

MobileCoRE®

Mobile Corporate Real Estate

SURVEY

UPLOAD

REPORT

ANALYSE

ACT



Start guide



MobileCoRE® Start guide

Contents

Welcome to MobileCoRE®.....	2
Getting started	3
Settings page.....	4
How do I create a survey?	5-7
How do I save my survey?.....	8
What else can I use MobileCoRE® for?.....	9
What happens if I run out of time when conducting a survey?	10
What happens to the survey when I'm finished?	10

Icon guide

- | | |
|--|-----------|
| | Survey |
| | Key |
| | HotSpots |
| | Save |
| | Fields |
| | Layers |
| | Copy data |

Welcome to MobileCoRE®

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

It can be used on your mobile device to **access floor plans, conduct surveys, review survey results, and more.**

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 straight away.

Up to date surveys can then be used to **locate people or assets** - data can be displayed to show how many printers are available, or how many unused desks are on a particular floor.



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

Survey questions can be tailored to suit the different types of space being assessed, and the information you wish to capture.

Once complete, the survey data can be uploaded to WebCoRE® for further analysis and review, or stored on your device for future reference.

Getting started

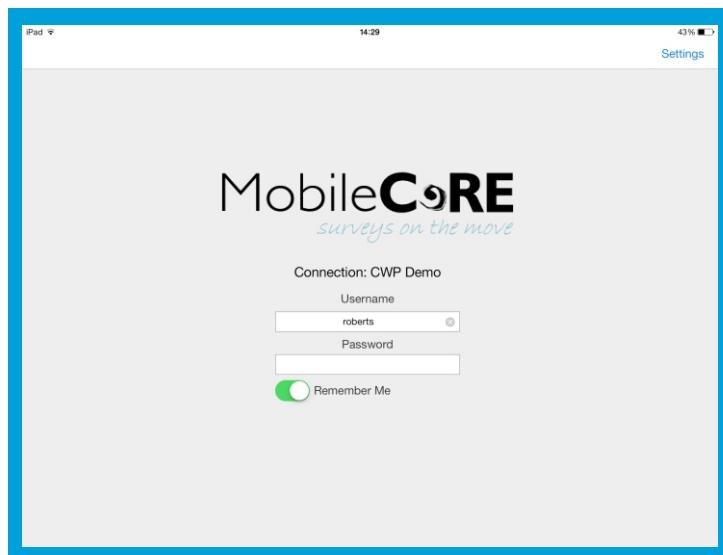
If MobileCoRE[®] is not already installed on your device, you will need to add it by downloading it directly from the App Store.

On your iPad, look for a tile marked App Store on the Home screen. You will need to be connected to the Internet and to sign in using an Apple ID.

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

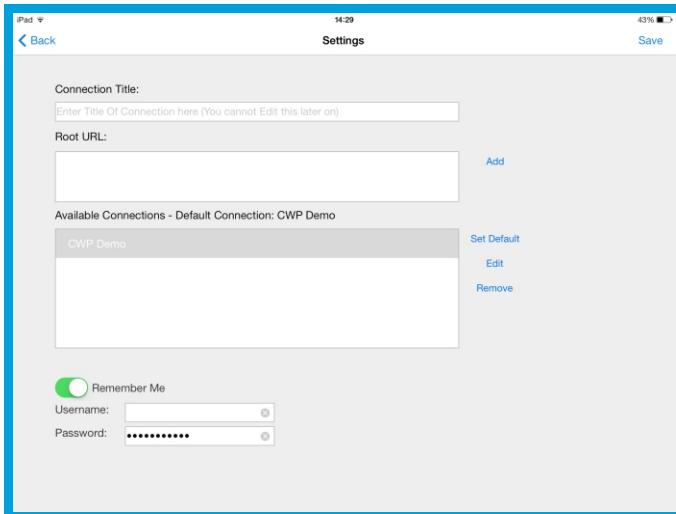
Log in to MobileCoRE[®] using your WebCoRE[®] Username and Password.

The first time you log in, tap **Settings** to set your default connection to your WebCoRE[®] home page.



This means that any information you collect via your device can be uploaded and saved on WebCoRE[®] for reference, tracking or future action.

Settings page



Connection Title - add a simple title to identify the connection.

Root URL - add your **WebCoRE®** address, tap **Add**, then **Set Default** on the right hand side to make this 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).

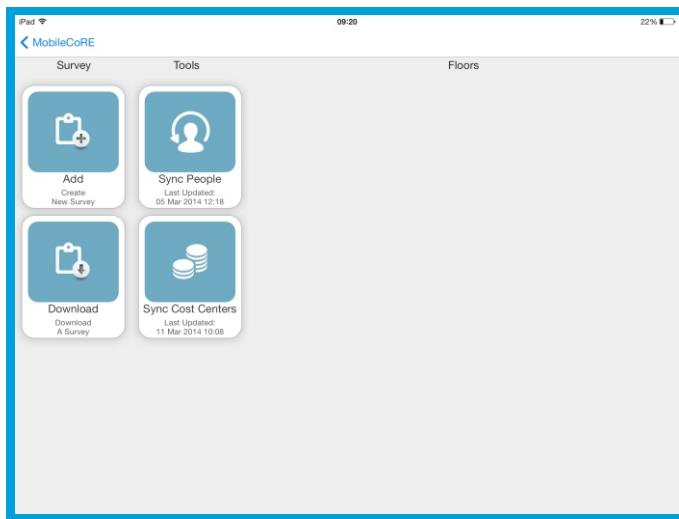
Once you have verified the details and the default connection has been set, tap **Save**. This will take you back to the main login screen.

Enter your Username (if not shown) and Password, and tap **Log In** at the bottom of the screen.

How do I create a survey?

Wi-Fi connection required

Once logged in, tap **Surveys** - this will offer you four option tiles:



Add - tap to create a new survey

Download - downloads existing surveys onto your device

Sync People - synchronises your device with latest people data

Sync Cost Centres - synchronises your device with latest Cost Centre data

Continued
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How do I create a survey?

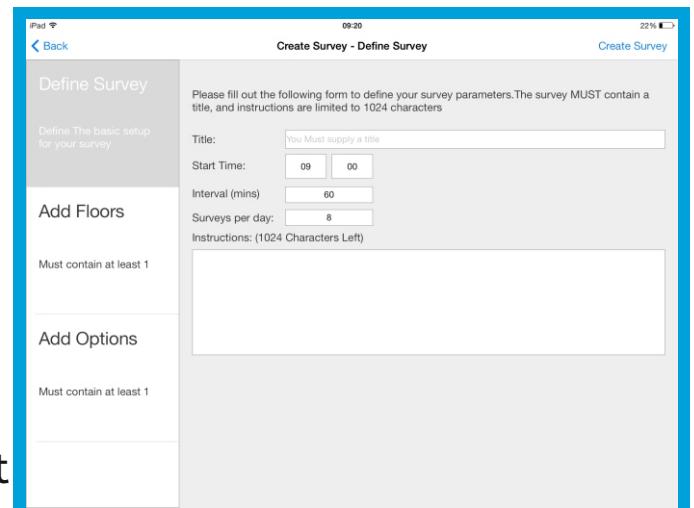
Once you've tapped the **Add** tile, three sections to the **Add Survey** module are shown:

1. Define Survey

Instructions can be specified here if you wish to add extra information for the individual carrying out the survey.

If you're conducting the survey yourself, you may prefer to leave this section blank.

Add in **when** you intend to start the survey, **how long** you want it to last, and **how many** surveys you intend to complete per day.



Create Survey - Define Survey

Please fill out the following form to define your survey parameters. The survey MUST contain a title, and instructions are limited to 1024 characters

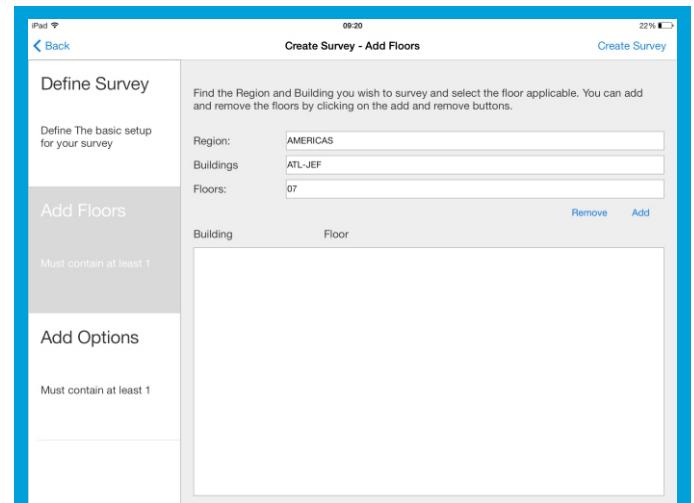
Title:	You Must supply a title
Start Time:	09 00
Interval (mins):	60
Surveys per day:	8
Instructions:	(1024 Characters Left)

2. Add Floors

In this section you can specify which **region**, **building** and **floor** you intend to survey.

This section must contain at least one floor.

You can add new floors into the boxes at the top and save by tapping **Add**.



Create Survey - Add Floors

Find the Region and Building you wish to survey and select the floor applicable. You can add and remove the floors by clicking on the add and remove buttons.

Region:	AMERICAS
Buildings:	ATL-JEF
Floors:	07

Building	Floor

Remove Add

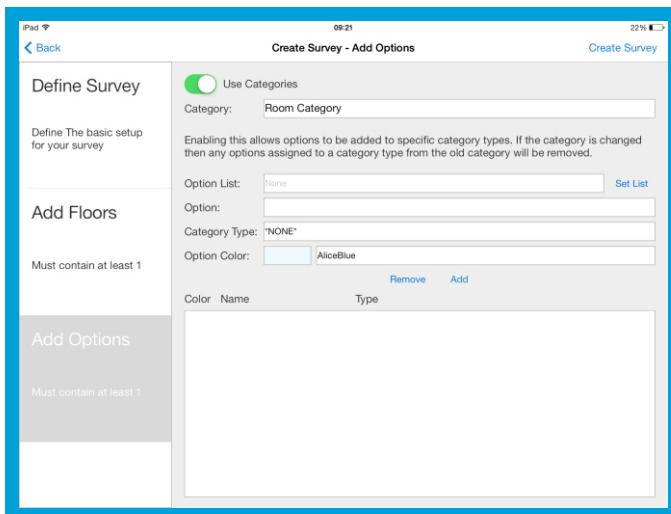
Continued

How do I create a survey?

3. Add Options

Here you can define specific categories, such as types of rooms to be surveyed.

What you input here depends upon the nature of the survey.



Once you've defined your survey, tap **Add Survey** in the bottom right hand corner.

You'll be prompted if any fields aren't filled out correctly.

Tap **Done** if you're ready to continue, or **Cancel** if you want to go back and further define the survey.

Tap on any area of the floor plan to add data.

How do I save my survey?

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

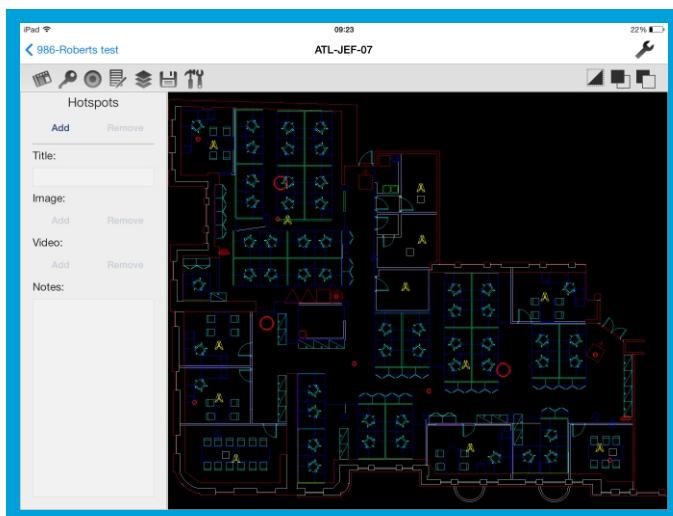
Once you've completed your survey you can upload it onto the main server so that it can be easily accessed.

What else can I use MobileCoRE® for?

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.

The app can be used to take **pictures** or **video** of any part of your survey floor that needs attention, using your mobile device. If you spot something that requires action or attention, simply take a photo or short video and mark it as a **HotSpot** on your survey.

HotSpots are accessed via HotSpots  icon.



Continued 

What else can I use MobileCoRE® for?

Either **tap or pinch to zoom** if you want to focus in on a particular area.

Red areas represent a location which has not yet been surveyed; **green** areas represent a surveyed area, while **blue** areas represent the current selection.



As you come to each location you wish to survey, tap on the **corresponding red area** and input your **options**. Data will be displayed on the left of the screen.

You can annotate the survey by adding extra information in the **Custom Data** section.

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

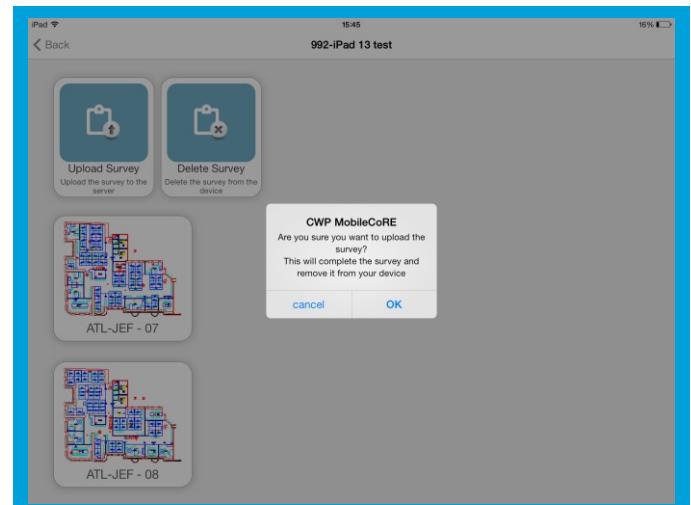


MobileCoRE® will notify you when the end of each hour is approaching, so you will have time to complete the survey or stop and save what has been assessed.

What happens to the survey when I'm finished?

Uploading a survey to WebCoRE® will remove it from your device, so you should only upload once satisfied that your current survey is finished.

Uploaded surveys can later be downloaded back onto your device for reference.



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

Please note that incomplete surveys will not upload successfully and will need to be re-created.