



SiQ Training Course Outline

Lesson 3

This lesson is designed to enable SiQ users involved in relocations to create, edit and publish moves to their Live Data.

Introductions

- Introduction to SiQ Move Plans

Simple Move Plans

Demonstration of SiQ Move Planning capabilities including:

- Moving employees
- Tagging moves
- Review and download move lists
- Complete / Cancel / Reactivate moves
- Share move plan data
- Finish moves

Future Floorplans

- Editing spaces in Move Plans

Managing Multiple Move Plans

- Move Plan Recommended Practice – managing move plans
- Demonstration – manage multiple move plans

SiQ Support

- Q&A
- Review related SiQ online documentation

SCENARIO PLANNING

The Scenario Planning tool is found in the center of the toolbar just above the Floor Map. With this tool you can create multiple different potential seating scenarios and distribute among internal stakeholders to weigh feedback and determine a final plan. Create scenarios for everything from a large influx of new employees on a specific date to departmental reorganizations and more.

MOVE ORDERS

When you make changes to employee and updates to spaces in the Move Plan (via the Floor Map) these details will be listed in the Move Order screen as moves.

	NAME	DEPARTMENT / TEAM
<input type="checkbox"/>	Hudson, Colin	Insurance /Life Risk Sales
<input type="checkbox"/>	Duncan, Claire	Insurance /Boat Insurance
<input type="checkbox"/>	Daniel Richards	Sales /Renewal Services

COMPLETE AND FINISH MOVES

The Move Order icon in the navigation bar will show the itemized list of all the planned moves. You can complete all or a few of your moves at one time. When you're ready, click the FINISH MOVE button and the move plan will be archived and your NOW data will be updated with the new move information and seating assignments.

It is within the move order that you can also "Notify Employees" that they will be moved, cancel the move, or reschedule the move to a new date.

NOFITY EMPLOYEES & DOWNLOAD MOVE LIST

When it is time to physically move employees, then send out the Move email and you can download the Move List that can be used by the teams involved in the move or the removalist company.

The screenshot shows the SpaceIQ interface for Andrew's Company. The top navigation bar includes a search bar, a date range from Feb 10 to Feb 15, and a user profile for Ruth Henry. A dropdown menu is open, showing options: 'Send all moves by email', 'Notify all employees', and 'Download all moves as CSV'. Below the menu is a table of employee moves.

NAME	DEPARTMENT / TEAM	TAGS	FROM	TO	STATUS
<input type="checkbox"/> David Carter	Engineering /MacOS			A02-8F-503	planned
<input type="checkbox"/> Duncan, Claire	Insurance /Boat Insurance			A02-8F-YK-003	planned
<input type="checkbox"/> Bower, Dylan	Insurance /Boat Insurance			A02-8F-YK-004	planned
<input type="checkbox"/> Hudson, Colin	Insurance /Life Risk Sales			A02-8F-YK-002	planned

At the bottom of the interface, a summary bar shows: 4 Pending Moves | 0 Completed | 0 Canceled. A help icon is visible on the right side of this bar.

For Details Visit spaceiq.com/resources/services-training/



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SiQ is an industry-leading software solutions for forward thinking companies, who want to streamline their workspaces, identify cost-saving opportunities, and improve their employee experiences. Our platform provides a scalable solution for space visualization, move planning, facilities management, and creates amazing employee and user experiences.