# 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:
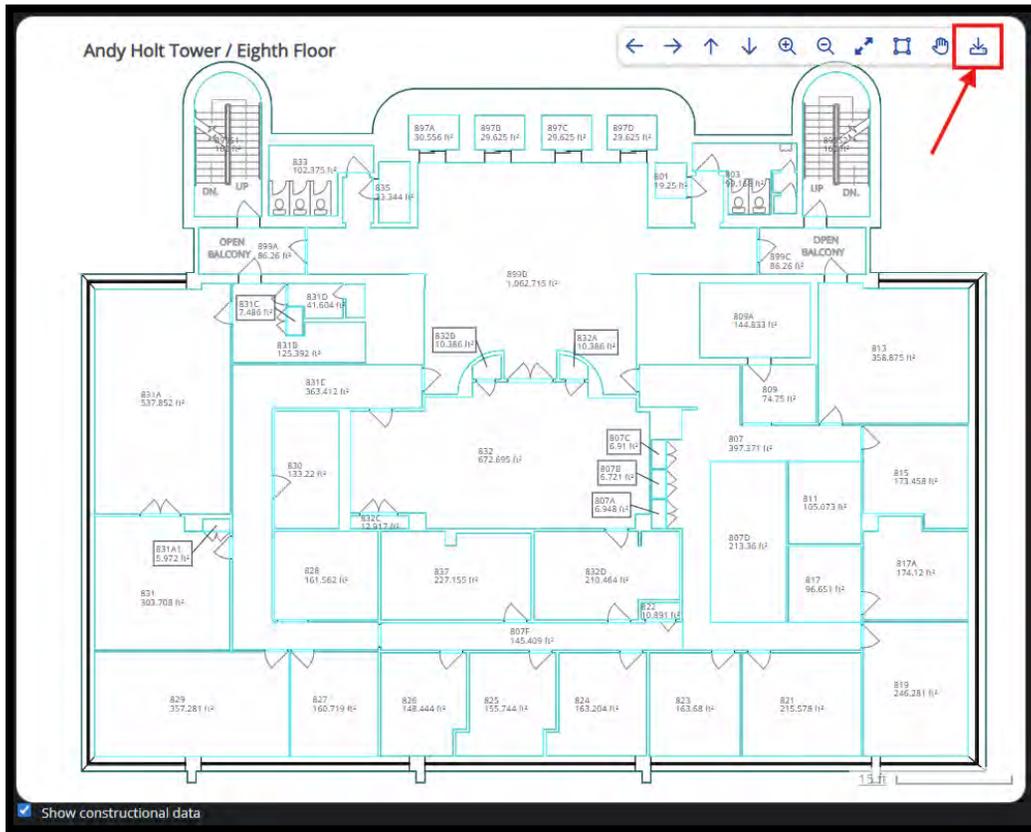
1. To receive Planon Support SharePoint access rights to view the drawings you must first make sure you are a member of [Friends of DASH](#).

2. Go to the Planon Support SharePoint Website at: https://liveutk.sharepoint.com/sites/DASHProgram/Planon
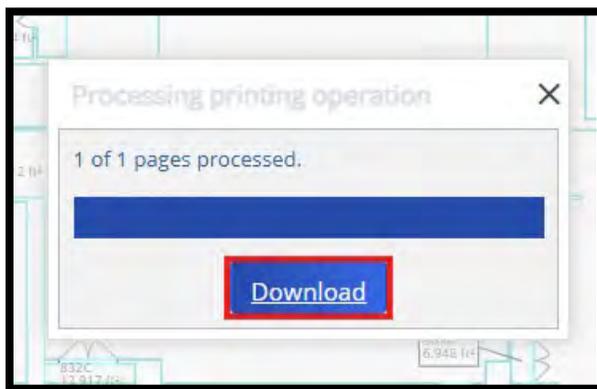
3. Select the View Floor Plans icon.
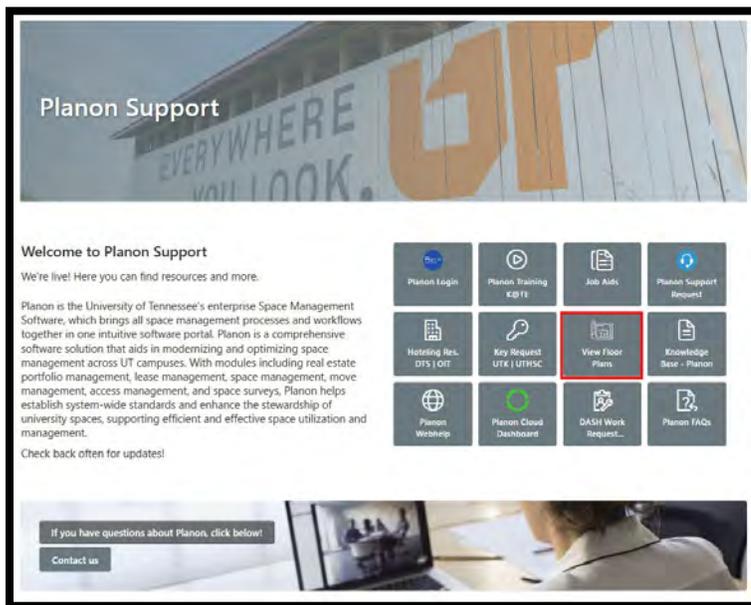
4. Select the desired property and floor level. Click Search.

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.
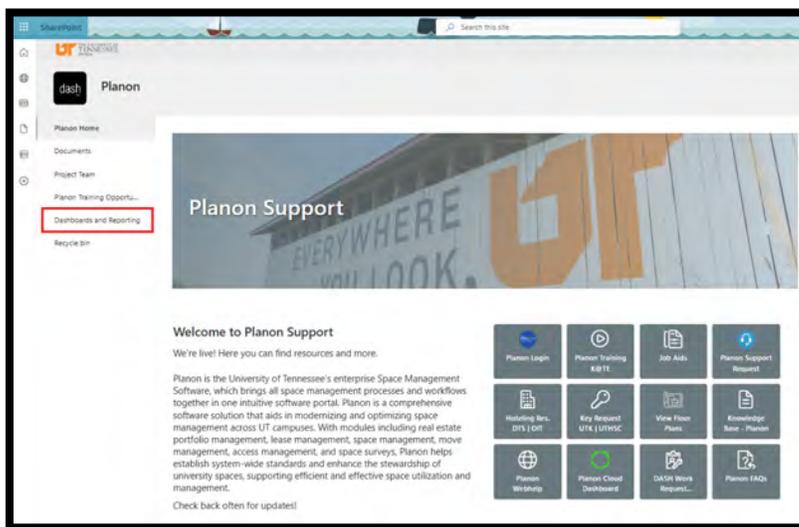
4. Expand the Space & Occupancy Management tab to select desired report.
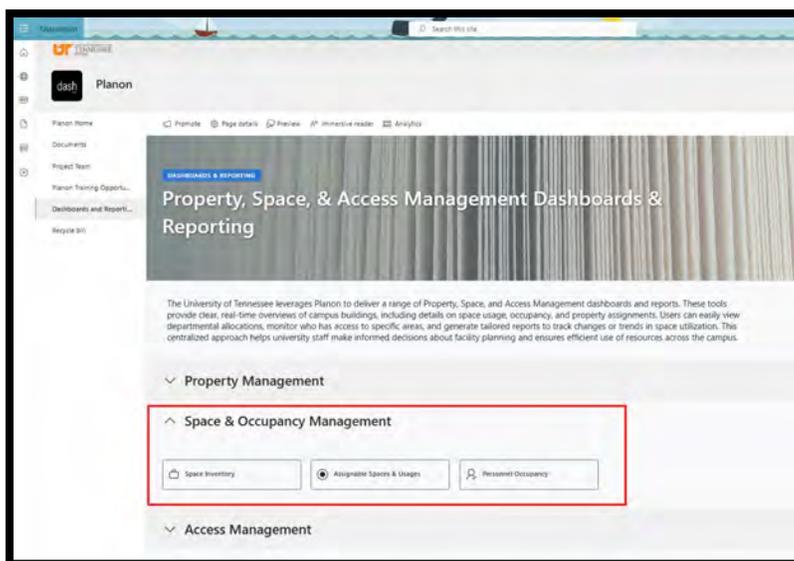
5. Use the following filters to find your space & occupancy data.
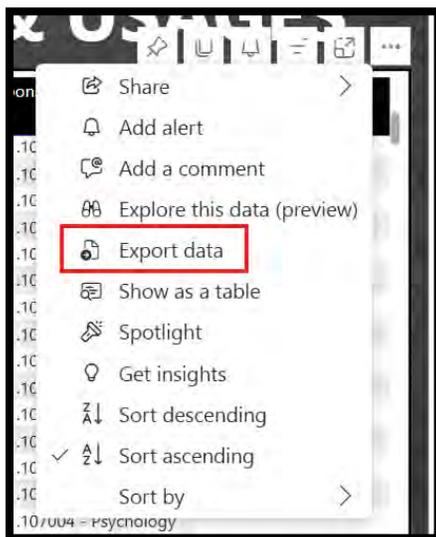   Tip: Hold down the Ctrl key to select multiple filter options.
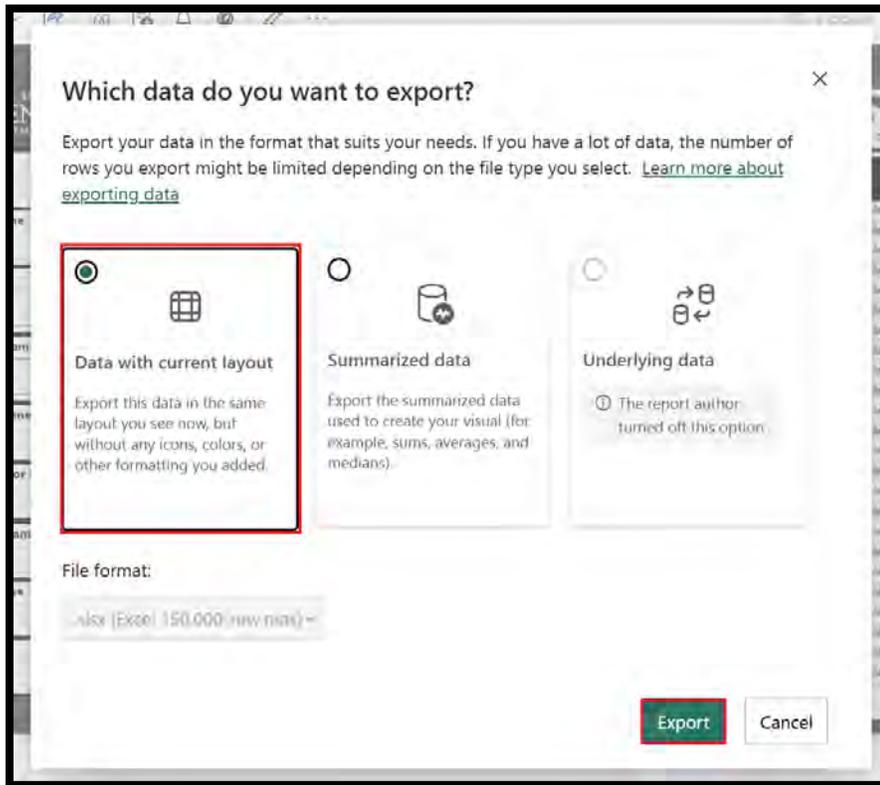

6. Click within the report list to highlight the report menu and select the ⬚ icon.

7. Choose Export Data.

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

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