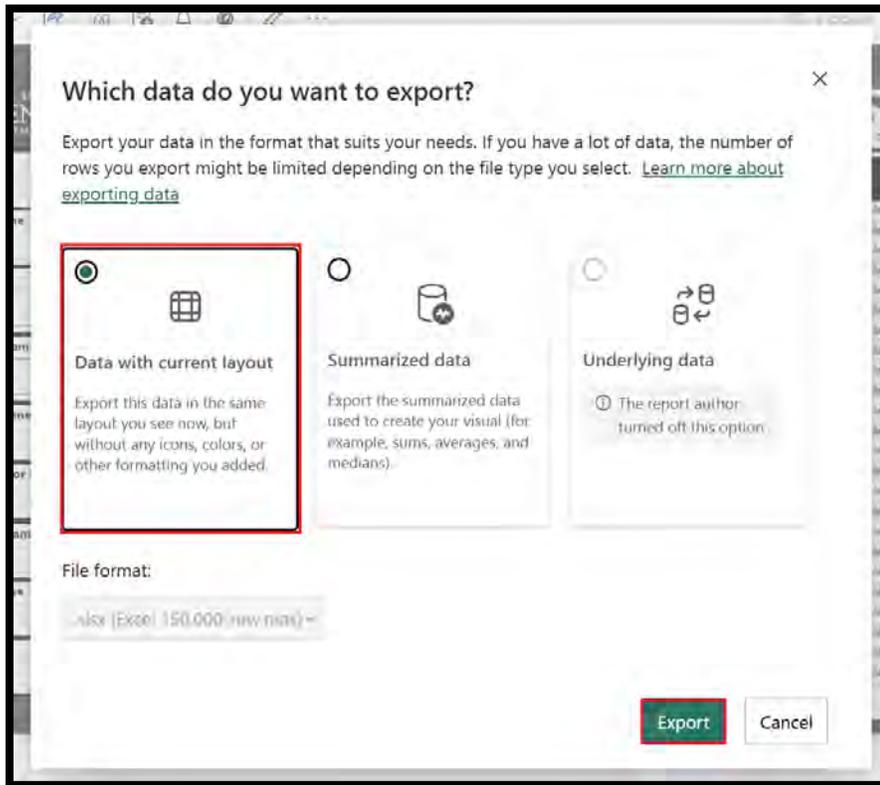
6. Click within the report list to highlight the report menu and select the  icon.



7. Choose Export Data.



- Keep the default setting selected and click the **Export** button.



- Repeat this process for each report that you need to review.