DASHFLOW PROPERTY PLAN IMPORT GUIDE

How to ensure importing creates suitable Footprints or Stacking Plan.

Importing rent rolls to create an attractive property plan requires unambiguous information of the sort not normally provided by marketers. Dashflow's default property plan rarely looks right. If you wish to have a more realistic property plan, then ask your Assistant to spend a few minutes organising the leasing info as explained below.

1. Open the Rent Roll .xlsx workbook file in Microsoft Excel
    Tip: Ensure you know in advance that it can be imported into Dashflow—either because it was created using the rules in our Clean Import Guide or because you have successfully done a test import of the file.

2. **Insert columns** in the rent roll near the Area column or the Tenant name with these exact Heading Names:

    - **DF-Building** (for Footprints)
    - **DF-Level**
    - **DF-Unit**

2. Footprint or Stacking Plan

    The **DF-Building** column is required if you want a **Footprint**. Otherwise Dashflow will assume you are importing a **Stacking Plan** for only 1 building. If there is just one building in the DF-Building column, Dashflow will also generate a Stacking Plan.

    Buildings in Footprints can have multiple levels: the graphic layout will then simulate a Stacking Plan for each (see below).

3. Entering Information

    Go through the rent roll row-by-row and against each tenant name/lease, complete the cells in the 2 or 3 new columns as follows:

    - In **DF-Building** column, label the buildings alphabetically: A, B, C, D &c

    - In **DF-Level** column, label levels numerically with a B (for basement) e.g. B1, B2, B3 etc; or L (for level or floor) e.g. L1, L2, L3 &c. Use G for Ground floor. If there is no "G", Dashflow will assume that L1 = Ground. You must not enter more than 1 Level even if the tenancy spans more than 1…see below for this situation.

    - In **DF-Unit** column, label units numerically with a U e.g. U1, U2, U3 etc.

Descriptive terms like *"Roof", "Rear", "South End", "East Front"* must be converted into Level and/or Unit numbers.

Ensure that every Level starts at U1 and has sequential Unit numbering. In the graphic, U1 will be placed on the left.

Alter complicated Unit numbers   e.g. if the rent-roll or brochure labelling of 4 Units in a floor is "1a, 1b, 1c, 2", show this as: "U1, U2, U3, U4".

If a tenant's lease covers multiple Units, insert either:
•a range: "U1-U4" or "U1-4", which includes U2 and U3;
or •a selection: "U1,U4" or "U1U4" or "U1 U4" (i.e. excluding U2, U3).

4.   Special Situations

•Footprint buildings can have more than 1 level. These levels will be treated by Dashflow as if they are separate buildings but their label in the graphic will be unambiguous: AG, A1, A2 etc, The footprints will be located next to each other and can be pushed even closer to make it look like 1 building.

•All Footprints will be laid out horizontally. Relative orientations of the buildings can be edited following import.

•If a Unit (or Level) will not be rented (e.g. the Tenant Name cell has "Machine room" or "Reception"), add the label (NR) after the label. e.g. "Reception (NR)". This name will appear in the leasing table in the app.

   a) Ensure you specify the area.
   b) If the non-rentable area is known to you but not evident in the rent roll, then create a row and insert "NR" or "Reception (NR)" in the Tenant Name cell.

•Handle a rent roll that pushes two floors into one row (e.g. the Tenant name refers to L3 and L4 for a total area of 22,650 sq ft) in this way:

   c) Separate out the lease into two rows with the same tenant name, ensuring correct areas and appropriate Unit numbers in each Level.
   d) Handle other parameters to ensure Dashflow thinks there are two tenancies with info for area, rent, lease start and lease expiry.
   e) Following import, adjust the LEASING DETAILS graphic and edit the lease to create 1 tenancy with each Level having correct leasing info.

• Dashflow will provide warning messages when it finds errors or omissions. Sometimes it will adjust the Unit or Level numbering. At other times, the tenancy/vacancy will not get imported. This omission can be amended by editing the property graphic in Dashflow and adding the tenancy info in LEASING DETAILS.