

# How to Save a Survey & Access Saved Surveys

**Find**  
Available Space, Buildings, Leasing Agents

**Perspective**  
Market Research & Statistical Reporting

Find Available Space ?

Office Space

In the market field, you have the ability to search by Market, Node or by typing in the Municipality

Include Spaces from the following Property Types

Office Buildings  Industrial Buildings  Retail Buildings

Market

Greater Vancouver / Downtown Vancouver / Yaletown

Manager Company

Available Area

5000 TO 10000

Direct  Include Contiguous Spaces  Include Under Construction

Sublet  Include Divisible Spaces  Include Pre-Leasing

For Sale  Display Green Buildings Only

Office Class

Class A  Class B  Class C

Minimum Floor Plate

Possession Date

June 2015 All Dates

**FIND SPACE**

In order to save a survey or access a saved survey, a user must be logged in and have either a limited or full access subscription.\*

1. Conduct your "Find Available Space" search and click "Find Space" in order to see results.

**NOTE:** If you are looking to search within a municipality and not within the pre-set markets/nodes, you can type the municipality name into the "Market" box without selecting one of the auto-fill options in the drop-down menu.

\*For more information on subscription options, please see:

[http://altusinsite.com/index.php?page=quarterly\\_subscription](http://altusinsite.com/index.php?page=quarterly_subscription)

# How to Save a Survey

**358 Beatty Street, Vancouver, British Columbia**

[View Details](#) [Map](#) [File Library](#)

Managed By **PCI Developments Corporation, 604-684-1151** Leasing Contact [Blair Quinn, 604-662-5161](#)



Leasing District	Yaletown
Building Name	Pivotal Building
Office Class	A
Total Office Area	171,256 (sq. ft.)
Number of Floors	8
Typical Floor	27,092 (sq. ft.)
Year Built	2002
Parking Ratio (1 per)	750 (sq. ft.)
Number of Parking Stalls	416
Direct Available Rate	1.2 %
Direct Available Area	2,116 (sq. ft.)
Sublet Available Area	67,684 (sq. ft.)
Total Available Area	69,800 (sq. ft.)
Largest Contiguous Available	67,684 (sq. ft.)
Direct Asking Rate	35.00 (\$psf)
Total Additional Rent	19.34 (\$psf)

Direct Available Direct Available Verification Date: Jun 3, 2015

Space	Available Area sq. ft.	Space Type	Asking Rate Spsf	Possession Date	Contact
<input checked="" type="checkbox"/> 100	2,116	Office	35.00	Mar 5, 2015	<a href="#">Blair Quinn</a>

Sublet Available

Space	Available Area sq. ft.	Space Type	Asking Rate Spsf	Possession Date	Contact
<input checked="" type="checkbox"/> 300	28,573	Office	34.00	Apr 1, 2016	<a href="#">Blair Quinn</a>
<input checked="" type="checkbox"/> 400	28,572	Office	nd	Apr 1, 2016	<a href="#">Kevin Nelson</a>
<input checked="" type="checkbox"/> 500	10,539	Office	34.00	Apr 1, 2016	<a href="#">Kevin Nelson</a>

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**750 Cambie Street, Vancouver, British Columbia**

[View Details](#) [Map](#) [File Library](#)

Managed By **Peterson Commercial, 604-699-5209** Leasing Contact [Ivy Yung, 604-699-5209](#)



Leasing District	Yaletown
Building Name	Centennial Building
Office Class	B
Total Office Area	81,000 (sq. ft.)
Number of Floors	7
Typical Floor	11,705 (sq. ft.)
Year Built	1967
Parking Ratio (1 per)	2,000 (sq. ft.)
Number of Parking Stalls	40
Direct Available Rate	17.4 %

Direct Available Direct Available Verification Date: May 22, 2015

Space	Available Area sq. ft.	Space Type	Asking Rate Spsf	Possession Date	Contact
<input type="checkbox"/> 1	2,397	Office	20.00	Mar 4, 2015	<a href="#">Ivy Yung</a>
<input checked="" type="checkbox"/> 2	11,705	Office	22.00	Mar 4, 2015	<a href="#">Ivy Yung</a>

2. Once you have your results, you can choose to select all the suites within a building by checking off the box beside the building (the corresponding checkboxes for the suites will automatically be checked).

3. You can also select specific suites in the building by checking off the box beside the suites.

# How to Save a Survey

## Property Search Summary

Office (9) Industrial Retail Enhanced View Column View Available Space View

[Refine Search](#)

Your search for Available Space has found 16 spaces in 9 Office building type(s) and 0 spaces in other building type(s). Default results are shown below. Select the appropriate button above to display additional results, or [Refine Search Results](#).

Select All  Filter  Remove Filter  Add Spaces to Survey

Page 1 of 1 Previous Next Buildings per page 50 Sort by Address

### 858 Beatty Street, Vancouver, British Columbia

[View Details](#) [Map](#) [File Library](#)

Managed By PCI Developments Corporation, 604-684-1151 Leasing Contact [Blair Quinn](#), 604-662-5161



Leasing District: Yaletown  
Building Name: Pivotal Building  
Office Class: A  
Total Office Area: 171,256 (sq. ft.)  
Number of Floors: 8  
Typical Floor: 27,092 (sq. ft.)  
Year Built: 2002  
Parking Ratio (1 per): 750 (sq. ft.)  
Number of Parking Stalls: 416  
Direct Available Rate: 1.2 %  
Direct Available Area: 2,116 (sq. ft.)  
Sublet Available Area: 67,684 (sq. ft.)  
Total Available Area: 69,800 (sq. ft.)  
Largest Contiguous Available: 67,684 (sq. ft.)  
Direct Asking Rate: 35.00 (\$psf)  
Total Additional Rent: 19.34 (\$psf)

#### Direct Available Direct Available Verification Date: Jun 3, 2015

Space	Available Area sq. ft.	Space Type	Asking Rate Spf	Possession Date	Contact
<input checked="" type="checkbox"/> <a href="#">100</a>	2,116	Office	35.00	Mar 5, 2015	<a href="#">Blair Quinn</a>

#### Sublet Available

Space	Available Area sq. ft.	Space Type	Asking Rate Spf	Possession Date	Contact
<input type="checkbox"/> <a href="#">300</a>	28,573	Office	34.00	Apr 1, 2016	<a href="#">Blair Quinn</a>
<input type="checkbox"/> <a href="#">400</a>	28,572	Office	nd	Apr 1, 2016	<a href="#">Kevin Nelson</a>
<input checked="" type="checkbox"/> <a href="#">500</a>	10,539	Office	34.00	Apr 1, 2016	<a href="#">Kevin Nelson</a>

4. Once you have clicked the buildings/ suites you want included in your survey, click the “add spaces to survey” button at the top of the page.

**NOTE:** This button is displayed on all search results, so even if searching a building by address, you can still add the space to your survey. You can even run a subsequent search through “Find” in order to add more results. Your survey will remain “open” for editing until you use the “Reset Active Survey” button (see [page 6, #11](#) for further information on resetting your active survey).

# How to Save a Survey

Property Search Summary

Office (9) Industrial Retail Enhanced View Column View Available Space View

[Refine Search](#)

Your search for Available Space has found 16 spaces in 9 Office building(s) and 0 spaces in other building type(s). Default results are shown below. Select the appropriate button above to display additional results, or [Refine Search Results](#) »

5

You have 3 selections in the active survey. [Load Active Survey](#) »

Select All Filter Remove Filter Add Spaces to Survey Map Results

Page 1 of 1 Previous Next Buildings per page 50 Sort by Address

858 Beatty Street, Vancouver, British Columbia

[View Details](#) [Map](#) [File Library](#)

Managed By PCI Developments Corporation, 604-684-1151 Leasing Contact [Blair Quinn](#), 604-662-5161

	Leasing District Yaletown	Direct Available	Direct Available Verification Date: Jun 3, 2015				
Building Name Pivotal Building	Office Class A	Space	Available Area sq. ft.	Space Type	Asking Rate \$/sq. ft.	Possession Date	Contact
Total Office Area 171,256 (sq. ft.)							

5. Once you have added spaces to your survey, you will get a confirmation note and a link to "load active survey."

# How to Save a Survey

## Available Space Survey

1 Save Report As [ ] Save

2 View saved surveys Export to Excel Reset Active Survey

3 Office (2) Industrial Retail

4 Enhanced View Column View Available Space View Full Page View

5 Select All Delete Spaces from Survey

6 Hide Boundaries Hide Map Results

7 858 Beatty Street, Vancouver, British Columbia X Delete

8 Managed By PCI Developments Corporation, 604-684-1151 Leasing Contact Blair Quinn, 604-882-5161

9

Leasing District	Yaletown
Building Name	Pivotal Building
Office Class	A
Total Office Area	171,256 (sq. ft.)
Number of Floors	8
Typical Floor	27,092 (sq. ft.)
Year Built	2002
Parking Ratio (1 per)	750 (sq. ft.)
Number of Parking Stalls	416
Direct Available Rate	1.2 %
Direct Available Area	2,116 (sq. ft.)
Sublet Available Area	67,884 (sq. ft.)

Direct Available	Available Area sq. ft.	Space Type	Asking Rate Spsf	Possession Date	Contact
<input type="checkbox"/> X	100	2,116	Office	35.00	Mar 5, 2015 Blair Quinn

Sublet Available	Space	Available Area sq. ft.	Space Type	Asking Rate Spsf	Possession Date	Contact
<input type="checkbox"/> X		500	10,539	Office	34.00	Apr 1, 2016 Kevin Nelson

Once the active survey is loaded, you have several different view/print options on this page. Some of the most commonly used features are described below.

6. You have the ability to see your survey in different formats. Click on any of the boxes (Enhanced View, Column View, Available Space View or Full Page View) to see the report.

7. The market nodes/boundaries are always identified on the map (in this example, you can see the Yaletown node highlighted in purple). In order to remove the boundaries, click on "Hide Boundaries." You can also remove the map by clicking on "Hide Map Results."

8. In order to remove a space from the survey, click the green X (Delete) from either the building or the suite.

9. In order to save your report recommended), enter a report title and click "Save."

# How to Save a Survey

Once you have saved your report, you should see several options:

The screenshot displays the AltusInSite user interface. At the top, there is a navigation bar with the AltusInSite logo, language options (Français), and links for About Us, Maps, Investment Trends Survey, Support, and Contact. The user's name, Shawna Rogowski, is displayed in the top right corner. Below the navigation bar, there are three main sections: Find (Available Space, Buildings, Leasing Agents), Perspective (Market Research & Statistical Reporting), and My InSite (Update Listings, My Reports & Profile Settings). The main content area shows the user's profile information (Shawna Rogowski, shawna.rogowski@altusgroup.com, Tel: 416-641-9500) and a list of actions: Print Options, Email page as PDF, Update, and File Library. Below this, there are sections for My Reports and My Surveys. In the My Surveys section, there are two buttons: View the active survey (labeled 10) and Reset Active Survey (labeled 11). A table lists the surveys with columns for Report Name and Date Saved. The first survey is 'Test Survey' (Jun 22 2015 3:31PM) and the second is 'Yaletown Office' (Jun 17 2015 5:16PM). A green X icon (labeled 12) is visible next to the 'Test Survey' entry, indicating a delete option.

10. You can “view the active survey” which will show the details of the spaces/buildings that you have added. Please note that you can only have 1 active survey at a time.

11. If you are done working with this survey, you can click “Reset Active Survey” which will allow you to keep the saved copy and work on a brand new survey.

12. The green X beside a survey allows you to delete surveys permanently.

13. In order to print/email your survey, please see next page of this guide detailing print and email options.

# How to Save a Survey

The screenshot displays the AltusGroup survey interface. At the top, the user's name 'Shawna Rogowski' and contact information are shown. Below this, there are navigation tabs: 'Print Options [ x ]', 'Email page as PDF', 'Update', and 'File Library'. The 'Print Options' panel is open, showing a list of items to be printed, all of which are checked. A 'PRINT' button is located at the bottom of this panel. To the right, there is a 'Load Active Survey' button and several view options: 'Enhanced View', 'Column View', 'Available Space View', 'Full Page View', 'Hide Boundaries', and 'Hide Map Results'. Below the print options, there is a map showing the survey location. In the foreground, a modal window for 'Email page as PDF [ x ]' is open, prompting the user to enter an email address and a subject line. The 'SEND' button is at the bottom of this modal.

Shawna Rogowski  
shawna.rogowski@altusgroup.com  
Tel: 416-641-9500

Print Options [ x ]   Email page as PDF   Update   File Library

Checked items will appear on the printed output. Uncheck items to remove them from the display and printed output.

- Your Logo
- Your Personal Information
- Manager Contact
- Building Leasing Contact(s)
- Suite Leasing Contact(s)
- Suite Comments
- Verification Date
- Direct Available Suites
- Sublet Available Suites
- Report Title
- Print 3 Buildings per Page

PRINT

Load Active Survey

Enhanced View   Column View   Available Space View   Full Page View

Hide Boundaries   Hide Map Results

Shawna Rogowski  
shawna.rogowski@altusgroup.com  
Tel: 416-641-9500

Print Options   Email page as PDF [ x ]   Update   File Library

Enter an email address to send the PDF to and if desired, enter a personalized subject line.

E-mail Address:

Subject Line:

Sent from the Altus InSite website

SEND

## Print Options:

Click on any of the print options and click the "Print" button at the bottom in order to print to a printer or PDF file.

## Email Options:

In order to email the file, please enter Email address of recipient and a subject line of your choice and click "send." Please note that at times, some servers may block these emails, so you may want to use the print feature to save as PDF and email directly from your email program.

# How to Access Saved Surveys

Saved surveys can be accessed through the “My InSite” section of the site.

The screenshot shows the AltusInSite website interface. At the top, there is a navigation bar with the AltusInSite logo, language options (Français), and links for About Us, Maps, Investment Trends Survey, Support, and Contact. The user's name, Shawna Rogowski, is displayed in the top right corner. Below the navigation bar, there are three main sections: 'Find' (Available Space, Buildings, Leasing Agents), 'Perspective' (Market Research & Statistical Reporting), and 'My InSite' (Update Listings, My Reports & Profile Settings). The 'My InSite' section is highlighted with a red circle '1'. Below this, there are three icons: 'Update Building/Space', 'My Reports' (highlighted with a red circle '2'), and 'Update My Profile'. The 'My Reports' icon is a clipboard with a checklist. Below the icons, there is a 'My Surveys' section. It contains two buttons: 'View the active survey' (highlighted with a red circle '3') and 'Reset Active Survey' (highlighted with a red circle '4'). Below the buttons is a table of surveys:

	Report Name	Date Saved	
<a href="#">Rename &gt;</a>	<a href="#">Test Survey &gt;</a>	Jun 22 2015 3:40PM	✕
<a href="#">Make Active &gt;</a> (highlighted with a red circle '5')	<a href="#">Yaletown Office</a>	Jun 17 2015 5:16PM	✕

1. Click on the “My InSite” blue box at the top of the page.

2. Click on “My Reports.”

3. In order to view/edit the current survey you are working on, click on “View the Active Survey.”

4. If you have finished working on your current survey and would like to start a new survey, click on “Reset Active Survey.”

5. If you would like to work with one of your other saved surveys (besides the active one), click “Make Active” beside any survey you would like to view/edit.

**NOTE:** The results of the survey are always live (real time), so if one of the suites in your survey selection has been updated and is no longer available, it will not show up in your survey. If new suites are available that meet your criteria, they will not be automatically added to your survey so it's recommended to check which suites have recently been added/removed in the Market Activity Report, available to subscribers within the Perspective section of the website.