

MobileCoRE®

Mobile Corporate Real Estate

SURVEY

UPLOAD

REPORT

ANALYSE

ACT



Start guide



MobileCoRE® Start guide

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Icon guide



Survey



Save



Layers

If you still require technical help after reading the MobileCoRE Start guide, please email mobile@changingworkplace.com and a member of The Changing Workplace support team will be in touch.

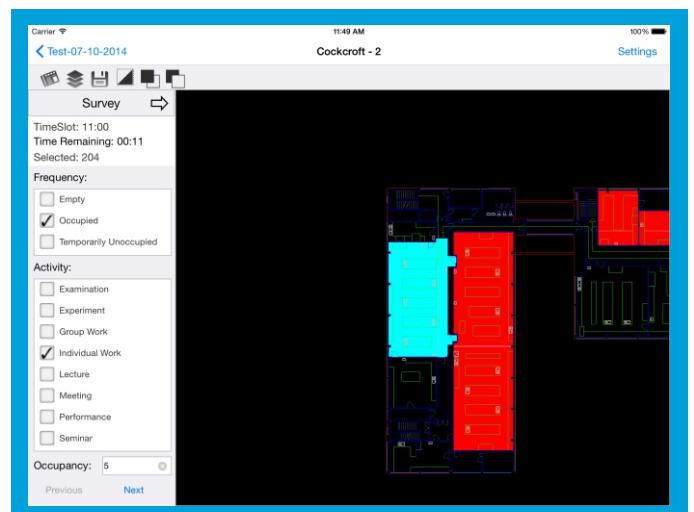
Welcome to MobileCoRE®

MobileCoRE® is the mobile companion app to our Corporate Real Estate and Facilities Management software, WebCoRE®.

MobileCoRE® is used primarily for completing building utilisation surveys. You can also use it to view all available surveys held on the WebCoRE® server by downloading them to your device.

Data can be captured easily using your device, so you won't have to carry cumbersome paper-based plans - simply take your tablet onto the floor or room being surveyed and record data immediately.

You can also choose to run regular surveys - for example, surveying the same route for a week to see how the use of space changes; checking attendance levels for meeting rooms; or seeing how office space is being used during specific time frames.



Once complete, the survey data can be uploaded to WebCoRE® for further analysis and review.

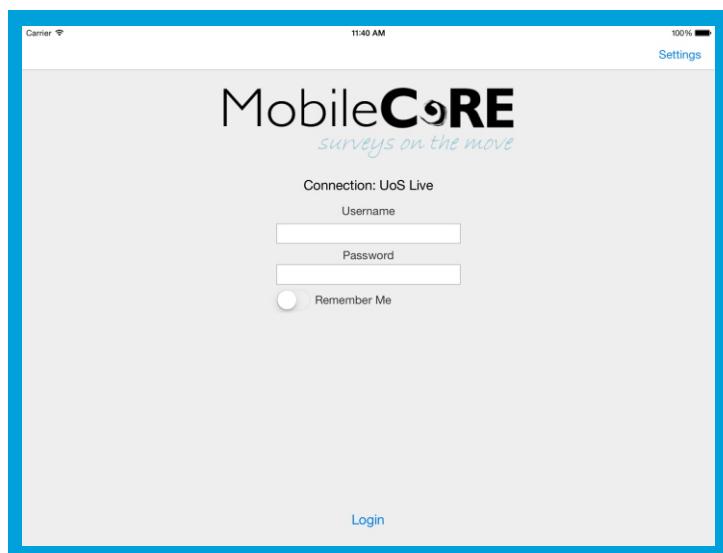
Getting started

If MobileCoRE[®] University of Salford (UoS) is not already installed on your device, you will need to add it by downloading it directly from the App Store.

On your iPad, look for an icon marked **App Store** on the **Home** screen. You will need to be connected to the Internet and have a valid Apple ID.

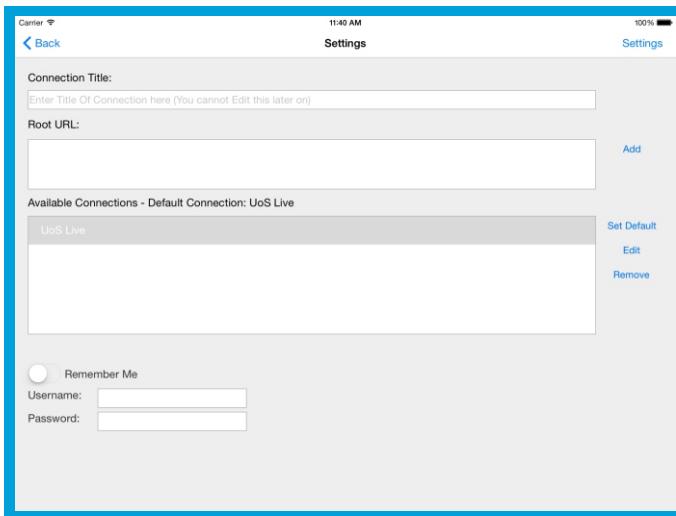
Search for MobileCoRE[®] UoS using the search window. Once the app is displayed, tap **Free**, then **Install App**, and MobileCoRE[®] will then be installed on your device.

Log in to MobileCoRE[®] using your WebCoRE[®] Username and Password. You will need to have an active account set up to do so; if you do not then contact us at mobile@changingworkplace.com



The first time you start the app, tap **Settings** to set your default connection to your WebCoRE[®] home page (this may already have been set and provided for you, if not please contact us at the email address above).

Connection Settings page



Connection Title - add a simple title to identify the connection (must be unique).

Root URL - add your **WebCoRE**[®] address and tap **Add**. In the list select the new connection and tap on **Set Default** on the right hand side. This will now be your default connection.

If you are using your own device, it can be set to auto login/
Remember Me (not recommended if using a shared device).

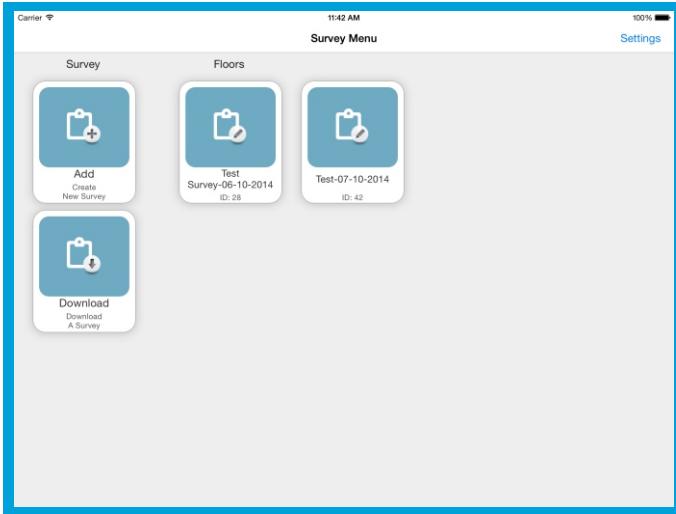
Once you have verified the details and the default connection has been set, tap **Back**.

This will take you back to the main login screen.

Enter your **Username** (if not shown) and **Password**, and press **Done** on your keyboard or tap the **Login** button at the bottom of the screen.

How do I create a survey?

Wi-Fi connection recommended (needed to create, download and upload a survey. Connectivity not required to conduct a survey).



Add - tap to create a new survey.

Download - downloads existing surveys onto your device.

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How do I create a survey?

Fill in the **Title**, select the **Start Date** for the survey, the **Number of Days** for the survey to run (with or without weekends), **Start Time** for that day, the **Interval** between survey slots, and the **Number of Surveys per day**.

Instructions can be specified if you wish to add extra information for the person carrying out the survey. If you are conducting the survey yourself, you may prefer to leave this section blank.

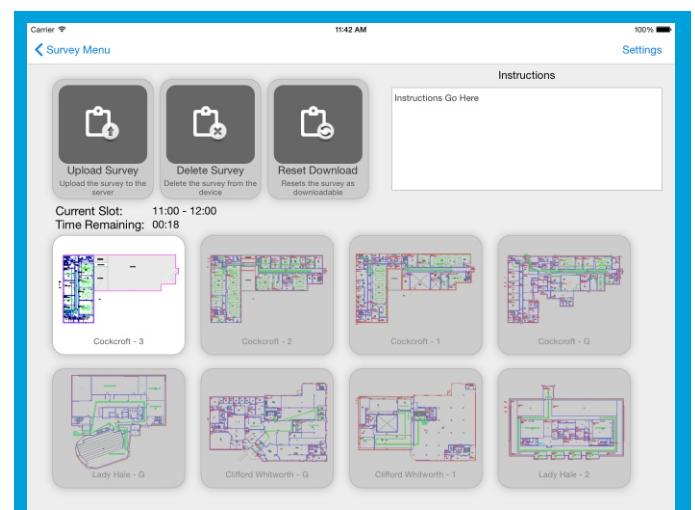
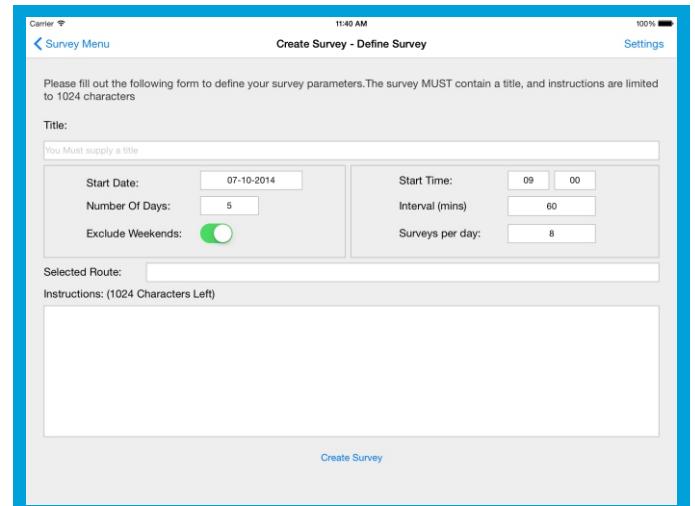
The **Start Time** and survey intervals are locked into a single 24 hour period - a survey cannot go past 23:59 and continue into the following day.

Select a **Route** to survey and click **Create Survey** - your survey is now set up.

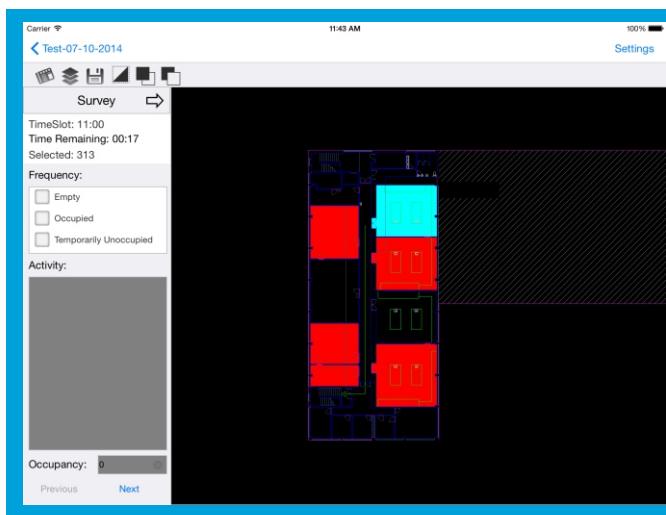
Click on **Download** - only surveys for today's date are available.

Click the survey icon to download it, and click **Yes** to confirm.

Return to the previous screen and your downloaded survey(s) will appear in a list.



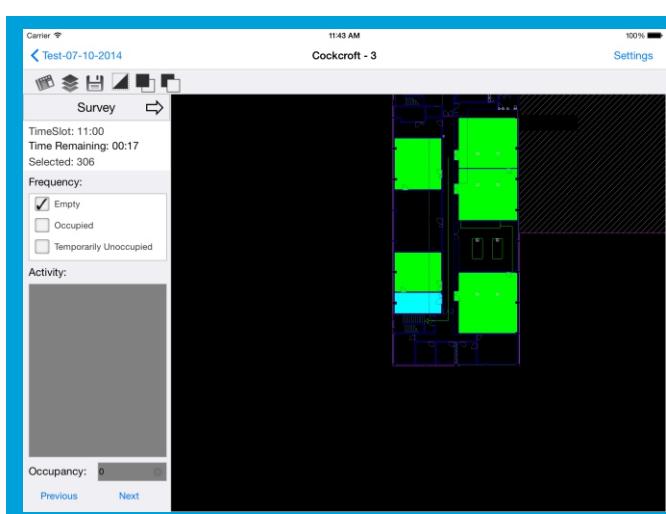
How do I conduct a survey?



To start the survey, tap on an available floor. The survey start time must have been reached in order to begin - you cannot start before the pre-defined time, and survey functionality is locked until then.

Some floors in the route will be locked until preceding floors are fully surveyed. The floor plan for the first floor in the route is displayed, and the start room already selected for you.

The current slot timer will tell you how much time is left to complete the present survey. The drawing can be manipulated by touching the screen to pinch, zoom and drag it around the display.



Red areas represent a location which has not yet been surveyed; green areas represent a surveyed area, while blue areas correspond to the currently active location.

Completing a room moves the survey on and the selection automatically changes to the next room in the sequence.

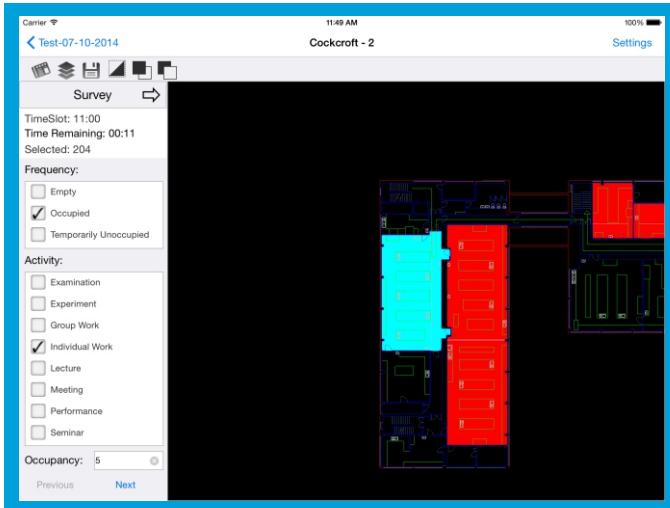
Data is displayed on the left of the screen in the Survey panel. Exiting the app saves survey progress, and will resume where you left off once returned to.

Continued

How do I conduct a survey?

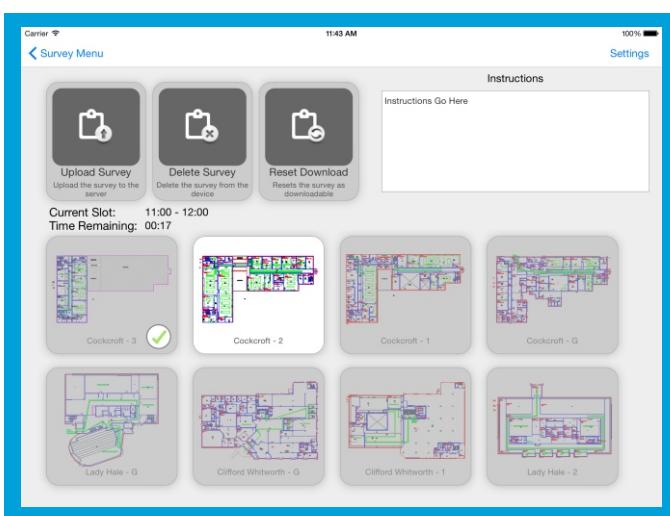
Selecting the room presents you with three states that can be assigned to it: **Empty**, **Occupied** and **Temporarily Unoccupied**. Selecting **Empty** or **Temporarily Unoccupied** will complete the

room, turning it green on the floor plan, and the **Next** button can be clicked to proceed to the following room.



If **Occupied** is selected, further data showing use is prompted to be collected in the form of an **Activity** check list.

Tap the list option which best fits the use of the room at this time (note that only one option can be chosen, multiple selections cannot be made). Select the number of people currently occupying the room from the **Occupancy** field.



Once all details are filled in, tapping **Next** moves the survey onto the next room in the sequence. Continue filling in room use details and moving on room by room until the floor is completed.

All rooms must be fully surveyed before the app will move onto the next floor in the route.

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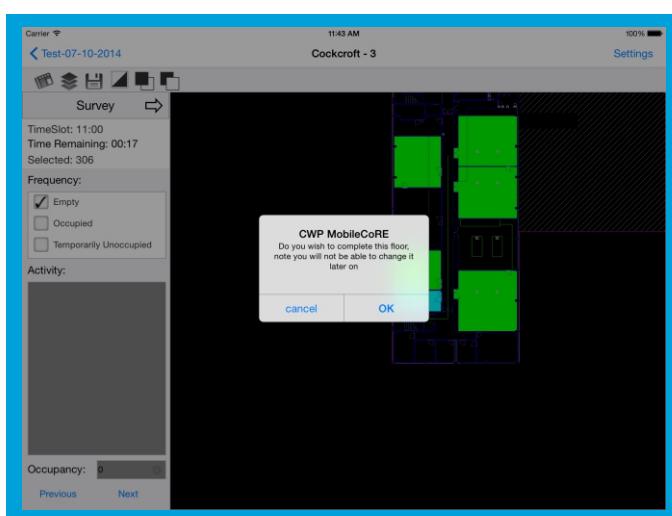
How do I conduct a survey?

Once the current timeslot has elapsed, the whole survey will be reset so that the next timeslot can begin and the floor can be surveyed for this period. This process continues throughout the day, for each defined timeslot in turn.

When all details have been filled out for a floor, a box will appear asking if you wish to complete it. Please note that clicking OK here cannot be undone - you will be unable to go back and make changes to a floor, or undo any usage information.

You can now move on and start to survey the next floor in the route. The next survey can be initiated once the appropriate timeslot start time is reached.

Upon completion of all surveys, all floors in the route become inaccessible and the survey **Upload** and **Delete** options become available.



If you **Delete** the survey it will remove both the survey and all of its data permanently. **Upload** will transfer the survey to **WebCoRE®**, from where it can be reviewed and analysed.

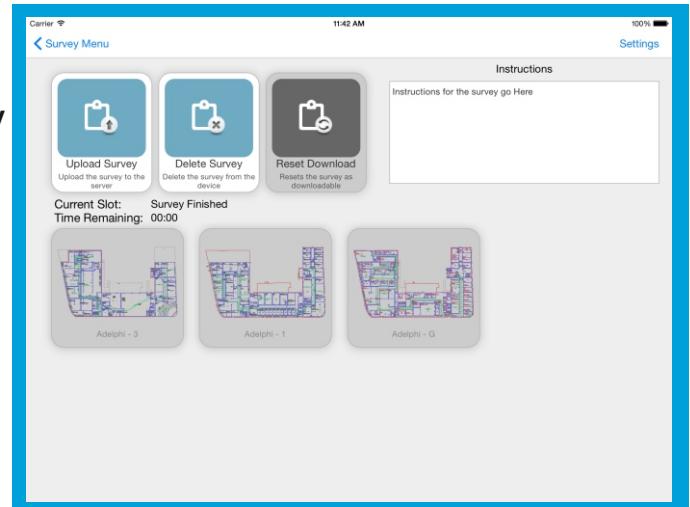
Uploading the survey will also remove it from your device.

Once a survey is in progress the user cannot **Log Out**. This is to safeguard against loss of data so that you do not inadvertently lose progress on a partially completed survey.

What happens to the survey when I am finished?

Uploading a survey to **WebCoRE®** removes it from your device, so you should only upload once satisfied that the survey is finished.

You can store as many surveys on your device as memory capacity will allow, but they will only be accessible on that individual device.



Note that you will be unable to upload until the survey end time.

How do I save my survey?

MobileCoRE® automatically saves your survey every minute, when you move between screens, and when you exit the survey. You can also tap the Save  icon to save at any time.

What happens if I run out of time when conducting a survey?

MobileCoRE® will notify you when the end of each timeslot is nearing, so you will have time to complete the survey or stop and save progress.

How can I get technical support for MobileCoRE®?

If you need to set up your **WebCoRE®** account, access connection settings, or have any other system queries, please contact our support team by emailing mobile@changingworkplace.com