accruent

BIGCenter 18.02.2

Release Notes

BIGCENTER
an accruent company

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Release Information

Release Version: 18.02.2

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Introduction

This document describes the features and functionality of the BIGCenter 18.02.2 release. Enhancements have been delivered for the **Building Manager** workspace, **Leases** workspace, **Projects** workspace, and **Report Center**. Additionally, two new features are rolling out in this release. The **User Manager** workspace mentioned in the 18.02.1 release is now available in the 18.02.2 release. Also, a new **Similar Costs** data grid has been added to the **Create** and **Edit Cost** action dialog box in the **Income & Expenses** detail section of the **Leases** workspace!

Ideas for improving BIGCenter

We invite you to submit enhancement requests on the BIGCenter Ideas page, visible to both internal Accruent employees and Support Contacts for other BIGCenter customers. You can now vote for or against these ideas, add or respond to comments, and view the status of all ideas.

This direct feedback allows Accruent to gain visibility into what is meaningful to customers. Product Management actively monitors the Ideas board, adds comments, and updates the status of ideas as needed.

Please contact BIGCenter Support for any questions about Ideas.

User Manager Workspace Released!

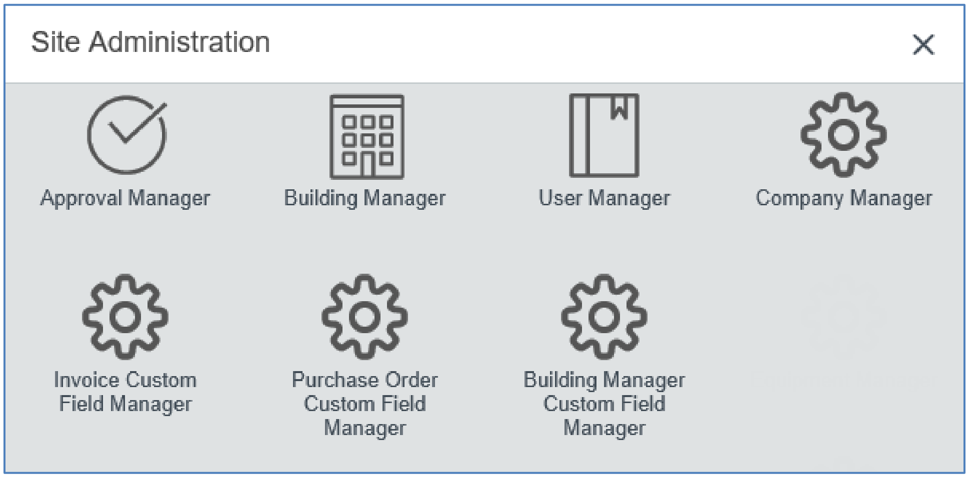
The new **User Manager** workspace gives administrators the ability to manage people records and BIG users all in one place. In this workspace, you are able to:

- View and Edit People records, as you would in **Legacy** via the **Admin** > **Admin Tools** > **People** page.
- View and Edit User Settings of other users, such as preferred language and currency.
- Assign people to a company.

Access the User Manager Workspace

To access the **User Manager** workspace, follow these steps:

1. Click the **Site Administration** link in the menu.
   The **Site Administration** modal window opens.



Site Administration modal window. Your configuration may differ.

2. Click the **User Manager** button in the **Site Administration** modal window.
   The **User Manager** workspace opens.

User Manager Workspace Actions

Create a Person Record

To create a person record, follow these steps:

1. Follow the *Access the User Manager Workspace* procedures above.
2. Click the **Create** button + in the toolbar on the right side of the **Collections** pane.
   The **Create New Person** page opens.
3. (optional) Select an honorific (for example, Mr. or Mrs.) from the **Honorific** drop-down menu.
4. Enter the company that this person should be associated with in the **Company** type-ahead field.
5. Complete the following fields:
   - **First Name**, **Middle Name**, **Last Name**
   - **Contact AKA** – enter any alias that this contact prefers
   - **Date Mask**, **Time Mask** – select the date and time format this contact prefers
   - **Phone Number**, **Mobile Phone**, **Pager**, **Fax Number**
   - **In Care Of**
   - **Address 1**, **Address 2**, **Country**, **State/Province**, **City**, **Postal Code**
   - **Email Address**
6. Enter the vendor ID for this person in the **Vendor ID** type-ahead field.
7. Enter the vendor site code for this person in the **Vendor Site Code** type-ahead field.
8. Enter any notes in the **Notes** field.
9. Click the **Save** button.
   The person record is saved. It appears in the **User Manager** workspace.

Configure the Collections Pane

To configure the collections pane, follow these steps:

1. Follow the *Access the User Manager Workspace* procedures above.
2. Click the **Configure List View** button in the toolbar on the right side of the **Collections** pane.
   The **Configure List View** modal window opens.
3. Select the field you want to move between the **Available Fields** and the **Selected Fields**.
4. Click the left and right arrows to move the field between the **Available Fields** and the **Selected Fields**.

> **Note:** You can select multiple fields by holding the **CTRL** button on your keyboard while you select fields.

5. To reorder the fields in the **Selected Fields** field, follow these steps:
   a. Select the field you want to reorder from the **Selected Fields** field.
   b. Click the up and down arrows to reorganize the fields.
6. Click the **Save** button.
   Your changes are now reflected in the workspace.

Export People Records

To export people records to a .csv file, follow these steps:

1. Follow the *Access the User Manager Workspace* procedures above.
2. Click the **Export** button in the toolbar on the right side of the **Collections** pane.
   A message asking whether you want to open or save the .csv file appears. Choose your preferred option.
   The .csv file will contain all the records listed in the collection view when you clicked the Export button.

Summary Detail Section

The **Summary** detail section displays high-level information about a person and allows you to edit their data.

Edit a Person Record

To edit a person record, follow these steps:

1. Follow the *Access the User Manager Workspace* procedures above.
2. Select the person record you want to edit.
3. Select the **Summary** detail section from the **Detail Section** menu.
4. Click the **Edit** button in the toolbar on the right side of the **Details** pane.
   The **Summary** detail section expands and becomes editable.
5. Make your changes.
6. Click the **Save** button (or click the **Cancel** button to exit without saving your changes).
   The **Summary** detail section collapses. Your changes are saved.

User Preferences Detail Section

The **User Preferences** detail section allows you to configure a person's user preferences in BIG.

> **Note:** This detail section is editable by default.

Edit User Preferences

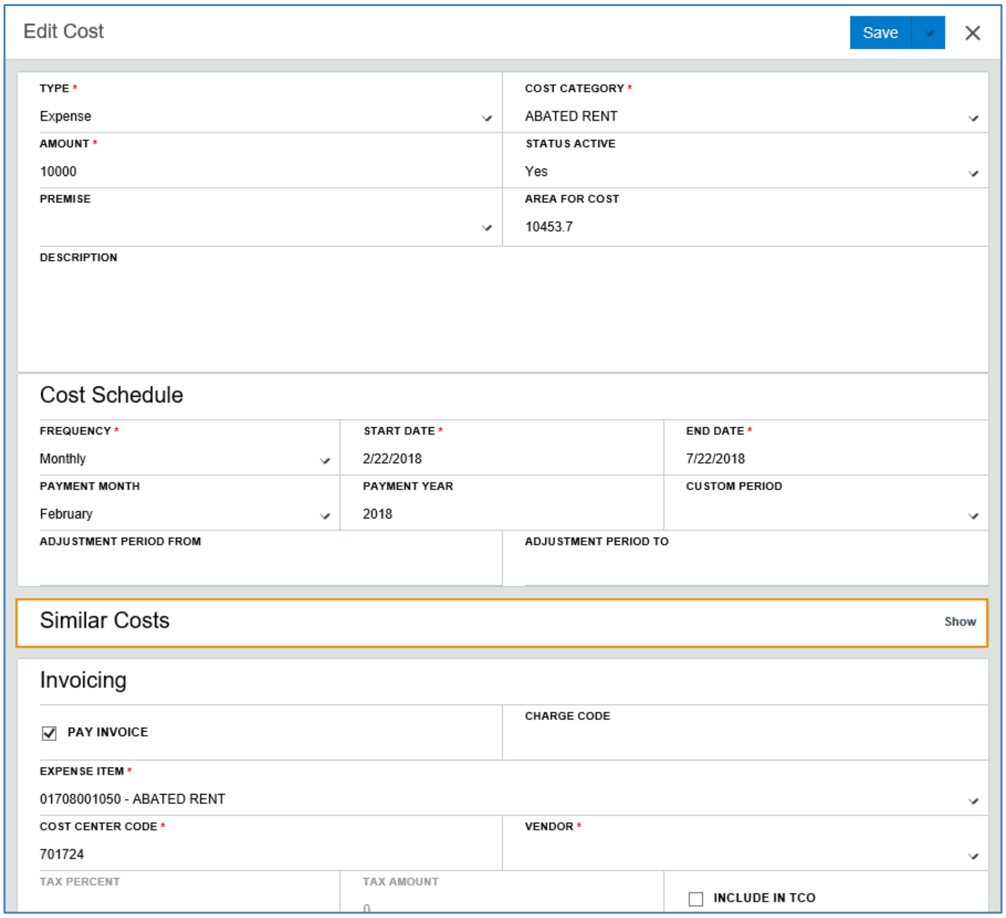
To edit a user's preferences, follow these steps:

1. Follow the *Access the User Manager Workspace* procedures above.
2. Select the person whose user preferences you want to edit.
3. Select the **User Preferences** detail section from the **Detail Section** menu.
4. Make your changes.
5. Click the **Save** button (or click the **Cancel** button to exit without saving your changes).
   The page refreshes. Your changes are saved. You may now navigate away from the **User Preferences** detail section.

New Similar Costs Grid Added to Create/Edit Cost Action Dialog Boxes in Leases

In the legacy software, users could see existing cost records at the top of the screen, while entering data for a new record at the bottom of the screen. However, when entering costs in the upgraded **Leases** workspace, users could not see existing costs that had already been added to a lease.

A new **Similar Costs** data grid has been added to the **Create** and **Edit Cost** action dialog boxes in the **Income & Expenses** detail section of the **Leases** workspace. This data grid is collapsed when you first open the action dialog box. Click **Show** to open the data grid.



The Similar Costs data grid is collapsed when you first open the action dialog box.

The **Similar Costs** data grid displays all costs that share the same **Cost Category** as the cost you are creating or editing. For example, in the screen shot on the following page, the **Similar Costs** data grid is displaying all costs that share the Abated Rent **Cost Category** selected in the screen shot above.

Similar Costs

Hide

TYPE	AMOUNT	END DATE	START DATE	ADJUSTMENT PERI...	AD
Expense	$1,200.00	2/21/2026	2/21/2018		
Expense	$1,200.00	2/21/2026	2/21/2018		
Expense	$1,200.00	2/21/2026	2/21/2018		
Expense	$1,200.00	2/21/2026	2/21/2018		
Expense	$100.00	2/21/2022	2/21/2018		

When expanded, the Similar Costs data grid displays all costs that share the same cost category as the cost you are creating or editing.

Summary of Issues Fixed and Additional Enhancements

Component	Summary
General	**Document ID** and **Date Created** fields have been added to all **Documents** detail sections in the upgraded software.
Building Manager	**Issue:** The full hierarchy for a building was not displaying in the **View** action of a building record. **Resolution:** All levels of hierarchy that the building is associated to now display to the user when the building record is being viewed in **Building Manager**.
Feeds	**Issue:** Users reported that lease term types were not coming through the Business Integration (BI) feed. **Resolution:** The BI feed now functions as expected.
Leases	**Issue:** The system was lagging and occasionally having errors when trying to navigate between lease records. **Resolution:** Users should no longer experience lagging and errors when trying to navigate between lease records.
Leases	**Issue:** The **Effective Date** of a re-measured accounting entry was not appearing in the accounting entry **Print** view. **Resolution:** The **Effective Date** of a re-measured accounting entry now appears in the accounting entry **Print** view as expected.
Leases	**Issue:** Users requested that the **Activity List** folder in the **Documents** detail section be defaulted to closed, as some leases had a significant number of notifications within the folder. **Resolution:** The **Activity List** folder now defaults to closed.
Leases	**Issue:** The icon in the **Allocations** detail section that notifies the user that their allocations do not equal 100% was not very noticeable. **Resolution:** The icon color has now been changed to red to improve visibility.

Leases	**Issue:** On IFRS accounting schedules, the **Total Depreciation** value was mislabeled as **Total Straight Line**. When the schedule was printed, the **Depreciation** column was also mislabeled as **Straightline**. **Resolution:** The labels in IFRS accounting schedules have been corrected to read **Depreciation** rather than **Straight Line**.
Leases	All values are duplicated when selecting **Save & Similar** after creating a cost in the **Income & Expenses** detail section.
Leases	**Save & New** and **Save & Similar** have been added as an option to all **Edit** action dialog boxes where their corresponding **Add** dialog box used them already.
Leases	Decimals are now permitted in the **Gross Area** and **Parking Area** fields in the **Premises** detail section.
Projects	**Issue:** The **Export** action in the **Gantt Chart** detail section was sometimes not exporting to Excel. **Resolution:** The **Export** action now functions as expected.
Report Center	**Issue:** The lease **Monthly Obligation** report was sorting alphabetically. **Resolution:** The **Monthly Obligation** report now sorts month-to-month.
Report Center	The **LS_ID** field has been added to the **Lease Ad Hoc** report.
Report Center	**Building Latitude** and **Building Longitude** have been added as Objects to the **Building Information Attributes** grouping.

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