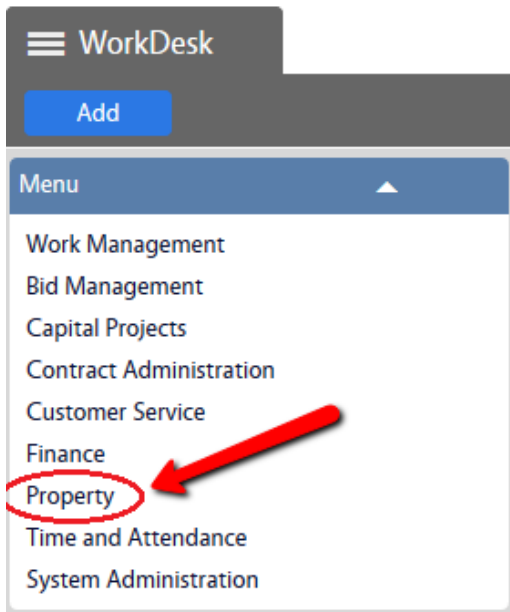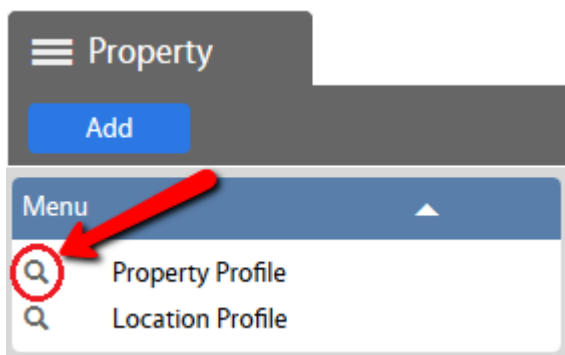## HOW TO USE THE AiM SPACE VIEWER

The **AiM Space Viewer** will allow you to look at the floor plans for any Property in AiM.
In order to open and use the Space Viewer, please follow these steps:

1. Log into the AiM system, and go to the **Propery** screen from the main Menu.

2. Click the magnifying class next to **Property Profile** to Search

3. Search for the building by entering the name into the **Description** field.
   If you know the building code you can enter it into the **Property** field.

   NOTE: There are many fields available to refine your search.

4. After you enter your search criteria, click **Execute**
   - I used "coliseum" as an example search for the Description field.

5. Select **AA_S0601**

6. In the Property Profile, under the **Location** section, select the desired Location (Room #)
   - For this example we will use Location 1000
   - This will open the Location profile.

7. Notice the Action menu in the top left.
   Select **Space Viewer**
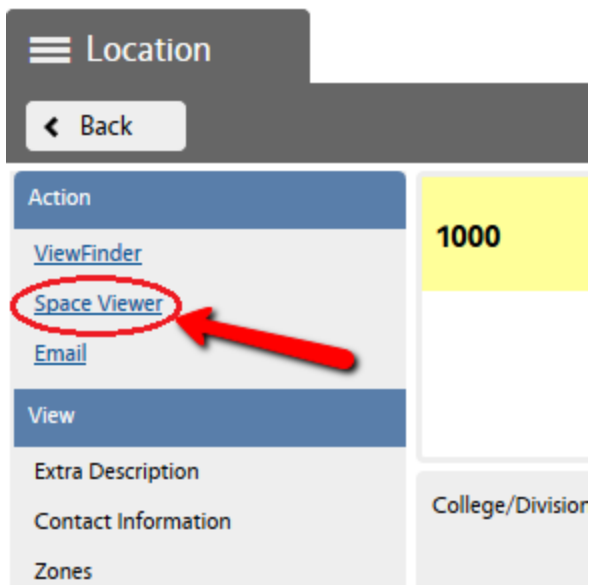
8. This opens the **CAD Viewer**, and you'll see the room hatched in a green pattern on the location/room.
   - If you want to zoom into the room, click your mouse once on the room, then click the + magnifying glass icon.
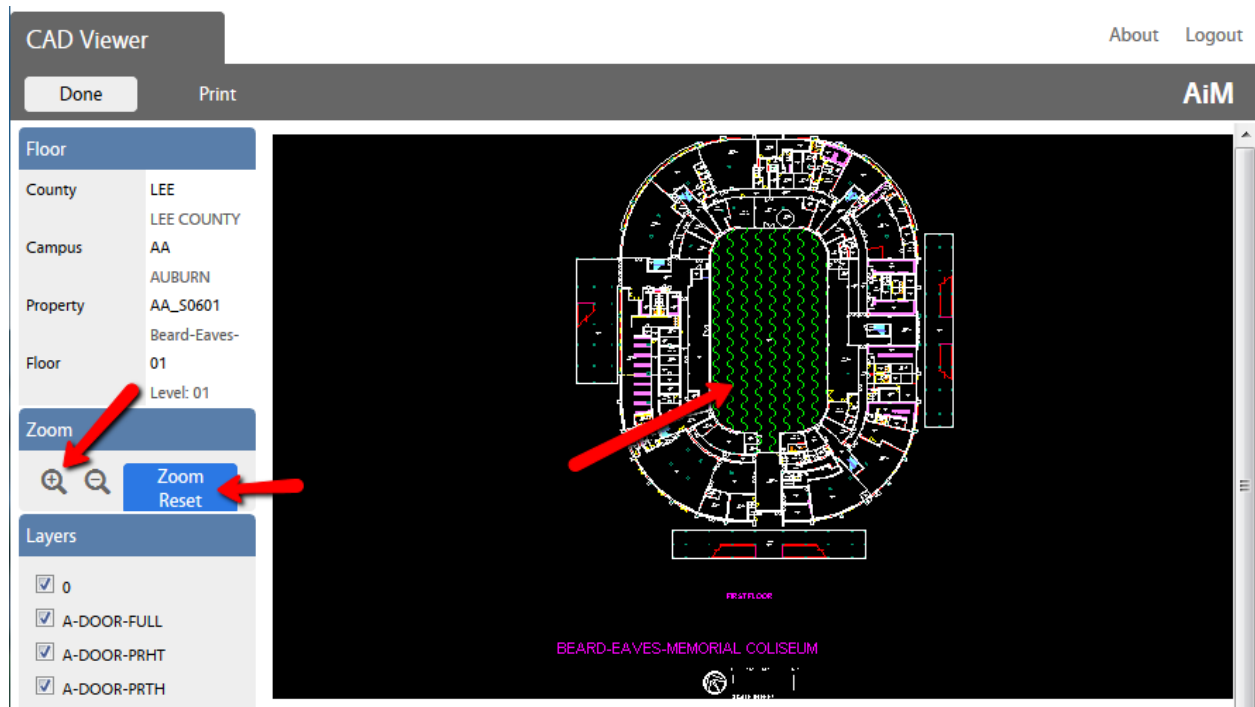
NOTE: You can use the **Zoom Reset** if you only see a spec in the Cad Viewer and this will zoom the image to its extents.

NOTE: This viewer will be updated in the fall because currently it is not very user friendly!

9. Click **Done** to exit the CAD Viewer (Space Viewer)