Floor Plan Mapper Online User Guide

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LaudonTech Solutions Inc.

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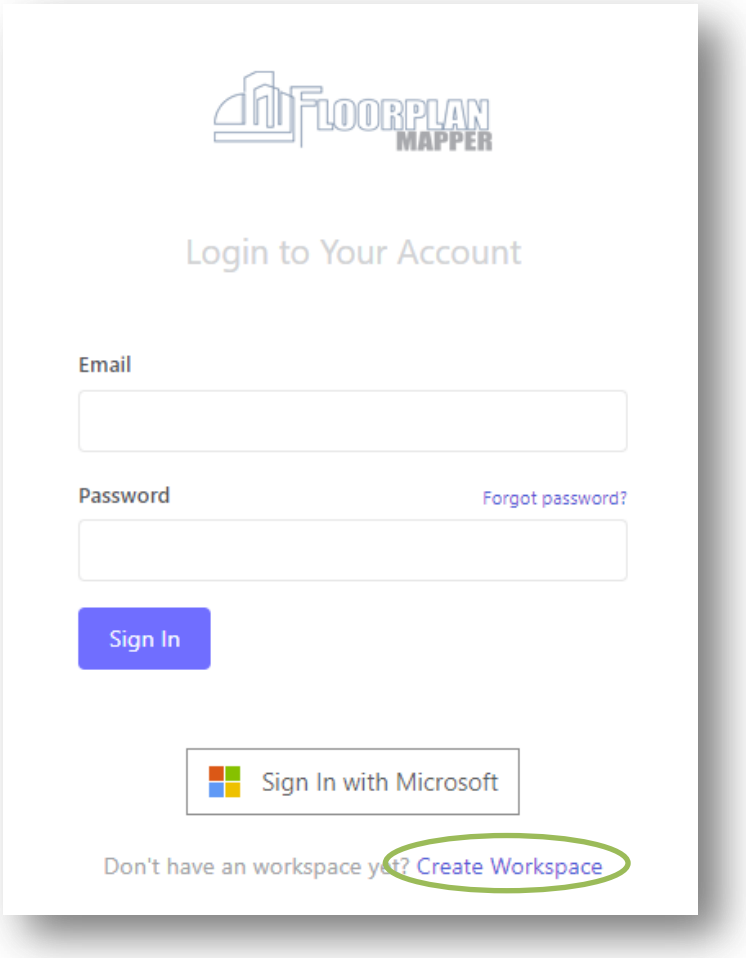
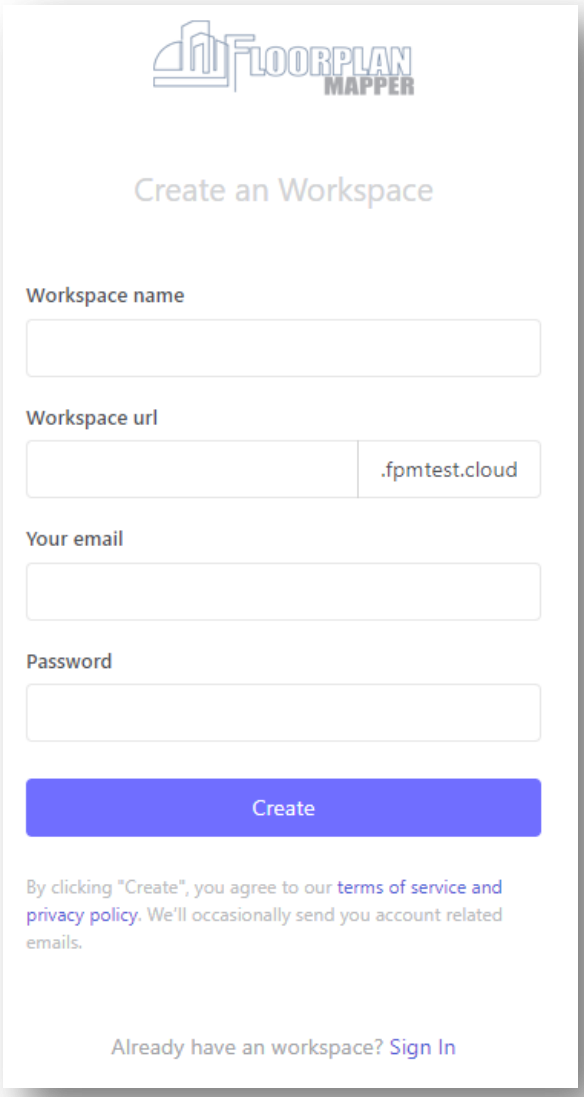
Creating a Floor Plan Mapper Online Workspace

Navigate to https://fpm.cloud via a web browser.

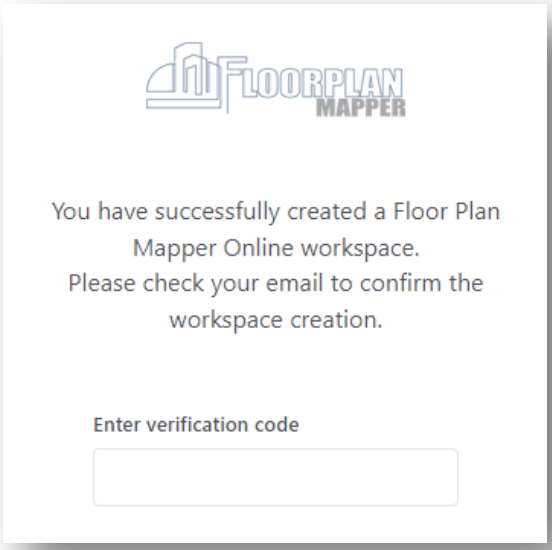


Click on the "Create Workspace" link.

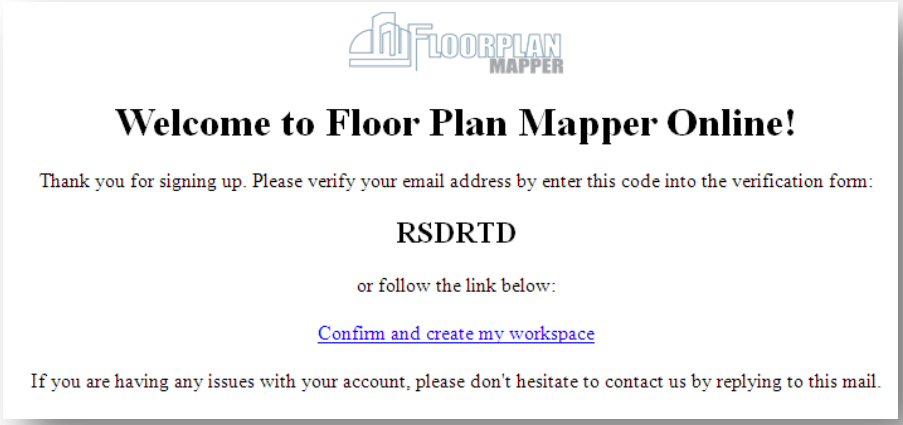
Note: The "Sign in with Microsoft" option is not used at this point

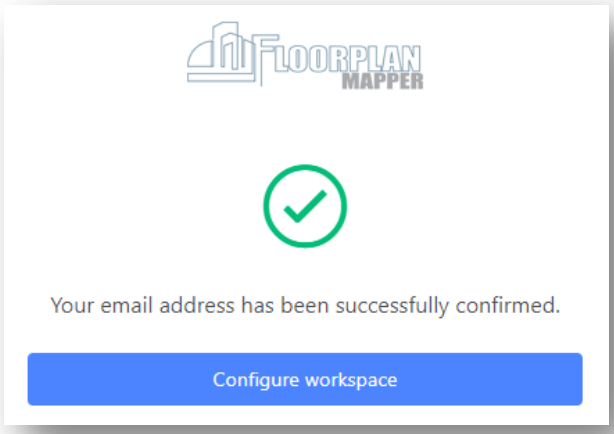


Enter a workspace name (this will be the link/url shared with members of your organization). Enter an email account and create a password. Click the Create button to create the Floor Plan Mapper Online account.



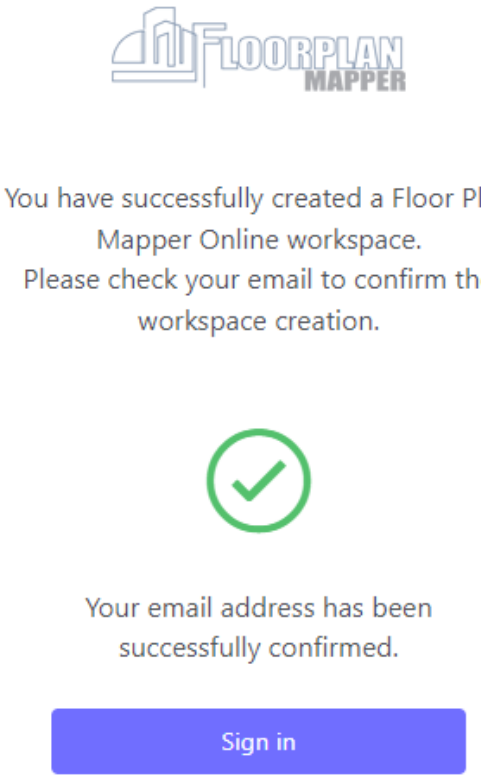
Floor Plan Mapper Online must authenticate the user creating the Floor Plan Mapper Online Workspace. A verification code will be emailed to the email address specified in the workspace creation dialog.





Once the verification code is received, enter the code in the "Enter verification code" box.

Click on the "Confirm my account" link to finish creating a Floor Plan Mapper Online account.

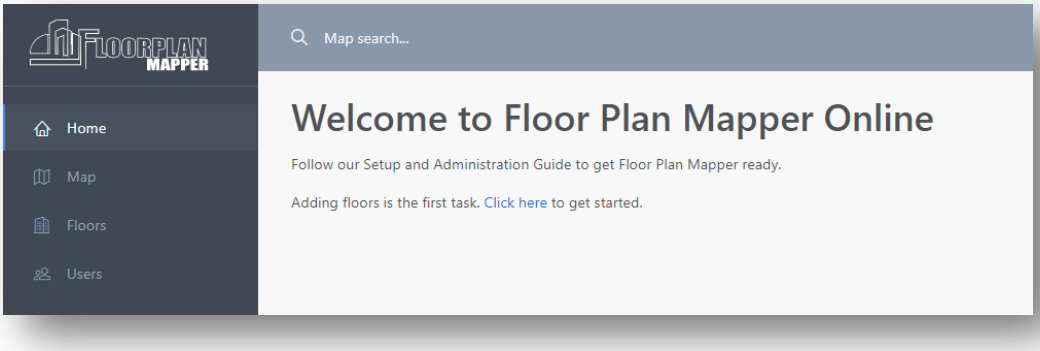


The Floor Plan Mapper Online Workspace creation is now complete. Click the Sign in button to login (with the credentials used to create the workspace) to Floor Plan Mapper Online.

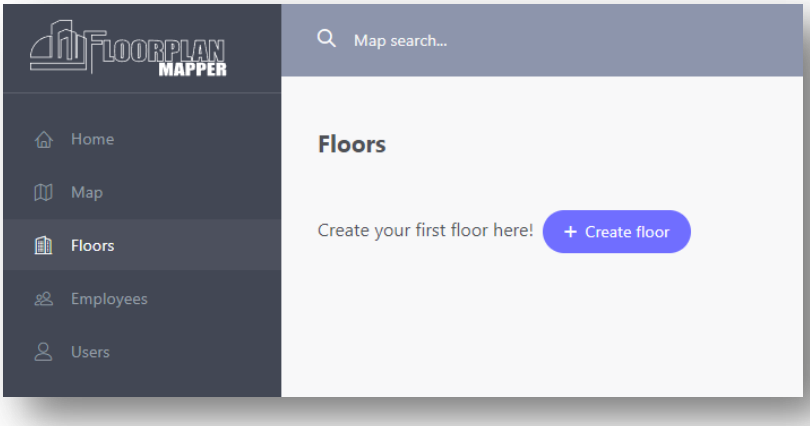
Note: Once logged in, take note of the URL/weblink in the web browser address bar. This URL/weblink can be shared with members of your organization.

Configure Floor Plan Mapper

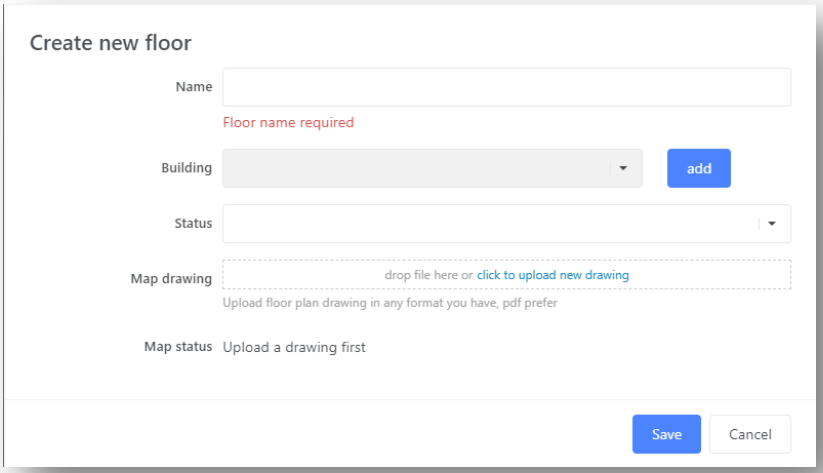
The first step to configuring Floor Plan Mapper requires assigning buildings and floors. Click on the “Click here” link or on the “Floors” item on the left navigation pane.



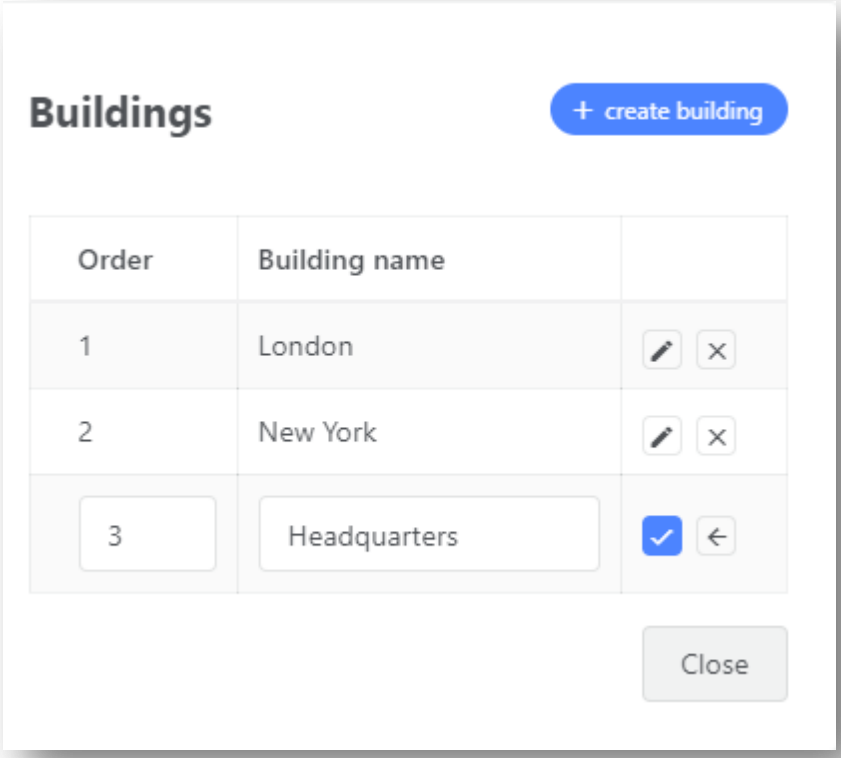
Click the “+ Create floor” button to add a floor or building to Floor Plan Mapper.



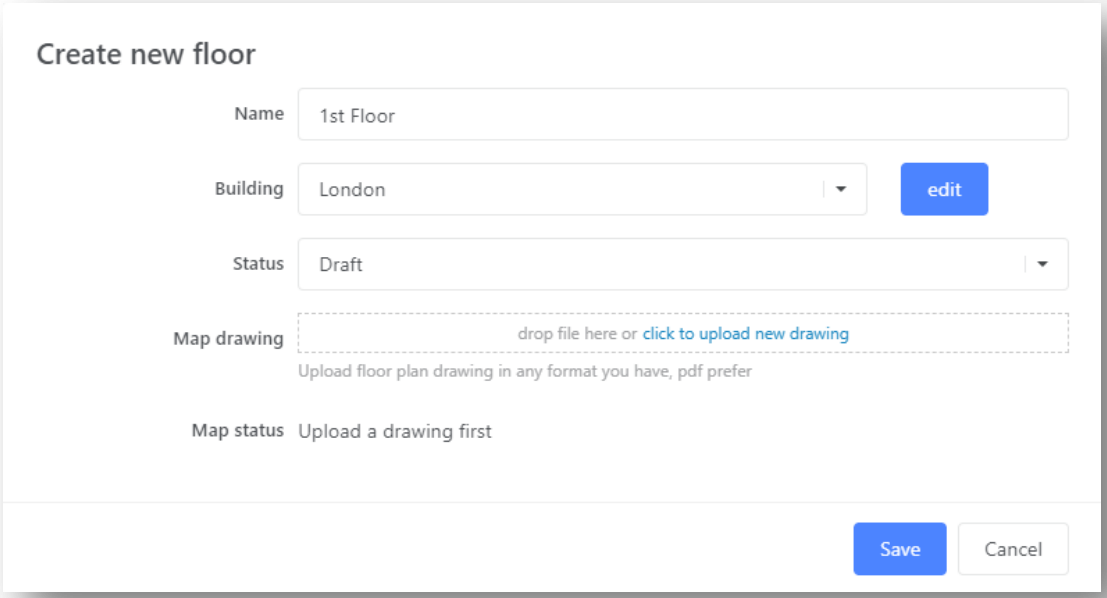
Click on the “add” button to assign a building to add floors to.



Click on the “create building” button to add a building.



Enter a building name and click on the blue checkbox to save changes. Click “Close” after adding all buildings. Select a building and start adding floors. Enter a name for a floor.

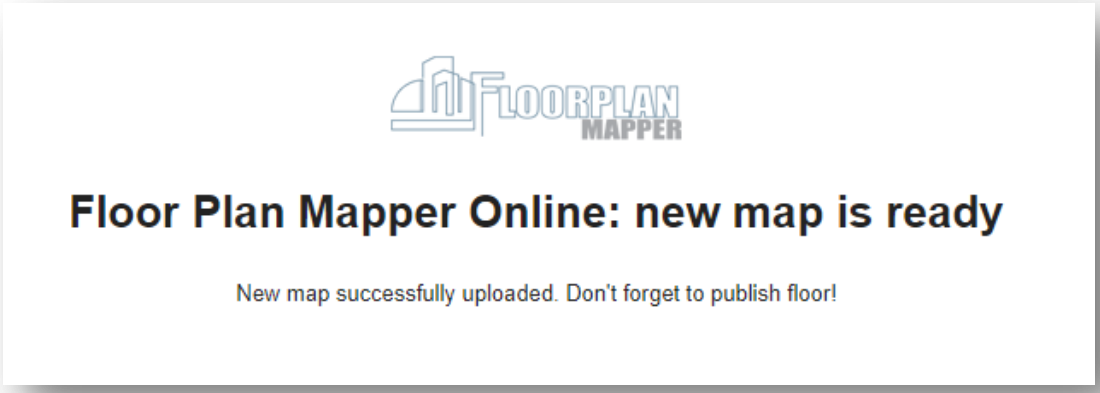


Click on the upload drawing link to upload the floor plan image. Any image format is supported while PDF is preferred.

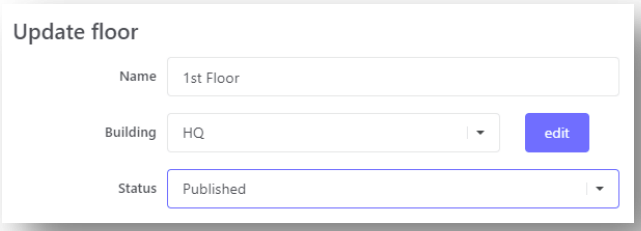
Click on the “Request map update” button to continue.

The floor plan will now be imported into Floor Plan Mapper.

A confirmation email will be sent once the import process is complete. The Map status will be also be updated to reflect the time and date the floor plan was updated. **Note the import process may take anywhere from 30 mins to 12 hours to complete.**

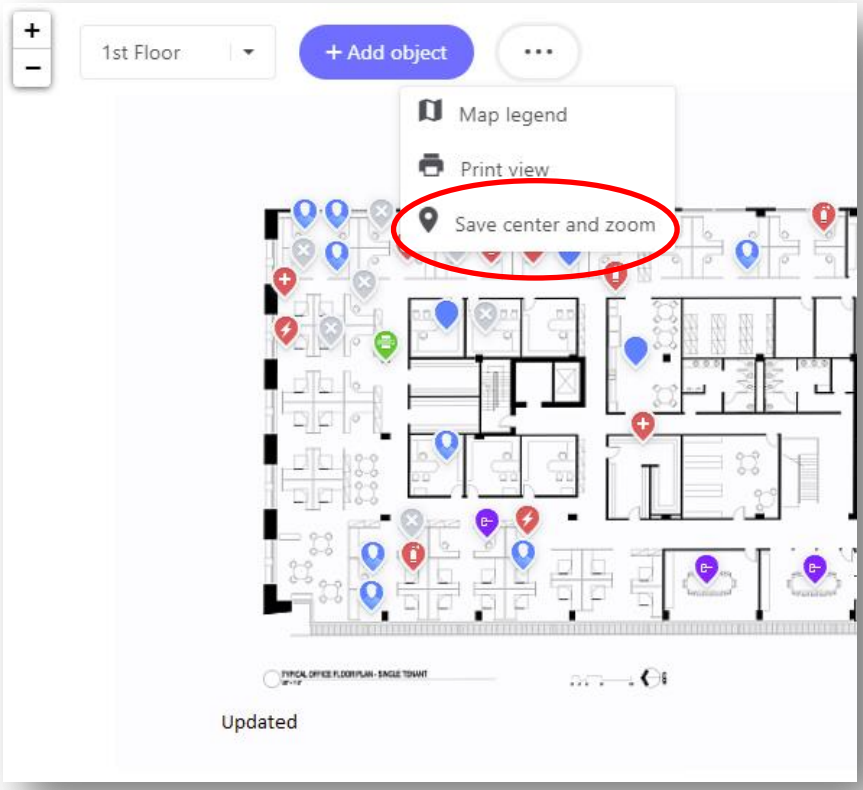


Once the import process is complete, the status of the floor plan is by default set to “draft” meaning in order for your organization to see the floor plan, the floor plan status must be changed to “published.”



Selecting a status of “Draft” will force the floor plan to be hidden.

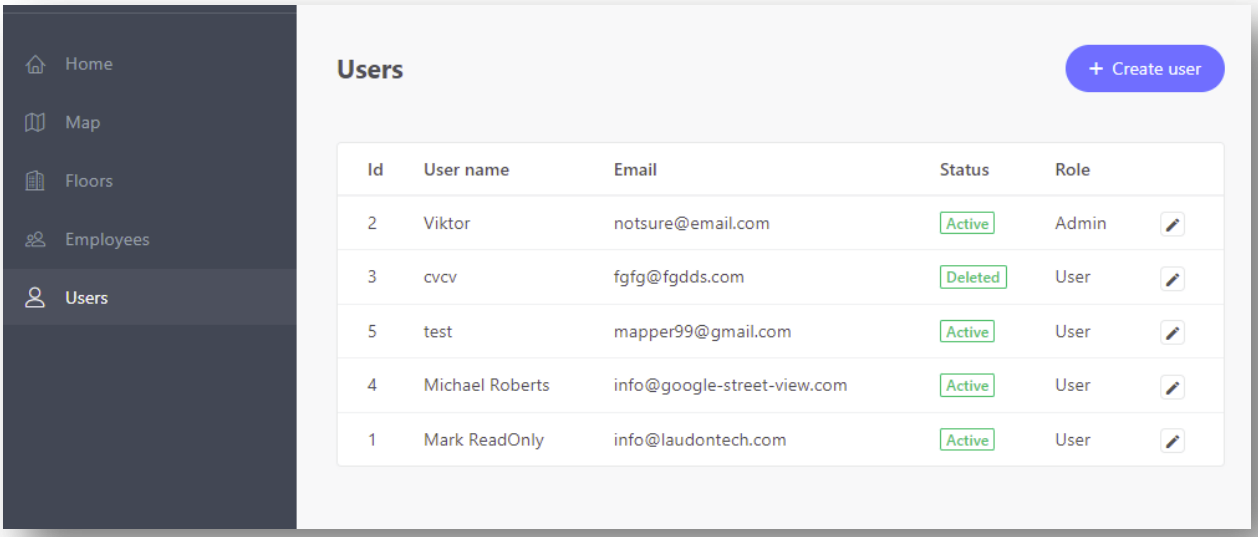
Once the floor plan status is set to “Published”, click on the “Map” option at the left of the screen. Zoom and pan (using the +/- buttons on the left and dragging with the left mouse button depressed) until the new floor plan is centered on the screen. Click the three dots to the right of the blue “+Add object” button, and, select “Save Center and zoom” This will store the default location of the new floor plan when selected from the floor plan selector dropdown.

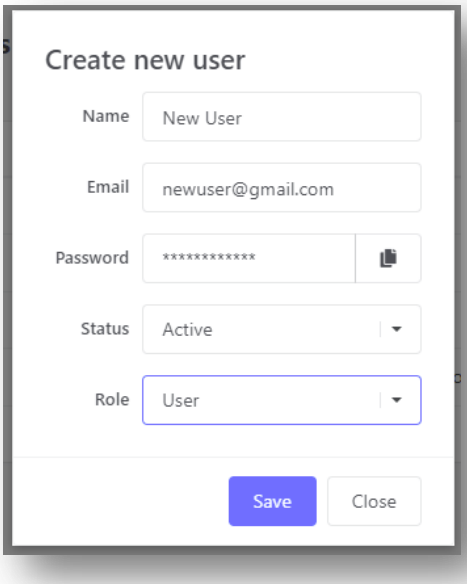

1st Floor
+ Add object
Map legend
Print view
Save center and zoom
Updated

User Administration

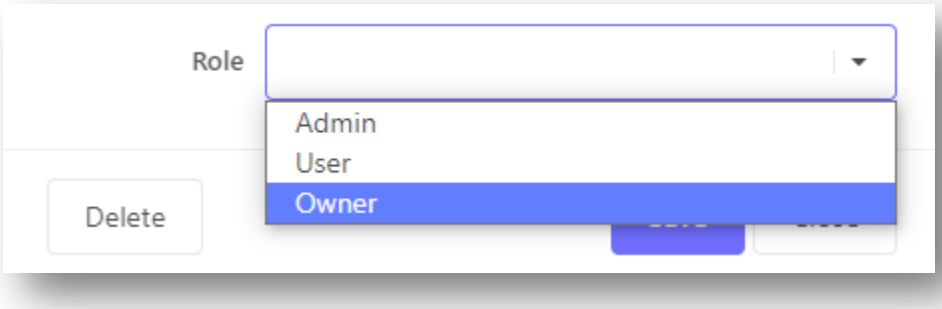
To utilize Floor Plan Mapper Online, a valid user account must be created for all users. ***Note: User accounts cannot be created by the end user. A Floor Plan Mapper admin level user must create accounts for each end user.***

To create an end user account, click on the "+ Create user" button:





There are three role levels of access/permissions:



Admin: A user account created with the role set to “Admin” can create user accounts, add floor plans, import employees, add, delete and move objects.

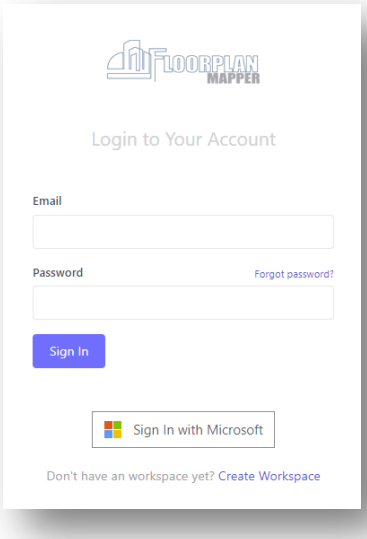
User: A user account created with the role set to “User” can search and find employee locations and details.

Owner: A user account created with the role set to “Owner” is required to create Admin level accounts.

Note: To allow a user to login/utilize SSO, ensure the email address used to create the account matches their Office 365 user email.

Enter details and click “Save” to add the new user.

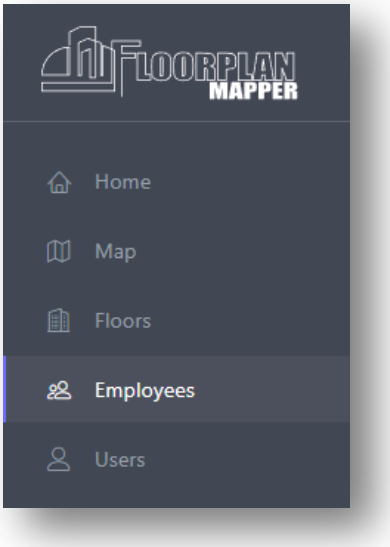
The new user can now login to Floor Plan Mapper either with a named user (email/password), or, if an Office 365 user, via Microsoft (SSO) (Sign In with Microsoft button).



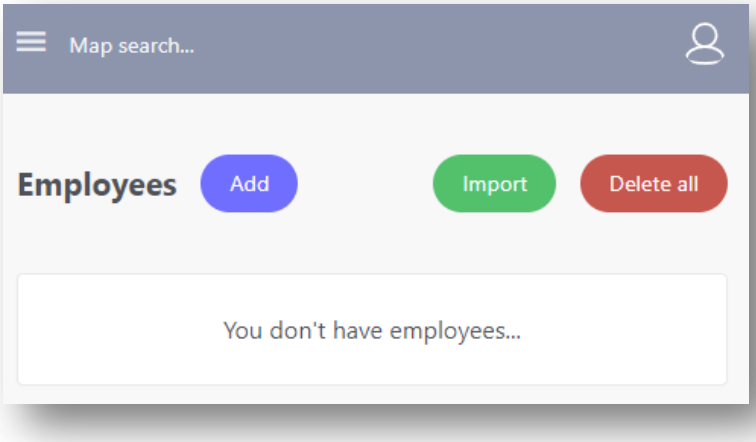
Importing Employees (Basic)

A list of employees and attributes can be imported into Floor Plan Mapper. As part of the import process, there is an option to create actual Floor Plan Mapper Online user login accounts.

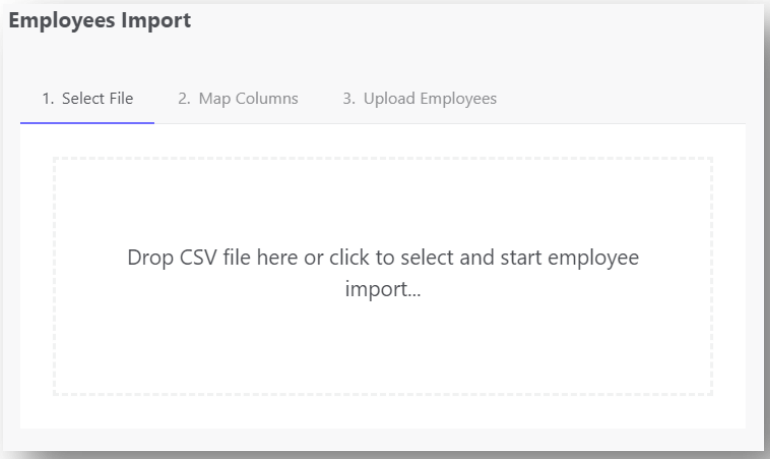
To import a list of employees, click “Employees” on the left part of the screen:



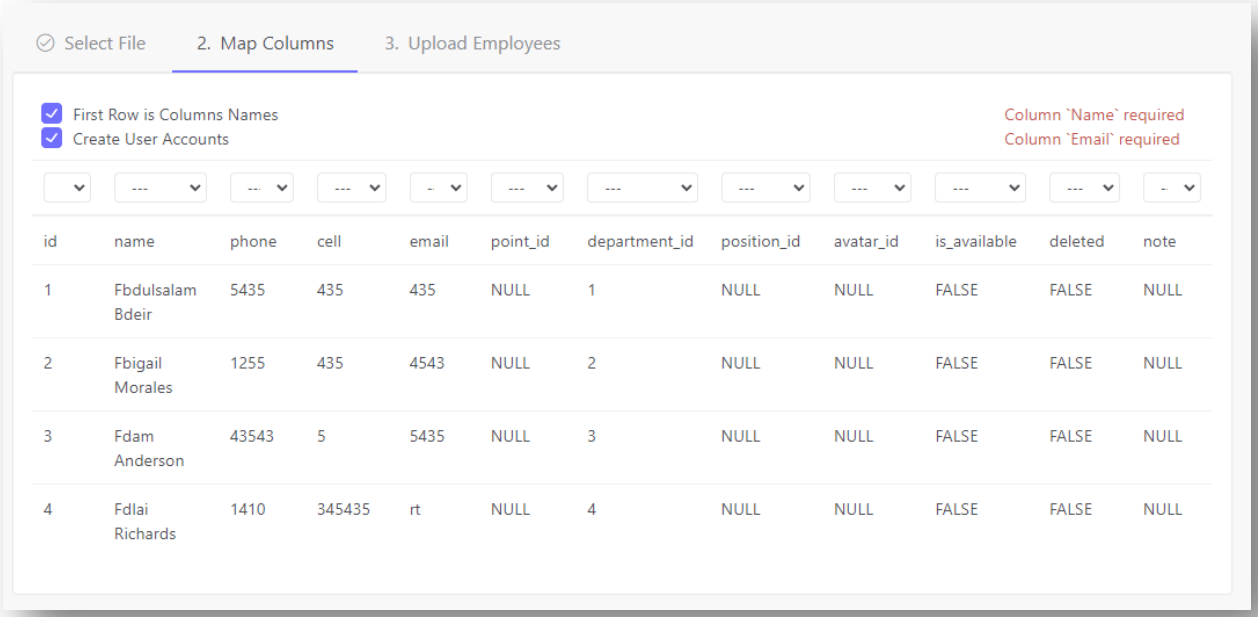
Click the “Import” button to begin the employee import process.



Step 1: Either drag a CSV file or click to upload a CSV file to begin the import process.

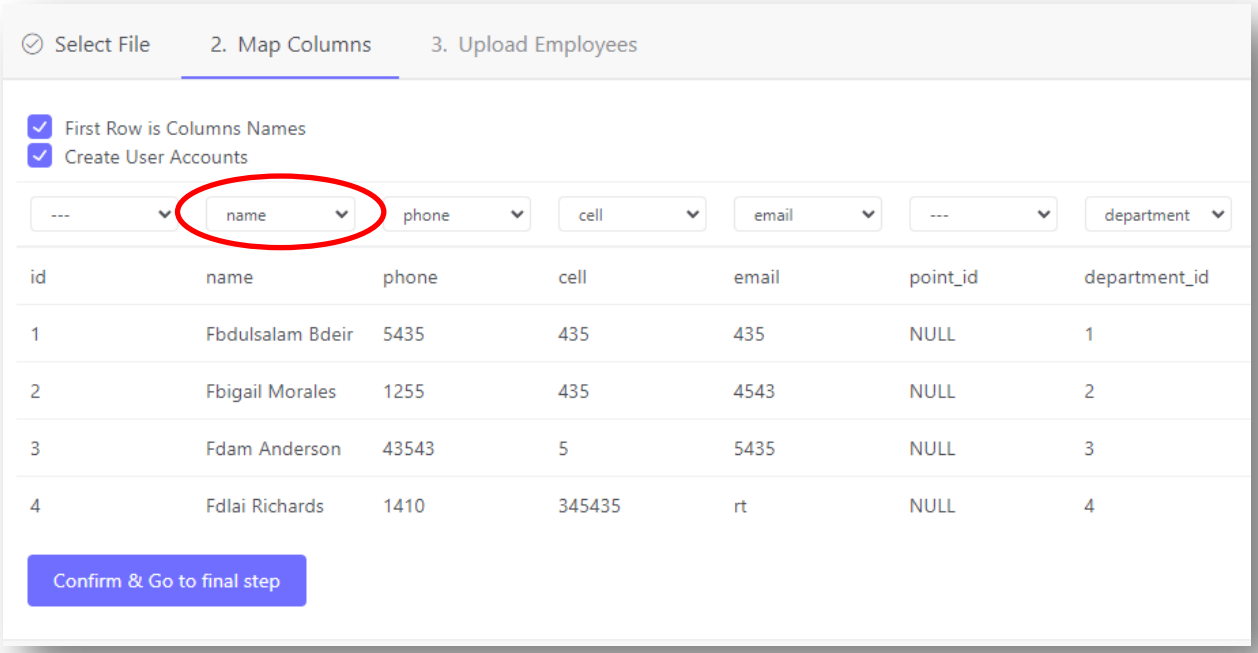


Step 2: A preview of the CSV file should appear.



id	name	phone	cell	email	point_id	department_id	position_id	avatar_id	is_available	deleted	note
1	Fbdulsalam Bdeir	5435	435	435	NULL	1	NULL	NULL	FALSE	FALSE	NULL
2	Fbigail Morales	1255	435	4543	NULL	2	NULL	NULL	FALSE	FALSE	NULL
3	Fdam Anderson	43543	5	5435	NULL	3	NULL	NULL	FALSE	FALSE	NULL
4	Fdlai Richards	1410	345435	rt	NULL	4	NULL	NULL	FALSE	FALSE	NULL

For each column in the CSV file, select a corresponding column/attribute in Floor Plan Mapper Online.

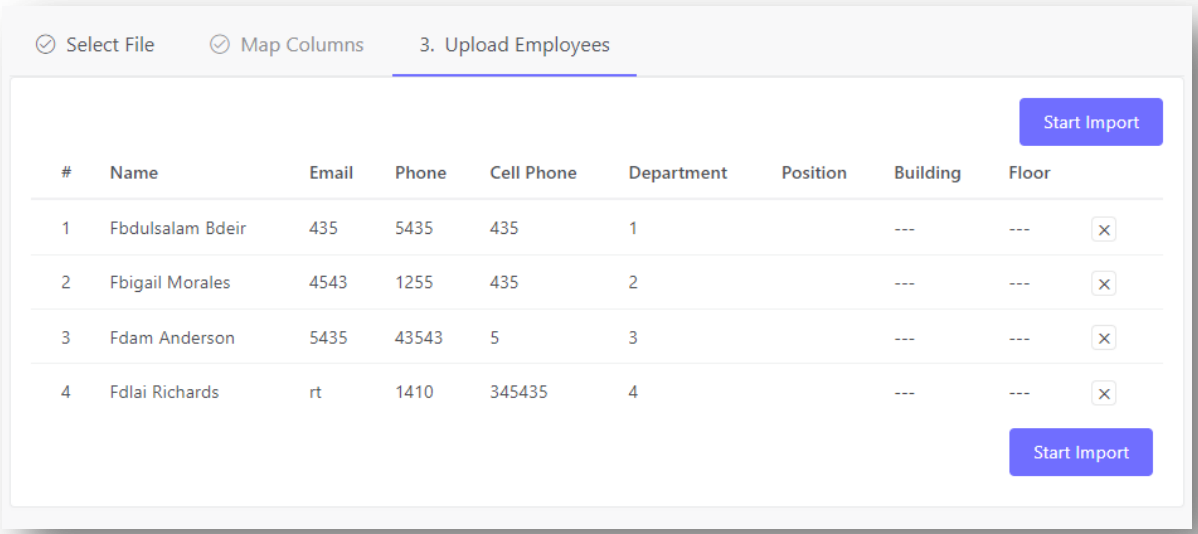


Be sure to check the “First Row is Columns Names” checkbox should the CSV file contains columns names/headers.

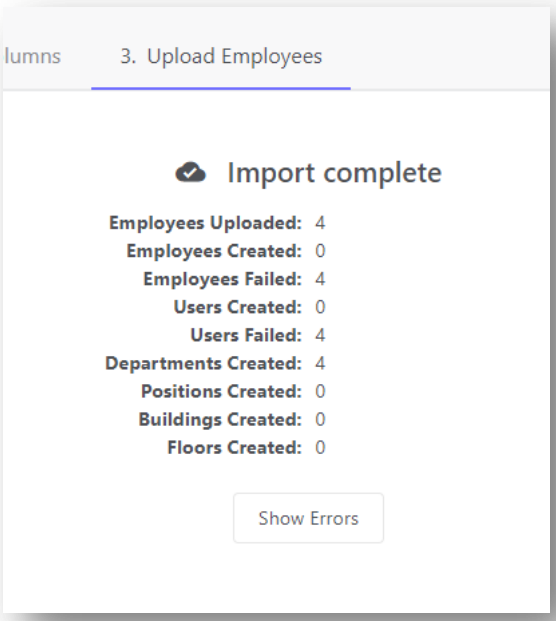
Optional: Actual Floor Plan Mapper Online user/login accounts can be created at the same time as the import process. To automatically create Floor Plan Mapper Online user accounts, check the “Create User Accounts” checkbox.

Step 3: Complete the import. Click the “Confirm & Go to final step” to preview and complete the import process. At this point, employees can manually be removed if desired.

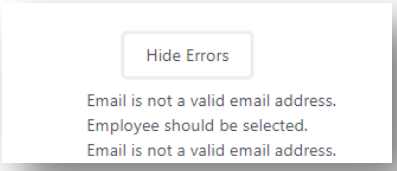
Tip: If the CSV data file contains building name and floor, employees will automatically be placed on the corresponding floor. **Do not map the building and floor name fields if they don’t already exist in Floor Plan Mapper!**



Click “Start Import” to initiate and complete the import process. Once the import is complete, a summary will appear:



Clicking the “Show Errors” button displays detailed information related to the import process



Importing Employees (Advanced)

The Floor Plan Mapper Online Import function also provides the ability to 'sync' or update employee data. The following sync operations are available:

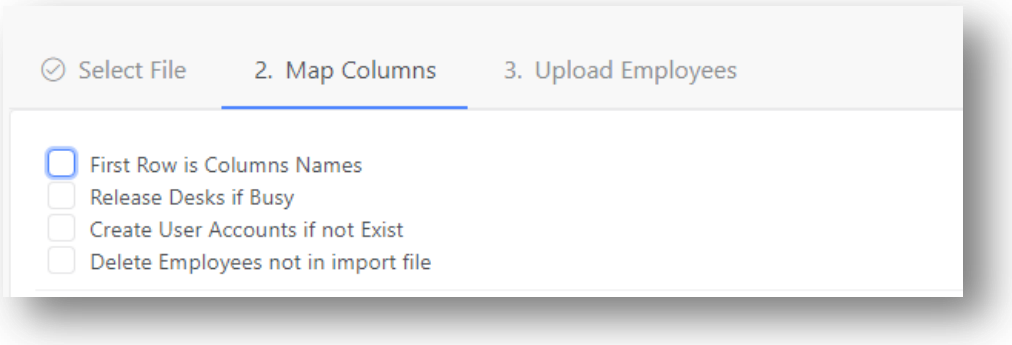
1. **Update seating locations**. Each employee/desk has a unique ID. This ID is referred to as "Desk Number."

   In this example Bob sits in Desk 200, and Lucy sits in Desk 300. In the updated employee profile data import file, Bob and Lucy are assigned new desk numbers. In this case, Lucy will now sit in Desk 200 and Bob will sit in Desk 300. The advanced import function will ensure after the import, Bob and Lucy will automatically be assigned the new locations in Floor Plan Mapper Online. This import function does not require an Administrator to have to manually drag Bob and Lisa to new desk seating locations.

2. **Sync up employee profile data.** In the event any of an employee's profile data (e.g. job title, name, telephone, etc.) changes, this data can be imported/synced into Floor Plan Mapper Online, saving the task of manually updating this information.

3. **Append new employees.** Any employees in the CSV data file that do not currently exist in Floor Plan Mapper Online will automatically be added.

4. **Delete employees (optional).** Any employees not in the CSV data file will automatically be removed from Floor Plan Mapper Online.



Import Details

First Row is Column Names - If the CSV import file has column names, check this box to ensure the column names aren't imported by accident.

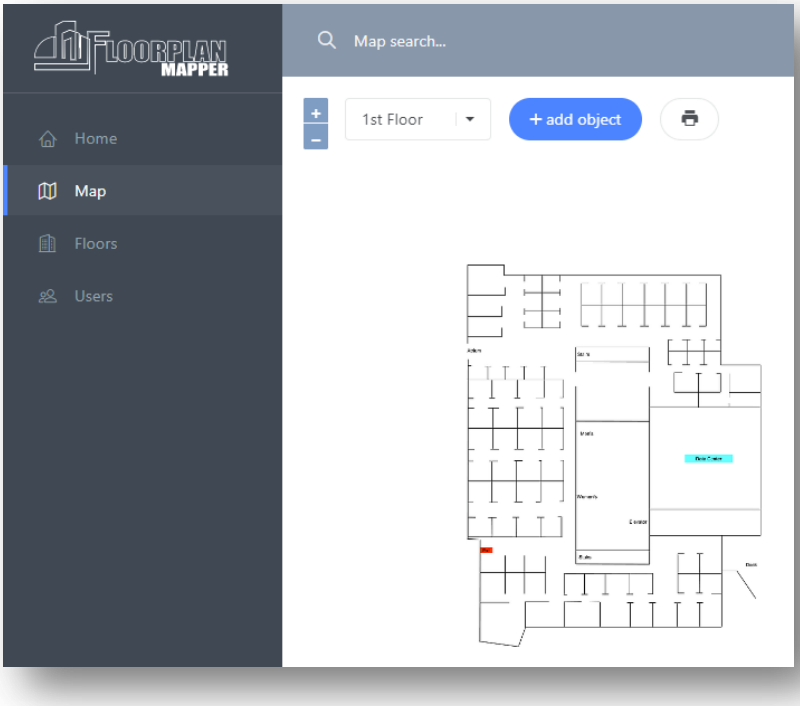
Release Desks if Busy – if an existing desk has an active desk booking, and the CSV import file has a different person assigned to the existing desk, checking this box will ensure the existing booking will be removed and the new person from the import file will be assigned to that desk. If this box is not checked, the new person from the import file will be imported, but not assigned to a desk. **Note: You must have the desk_number column mapped to see this option.**

Create User Accounts if not Exist – if the CSV import file contains persons requiring a Floor Plan Mapper online user account, checking this box will automatically create the user account. This feature is valuable when using Single-Sign-On (SSO).

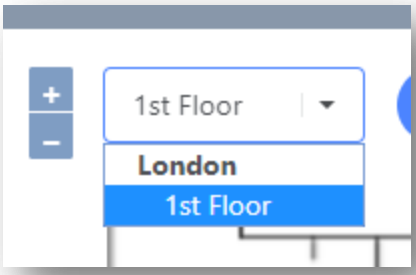
Delete employees not in import file – check this box to automatically have Floor Plan Mapper Online remove employees not contained in the CSV import file. Note any persons existing in Floor Plan Mapper Online will be permanently deleted using thus option.

Adding Objects

Click on the "Map" option in the left of the screen.

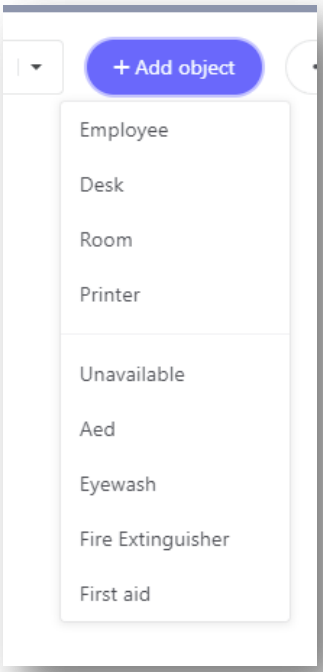


Select a building and floor to start assigning people or meeting room locations.

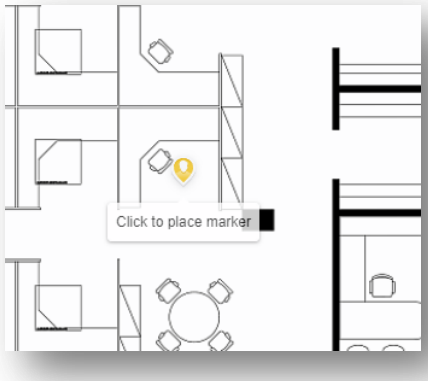


Select an object to add.

Note: The "Desk" object is only available if the Desk Booking Module is enabled.

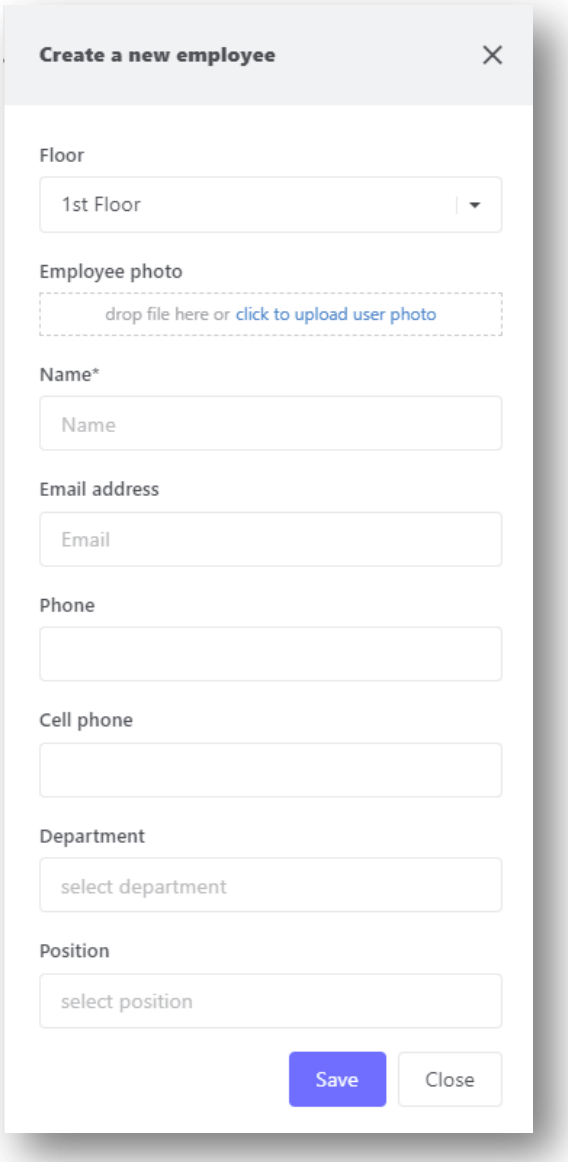


The mouse cursor will change to a green icon.



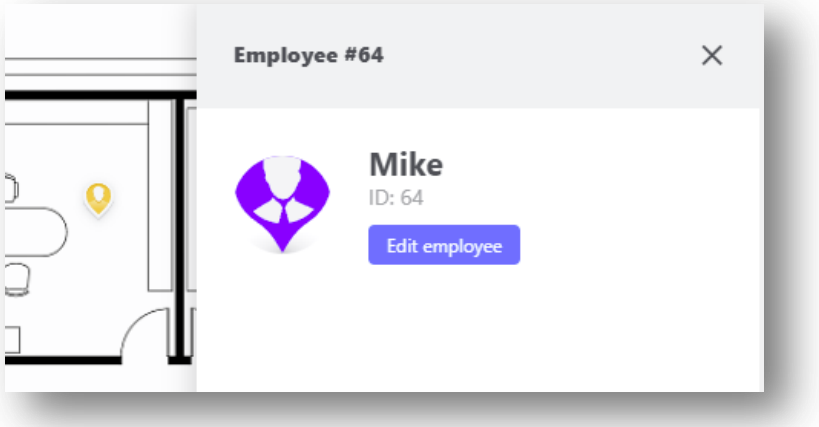
Place the icon in the desired position on the floor plan then click to place the object.

Enter details and click Save to finish.

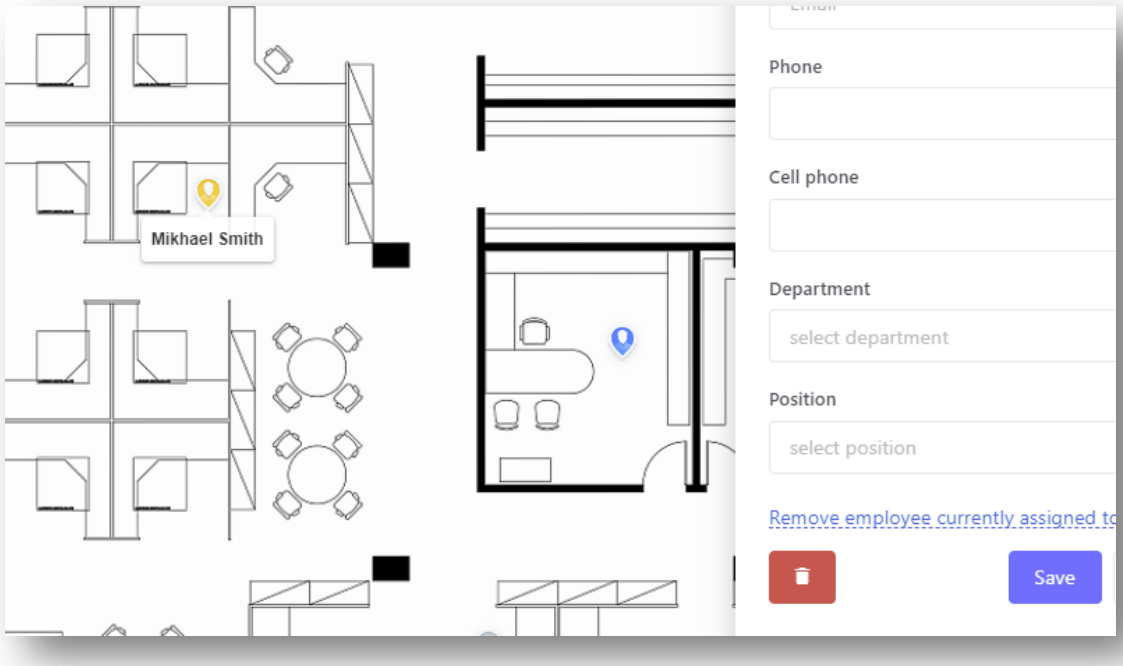


Moving Objects

To move an object, click on the object to move, then click the “edit” button in the details pane located on the right.



Click on the object and drag the object to a new location.



Click “Save” to store the update objects location.