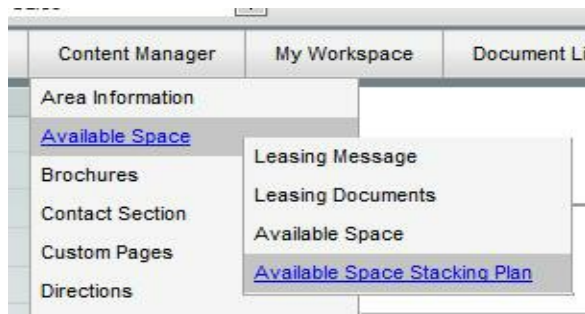


Creating a new Interactive Stacking Plan

Creating a new Interactive Stacking Plan:

1. Hover over Content Manager
2. Hover over Available Space
3. Click on Available Space Stacking Plan



Note: If you do not see this option, please contact an Axis Administrator via Service Now.

4. Locate the building you'd like to create an interactive stacking plan for
5. Click Edit
6. Ensure your image is less than 1000 pixels tall and less than 750 pixels wide
7. Click Browse and locate the images saved on your device
8. Click Open
9. Click Submit

A screenshot of a web form titled 'BUILDING:'. It contains a 'New Building image' section with a 'Browse...' button and the text 'No file selected.'. Below this is an 'Image requirements:' section with a warning: 'Your image will not be uploaded if it does not meet the bullet points below.' followed by a single bullet point: 'Must be less than 1000 pixels tall and 750 pixels wide'. At the bottom left of the form is a 'Submit' button.

10. Click Create
11. Select the floor you'd like to create a stacking plan for and click Submit

A screenshot of a 'Create Floor' dialog box. The dialog has a title bar that says 'Create Floor' with a close button (X). Below the title bar is a text input field labeled 'Select Floor'. To the left of the dialog, a 'Create' button is partially visible.

Select Floor
02

Submit Cancel

12. Click on the image to draw points for the floor you selected (press Ctrl + Z on keyboard as needed to undo any steps)



(Drawing)



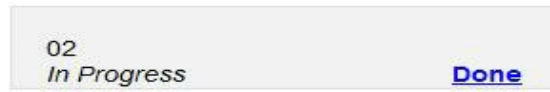
(Drawing more points)



(Drew all points)

13. When finished, click Done

Floors:



Tip: We recommend drawing one floor quickly without paying attention to details. Doing this will help familiarize yourself with drawing floors.

14. If you'd like to add more floors, repeat steps 10 - 13
15. If you would like to adjust the points for any floor, click Edit
16. If you'd like to delete a floor you drew, click Delete
17. When finished adding floors, click Save All
18. You will see a Floors Saved notification if your drawings were saved correctly