

Add a new plan to a location

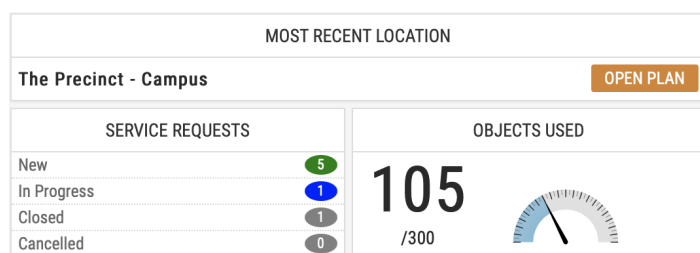
Things are easier to manage if you can see where they are. For any location, you can add a floor plan or a map and place your objects in their right spot. You can have as many plans and maps as you need.

Prerequisites

We're assuming you're logged in to **Mojexa**. If you're not, now's the time to do that.

Step 1: Navigate to the Dashboard

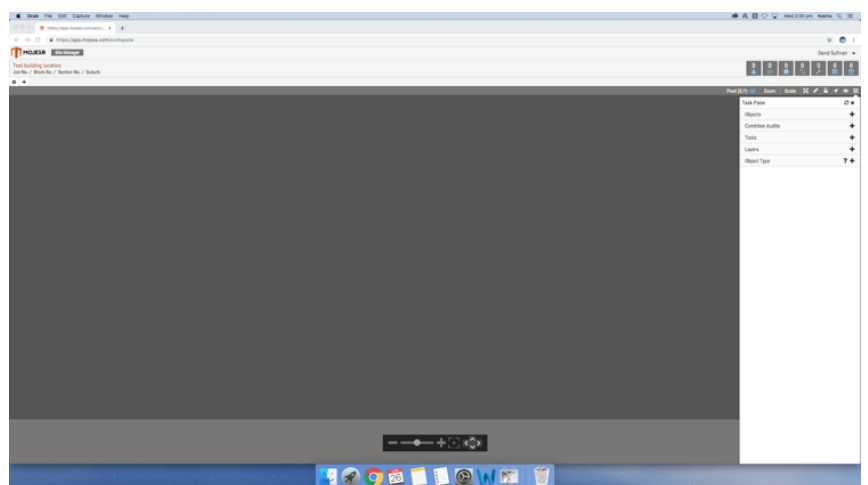
Go to the locations mini-widget in the top section of the Dashboard



Step 2: Open the Workspace

Hover your mouse over the name of the location so the **OPEN PLAN** button appears. Click the button to open the **Mojexa Workspace**.

A new page will open with the floor plan of the selected space or building. This is where you'll work with floor plans for your location.



Tip: If there are no plans uploaded, you will see a grey background.

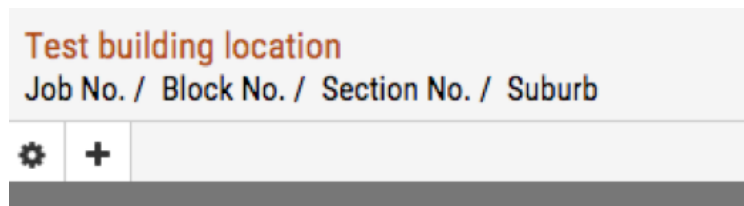
Mojexa Instructibles

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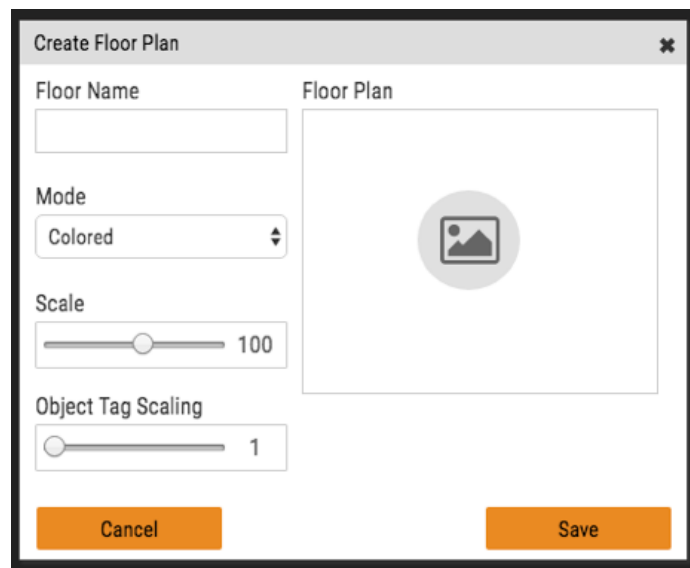


Step 3: Add a floor plan

Go to the top of the grey section and click on the plus symbol under the name of the location.



The **Create Floor Plan** window will be displayed.



Tip: Object Tag Scaling allows you to change the size of tags associated with your assets displayed on your plans.

Tip: It is recommended that you use a file with the following specifications. It is often best to use a file which displays an 'as built' view of the location or space you are managing.

Size: between 2000 and 3000 pixels on the longest side.

Resolution: between 72dpi and 150dpi.

Add the details of the floor here. Be sure to select the **correct scale** as noted on the plan document.

Click on the image in the floor plan square and upload the plans from your computer local drive. Please note files need to be in **JPG, JPEG** or **PNG** format.

Step 4: Save your plan

Finally, click **Save** and you will see your plan in the workspace. You can add more levels by repeating step 3.