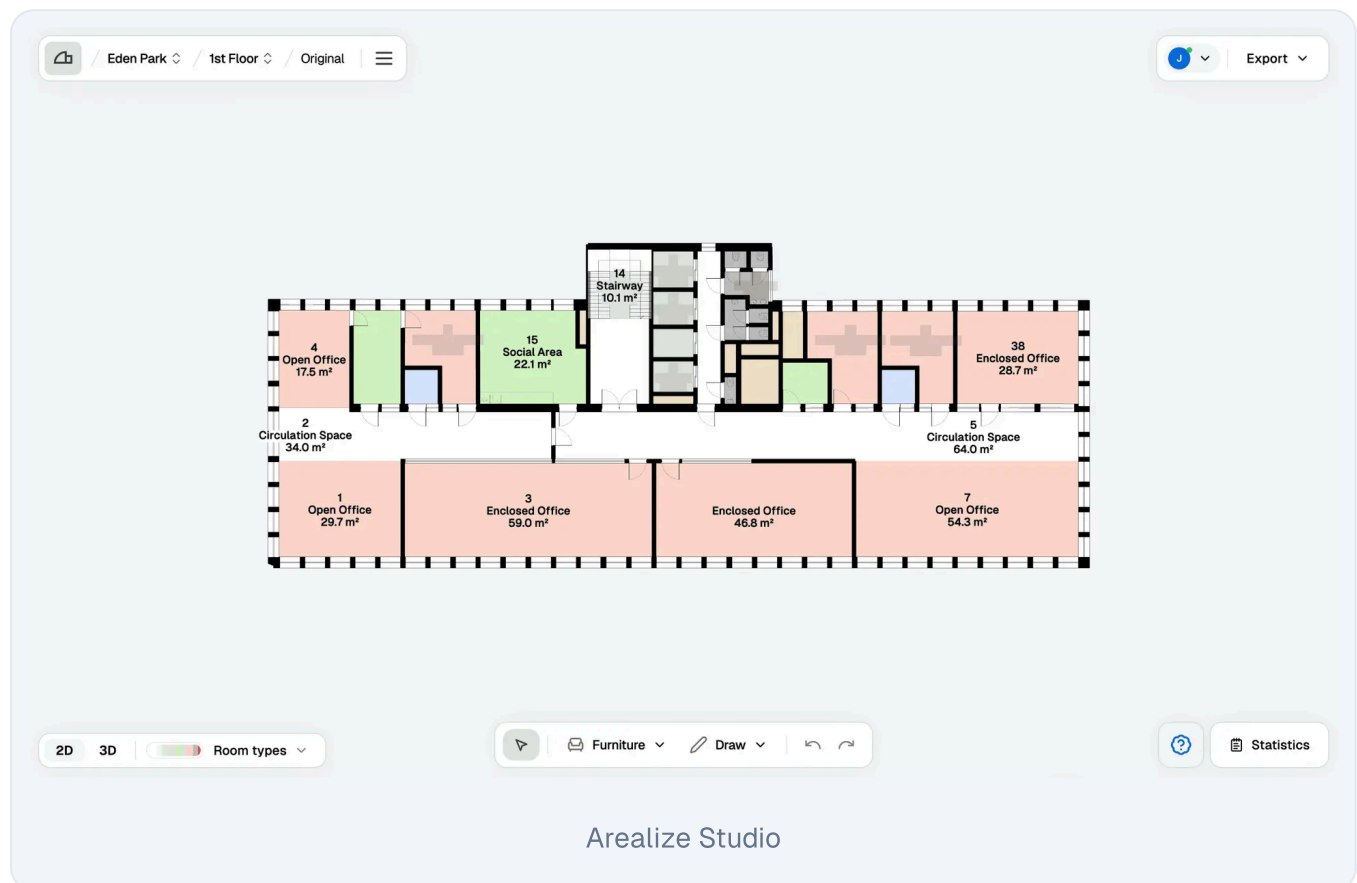


Home



How to use Arealize?

1. Create a building and add floors
2. Digitize a floor
3. Get notified when the floor(s) are available
4. Open floor plan in Studio
5. Export floor as PDF or Excel

Shortcuts

Navigate directly to a topic of interest.

Create a building

Create a building and add floors.

Digitize floor

Digitize a floor.

Areas

Customize areas and view statistics for a floor.

Export PDF

Export floor as PDF.

Frequently Asked Questions

- > How do I activate parts of a floor plan?
- > Which format provides the best result?
- > Can I only upload floor plans for office spaces?

Log in

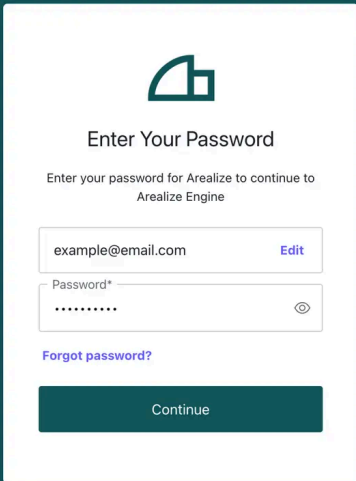
Register a new user and log in to the Arealize Dashboard.

Register User

In order for new users to access Arealize, they must be registered by their organization. Contact us [here](#) if you are missing user information.

Log in

Navigate to [Dashboard](#) ↗ and log in with your email and password.



The image shows a login form for Arealize Engine. The form is centered on a dark teal background. At the top of the form is the Arealize logo, which consists of a stylized 'A' and 'E' inside a square. Below the logo is the title 'Enter Your Password'. Underneath the title is a subtitle: 'Enter your password for Arealize to continue to Arealize Engine'. The form contains two input fields: an email field with the placeholder 'example@email.com' and an 'Edit' link to its right, and a password field with a 'Password*' label, a series of dots for the password, and an eye icon to toggle visibility. Below the password field is a link that says 'Forgot password?'. At the bottom of the form is a dark teal button with the text 'Continue'.

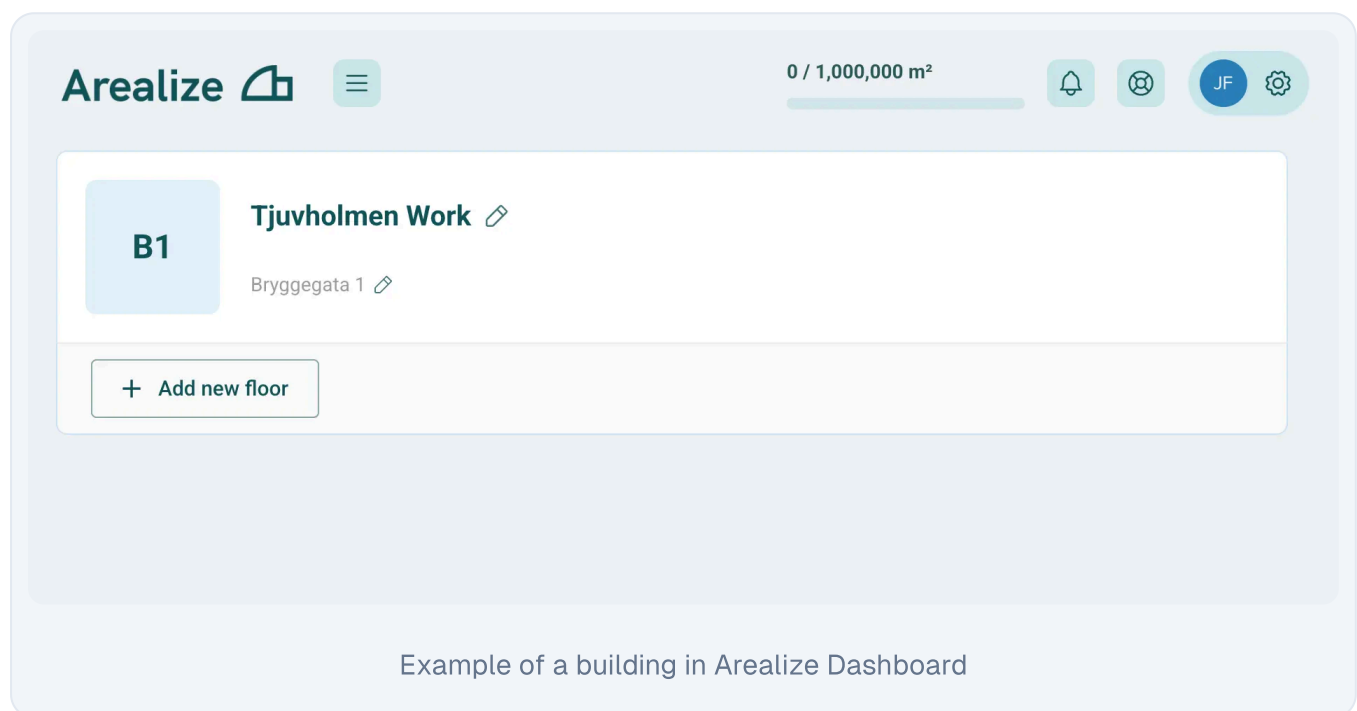
Troubleshooting

Known issues and solutions.

- > I forgot my password
- > I need help registering a new user

Create Building

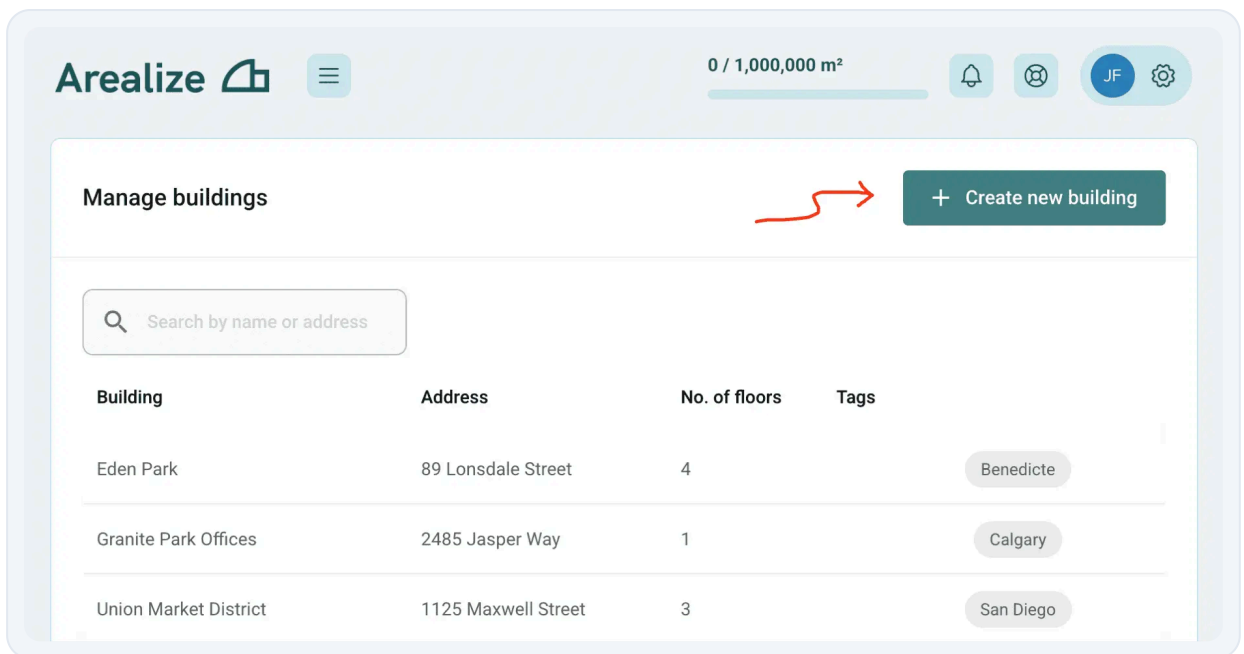
How to create a new building in Arealize Dashboard



Steps

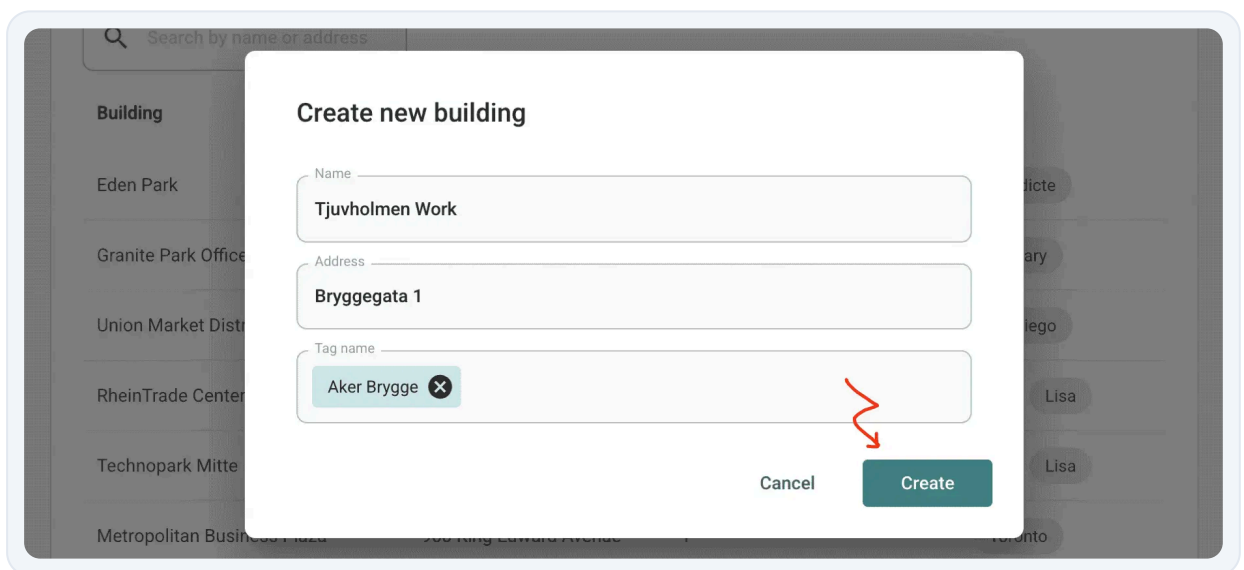
1 Create building

Click on “New building”.



2 Fill in details

Fill in the name and address, and add tags for easier organization of the buildings. Then press 'Create' to complete.



3 Search for building

You can use the search field to find and modify or create floors for the building. You can also search for tags or address to find the building.



Manage buildings

[+ Create new building](#)

Building

Address

No. of floors

Tags

Tjuvholmen Work

Bryggegate 1

0

Aker Brygge

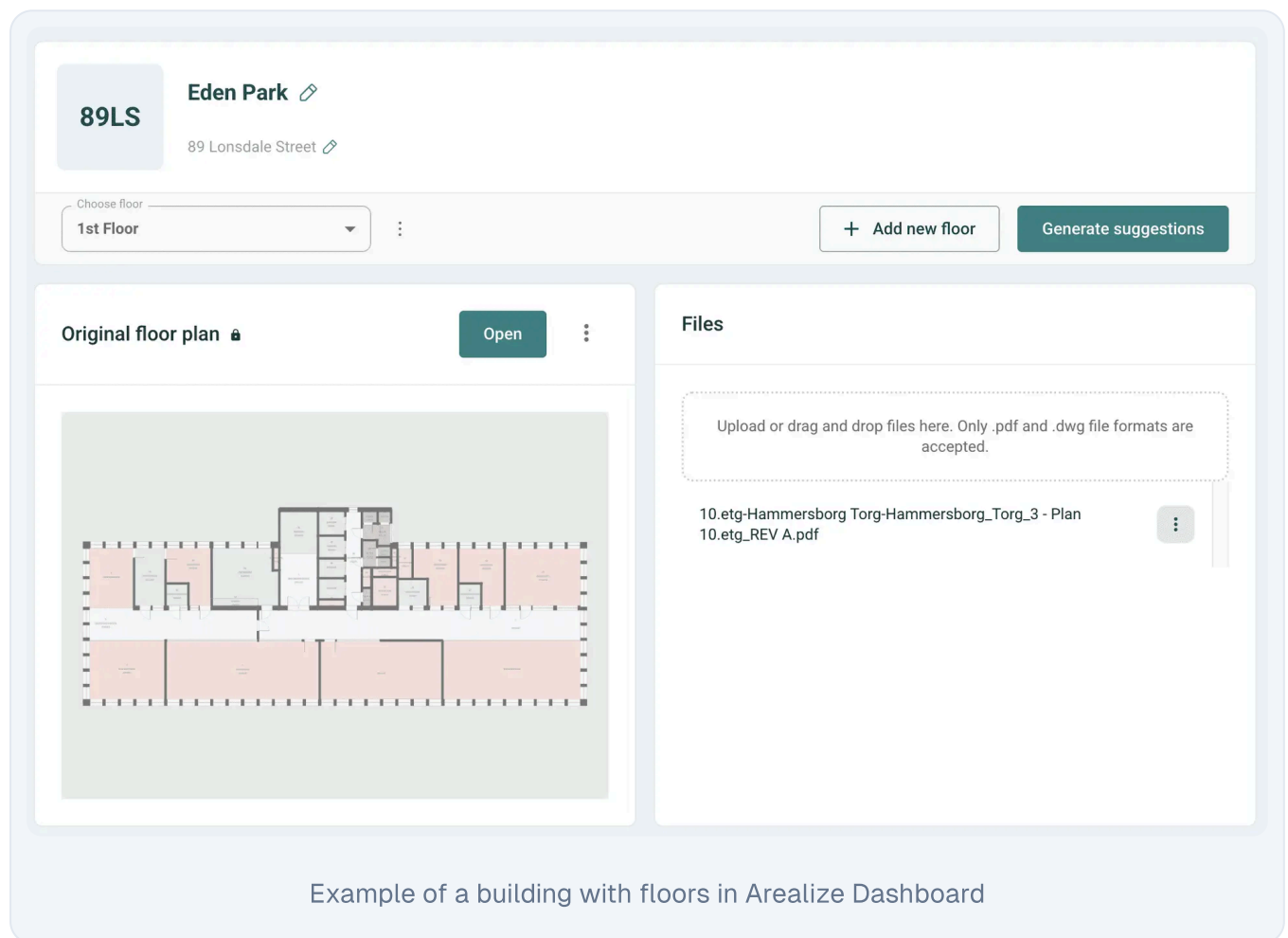
Rader per side: 25 ▾

1–10 av 10



Add Floors

How to add floors to a building



Steps

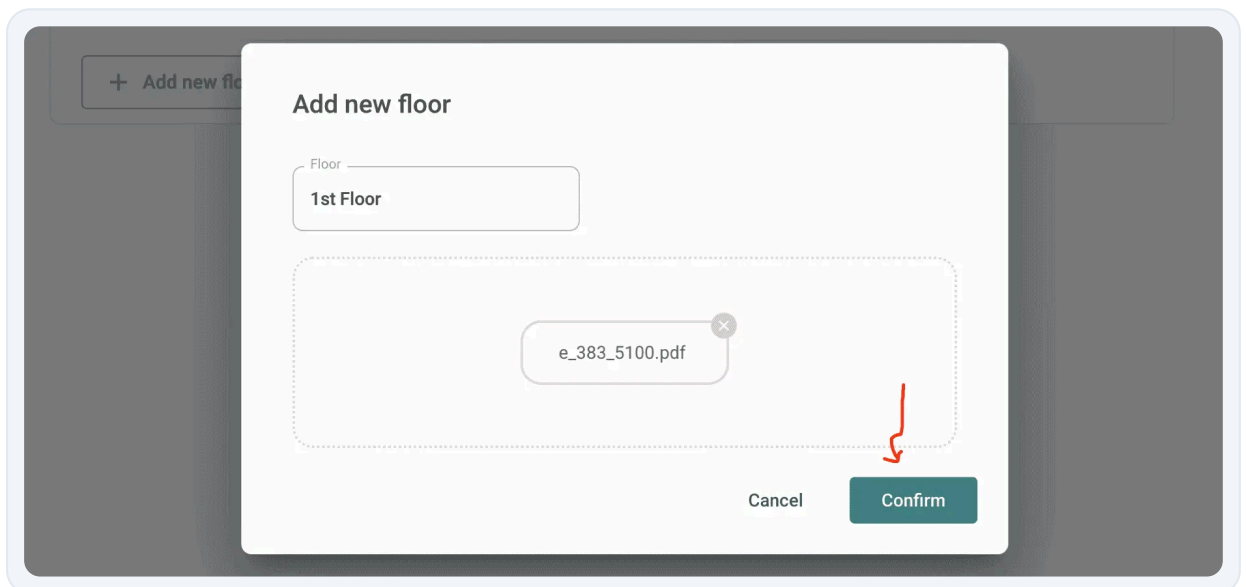
1 Add a floor

Click on the "Add new floor" button.



2 Upload floor plan

Enter the floor number, for example, “U1”, “3”, or “Roof”. Drag and drop a PDF for the floor, and click “Next”.



3 Edit details and upload more files

The floor is being activated, but you can still make changes, or delete and add new files.



B1

Tjuvholmen Work

Bryggegate 1

Choose floor

1st Floor



+ Add new floor



This floor is not activated yet.

Activate floor

Files

Upload or drag and drop files here. Only .pdf and .dwg
file formats are accepted.

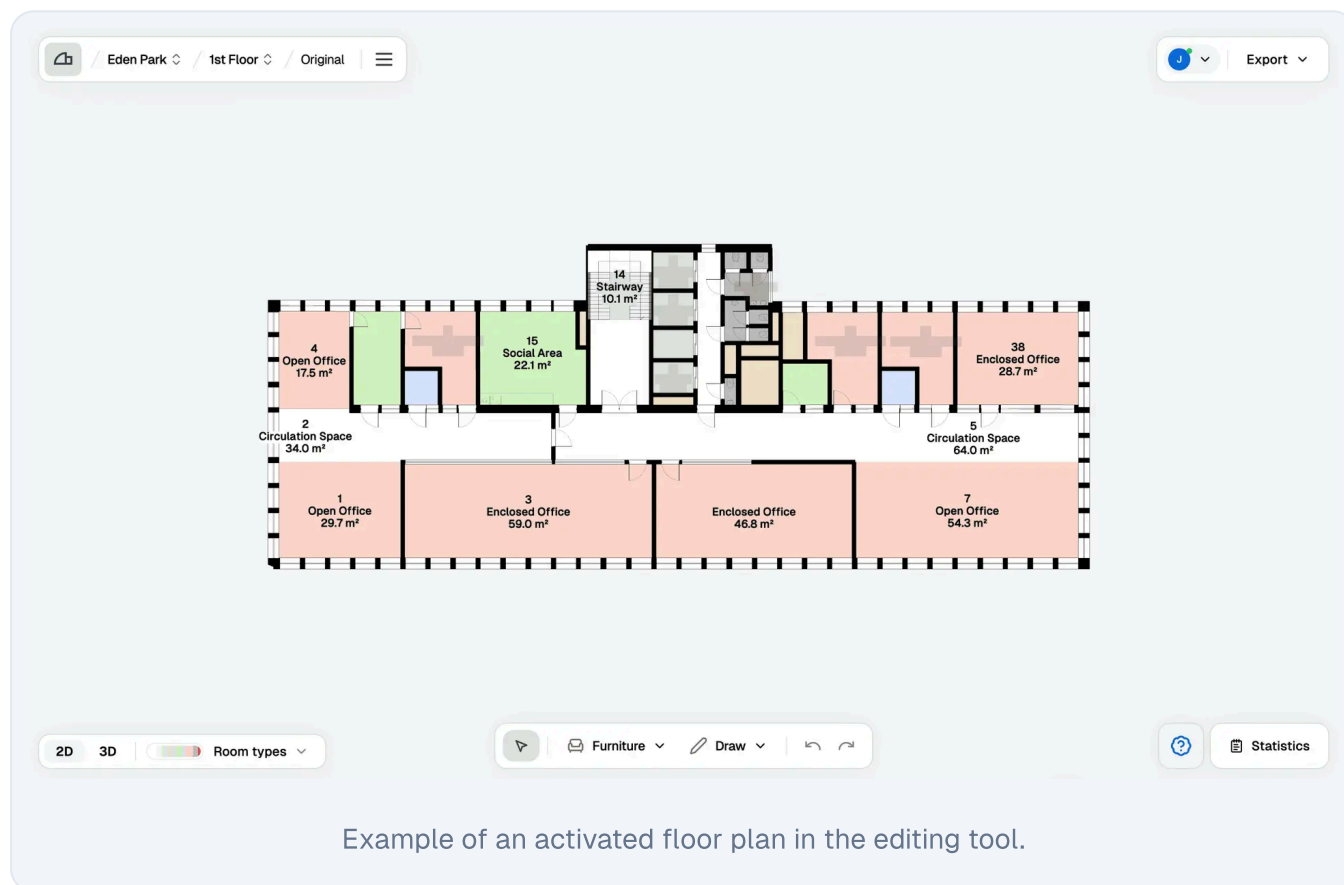
e_383_5100.pdf



Digitize Floor

How to digitize a floor plan

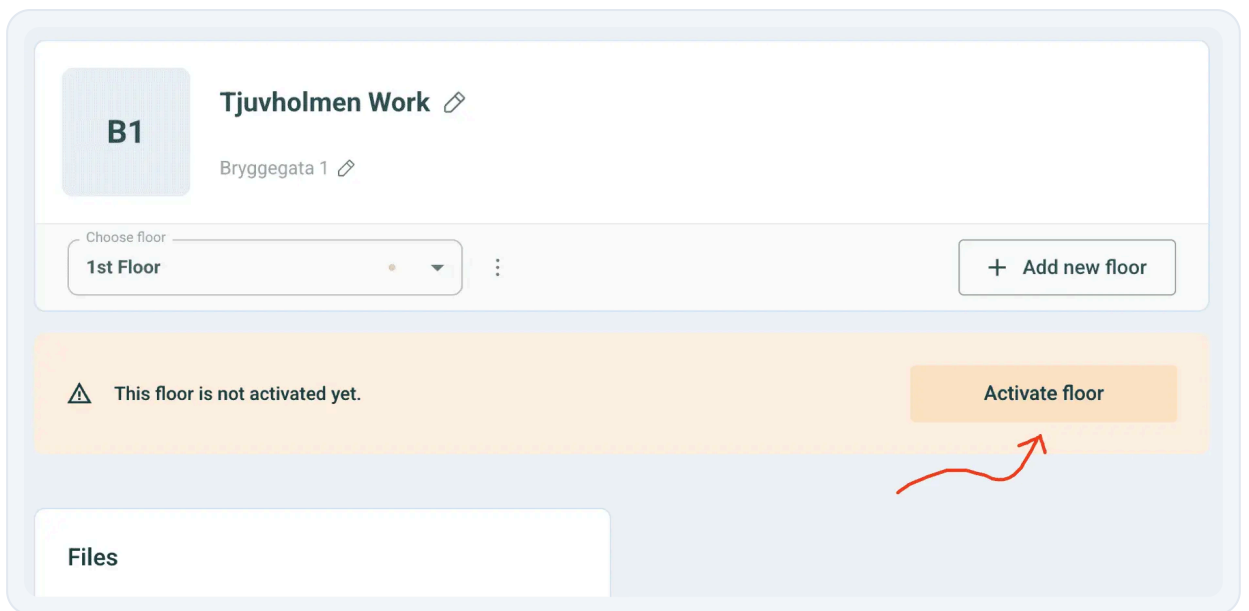
When digitizing a floor, the floor plan becomes editable. You can adjust areas and furniture, export statistics, and export the floor plan in various formats.



Steps

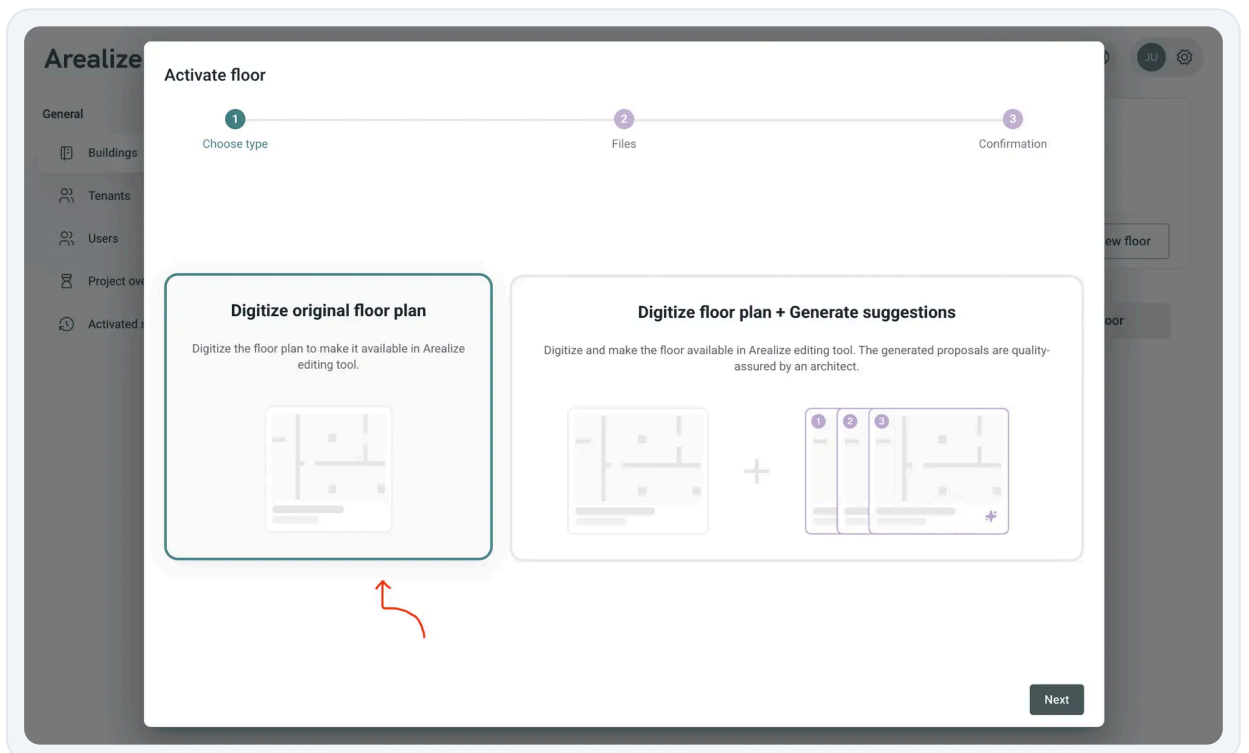
1 Activate Floor

To create an editable version, you need to start an activation. Click on 'Activate Floor' to proceed.



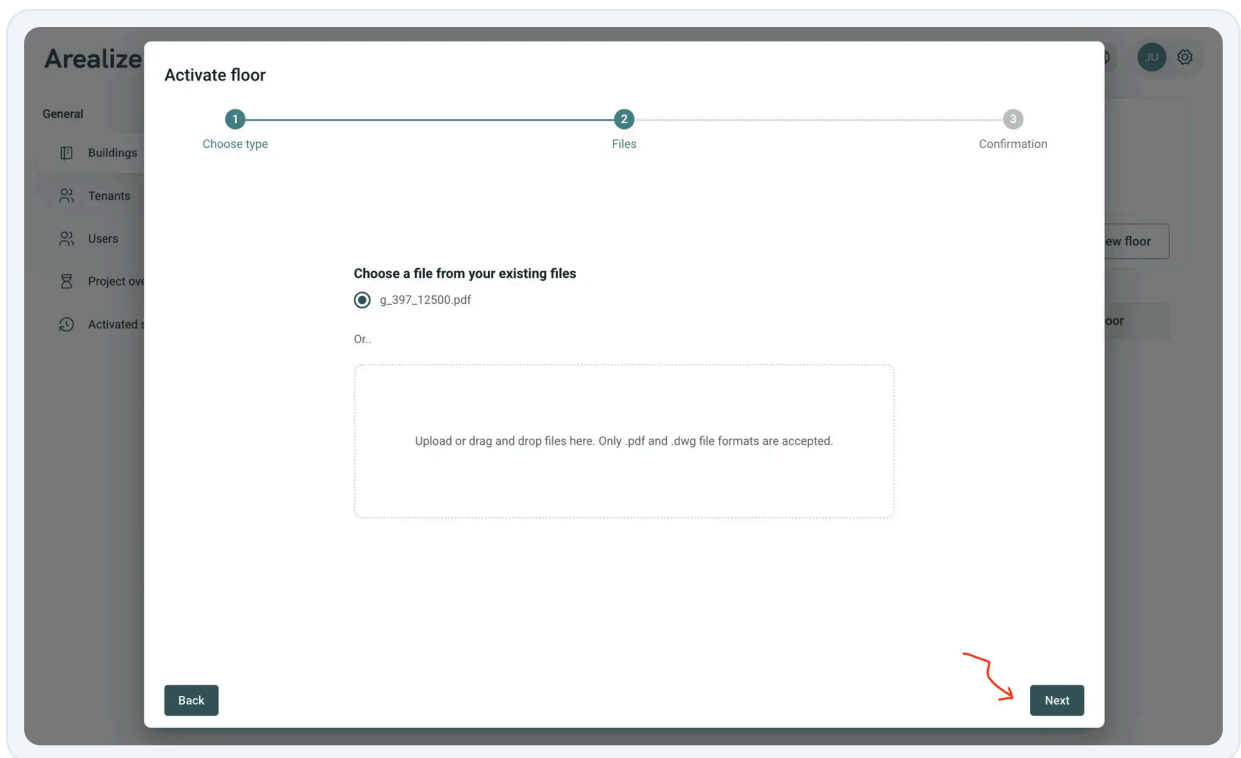
2 Select 'Digitization'

Select “Digitize Floor Plan”. Click “Next.”



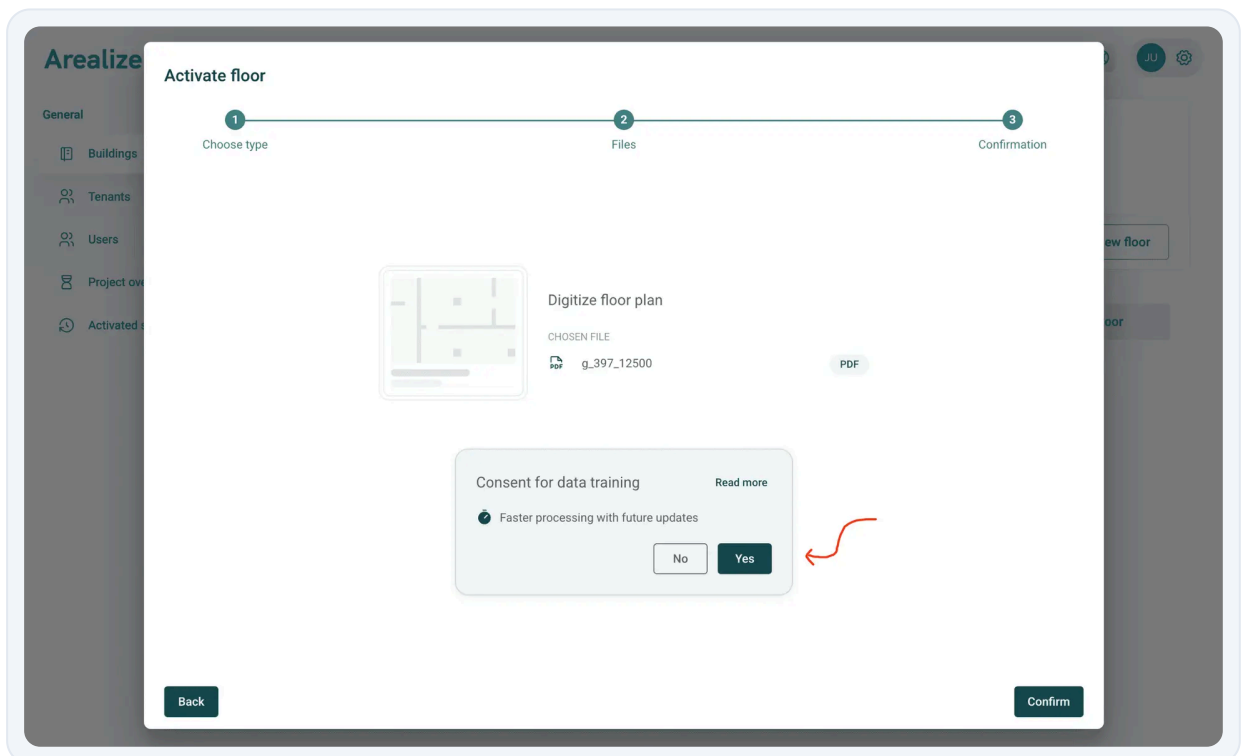
3 Upload File

Upload a PDF file of the floor plan, or select the correct file if you have already uploaded it.




4 Confirm Digitization

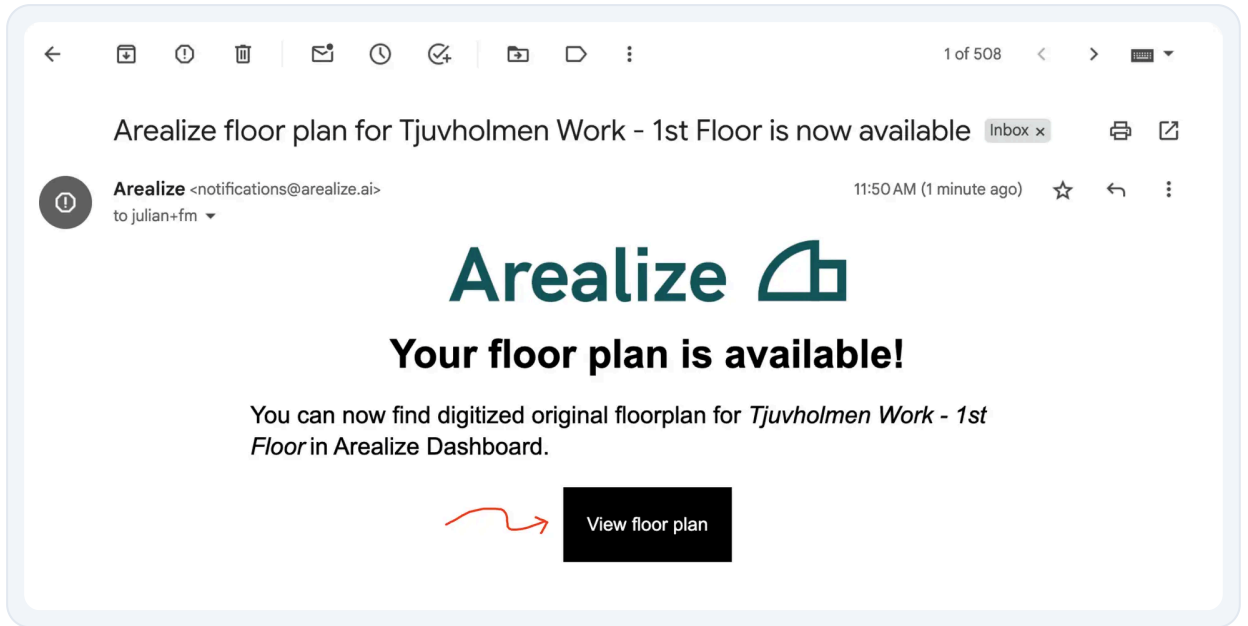
We will ask for your consent to include the floor plan as training data. Opting in will help improve both speed and accuracy of the digitization of future floors. To learn more, click on the “Read more” link.



5 Receive Email Notification

You will receive an email notification when the floor plan is ready. Open the email and click “View floor plan” to be taken directly to the Arealize Studio editing tool.

 The process may take up to 24 hours.



It is recommended to enable **Notifications**. This will ensure that you are notified when your floor plans are available.

Create tags

How to create tags in Arealize Dashboard

Manage buildings

+ Create new building

Q Search by name or address

Building	Address	No. of floors	Tags
Tjuvholmen Work	Bryggegate 1	1	Aker Brygge
Eden Park	89 Lonsdale Street	4	Benedicte
Granite Park Offices	2485 Jasper Way	1	Calgary
Union Market District	1125 Maxwell Street	3	San Diego

Example of tags in Arealize Dashboard

Steps

Tags help you organize your buildings. They can be reused on multiple buildings and used to group buildings by responsible person ('Ada'), location ('Bergen'), or other criteria. You decide what the tags should be called.

1 Create tag

Select "Add or edit tags" to get started.

Address	No. of floors	Tags	Updated at	
Bryggegata 1	1	Aker Brygge	31/07/2025	⋮
89 Lonsdale Street	4	Benedicte	31/07/2025	⋮
2485 Jasper Way	1	Calgary	21/05/2025	⋮
1125 Maxwell Street	3	San Diego	20/05/2025	⋮
Rheinallee 47	1	Berlin Lisa	20/05/2025	⋮

- 🏷️ Add or edit tags
- ✎ Edit building
- 🗑 Delete project

2

Manage tags

Select one or more tags from the list, or add a new one. Click outside the menu to confirm the changes.

0

Tag name

Tjuvholmen

☒ Aker Brygge

☒ Tjuvholmen

🗑

🗑

Selected tags will be displayed in the list of buildings.

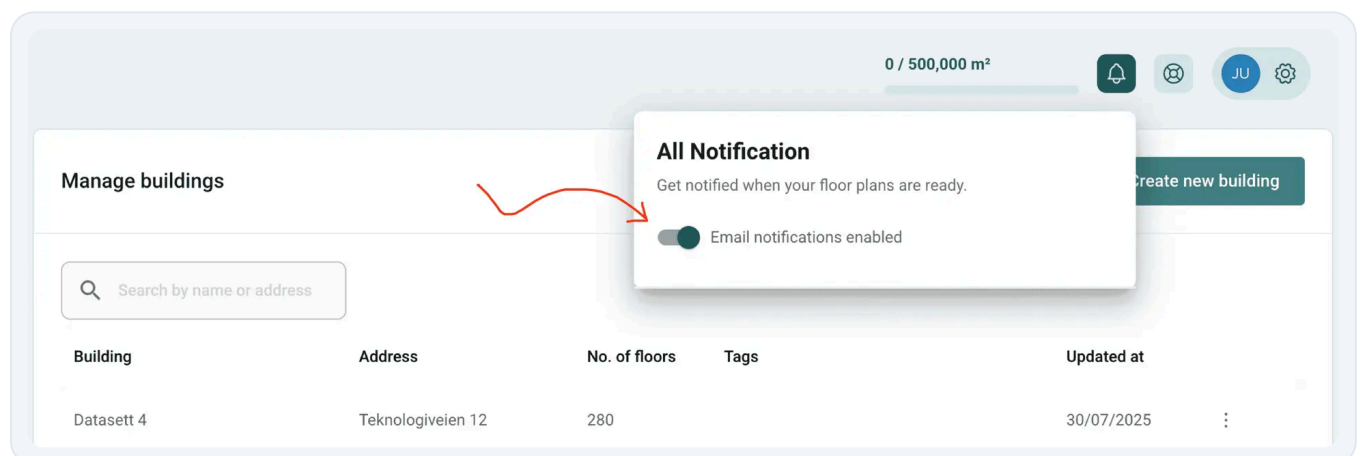
Address	No. of floors	Tags	Updated at
Bryggegate 1	1	<div>Aker BryggeTjuvholmen</div>	31/07/2025 ⋮
89 Lonsdale Street	4	<div>Benedicte</div>	31/07/2025 ⋮
2485 Jasper Way	1	<div>Calgary</div>	21/05/2025 ⋮
1125 Maxwell Street	3	<div>San Diego</div>	20/05/2025 ⋮

Alerts

How to receive email alerts when your floor plans are available in Studio

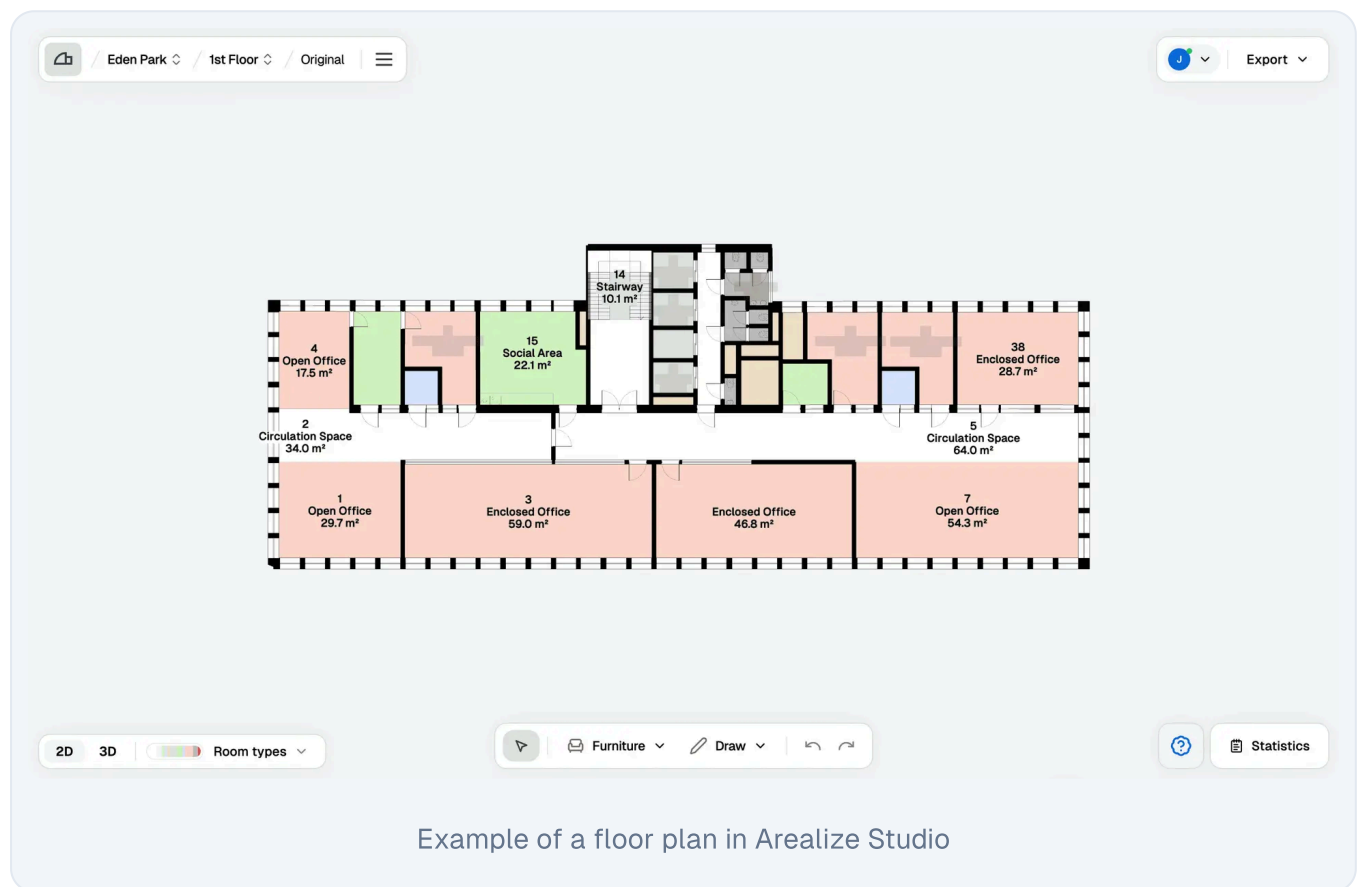
Turn on alerts

Click on the bell in the upper right corner and turn on alerts to receive an email when your floor plans are available in Studio.



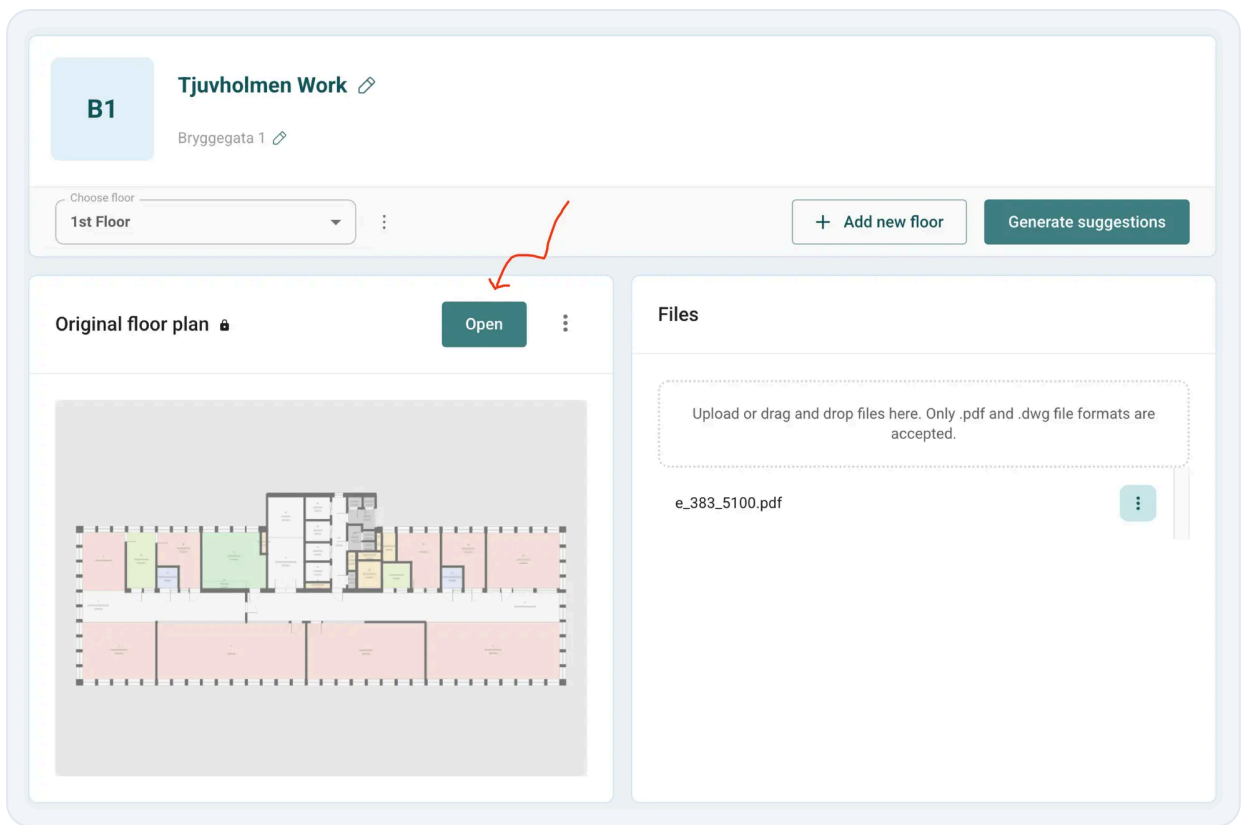
Open floor plan

How to open a floor plan in Arealize Studio



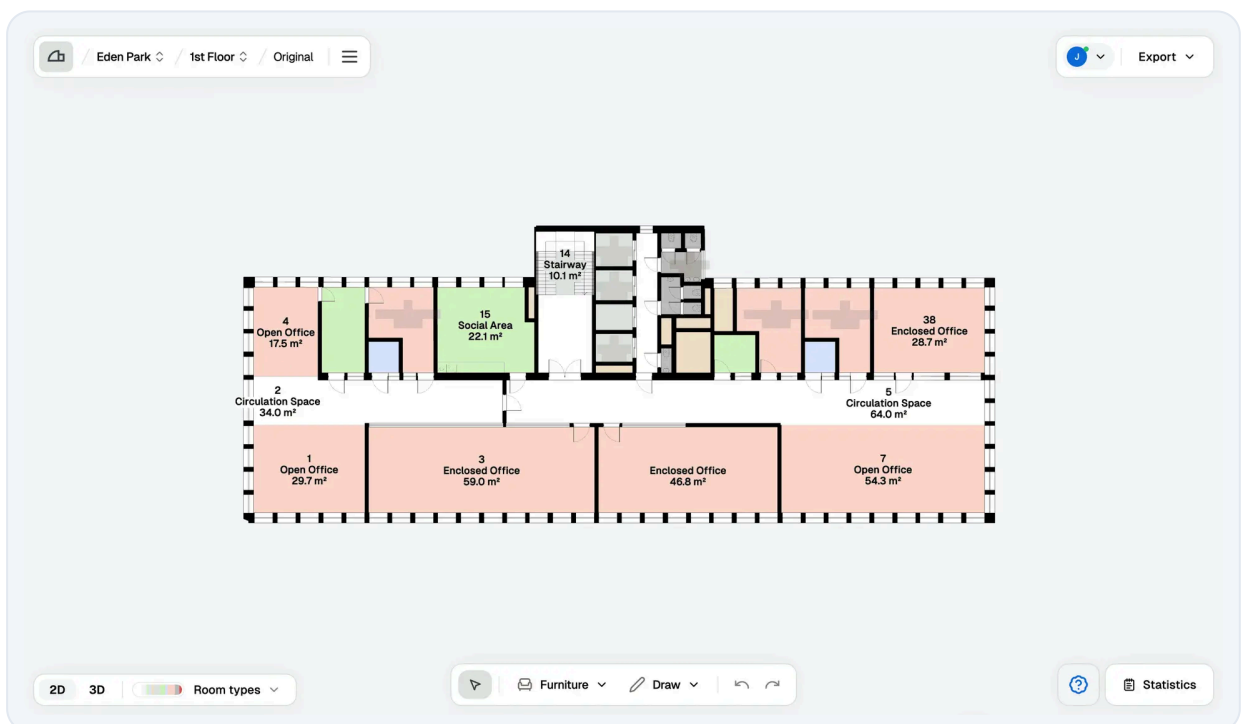
1 Navigate to the floor

Navigate to the floor in the Dashboard, and click on the drawing to open it in the Studio.



2 Open the floor

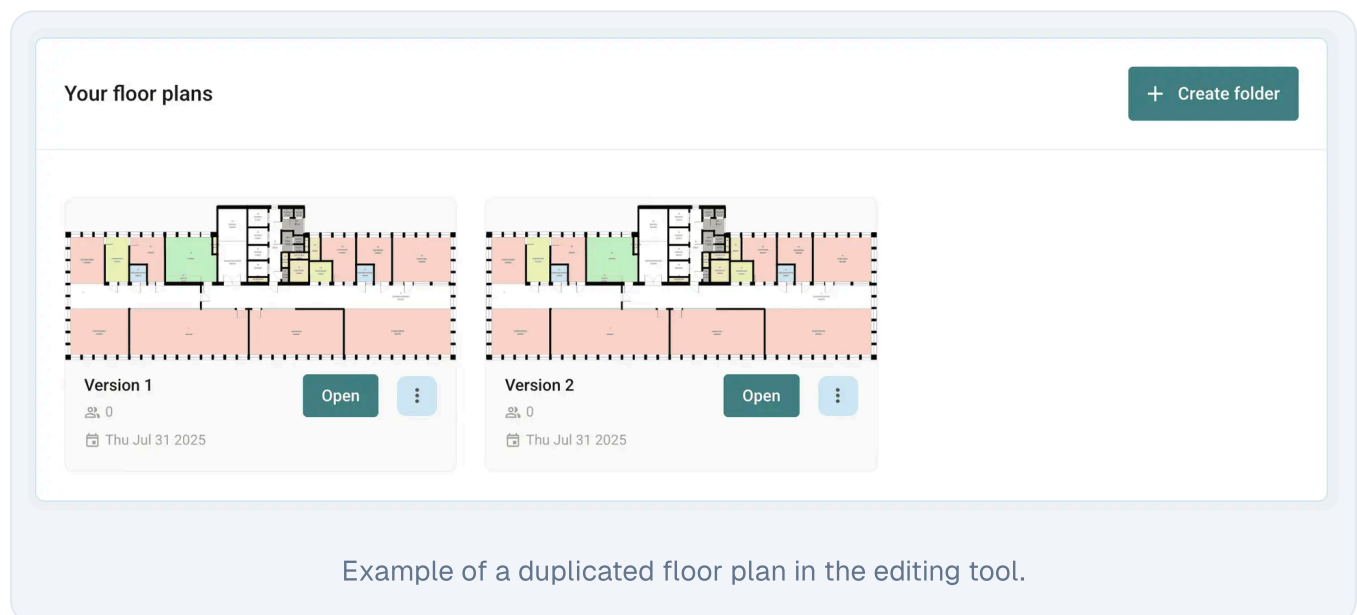
You are now in Arealize Studio.



Duplicate floor

How to duplicate a floor

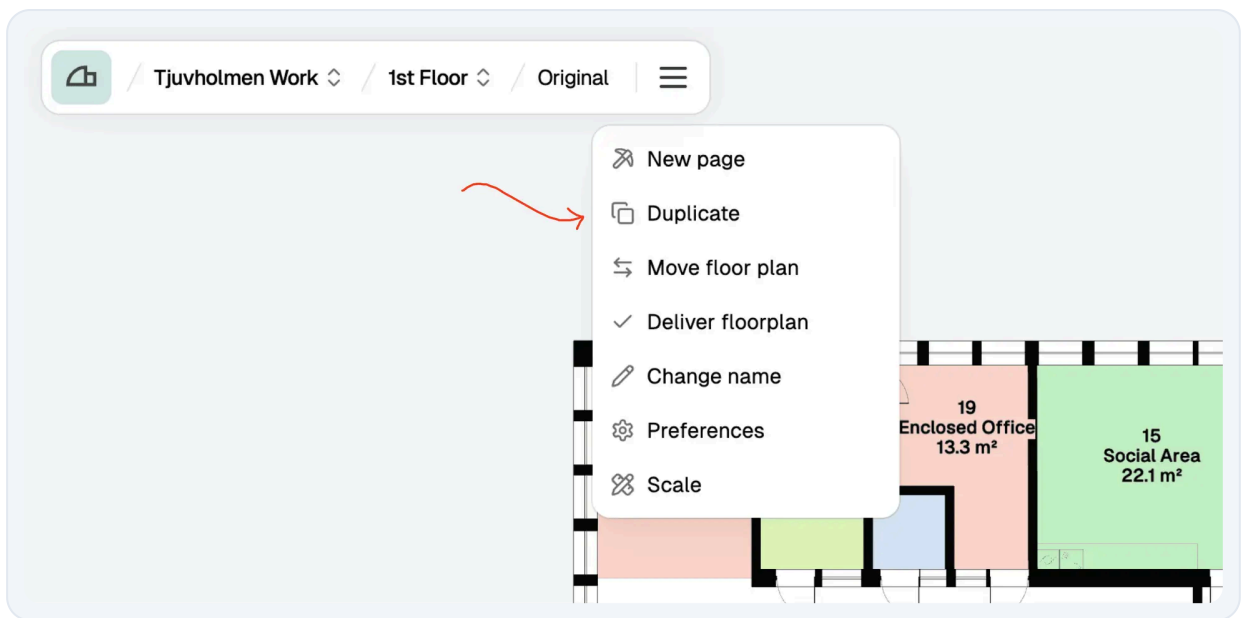
When you duplicate a floor, you create an exact copy that you can modify independently. This is useful for creating variations of floor plans or testing different layouts.



Steps

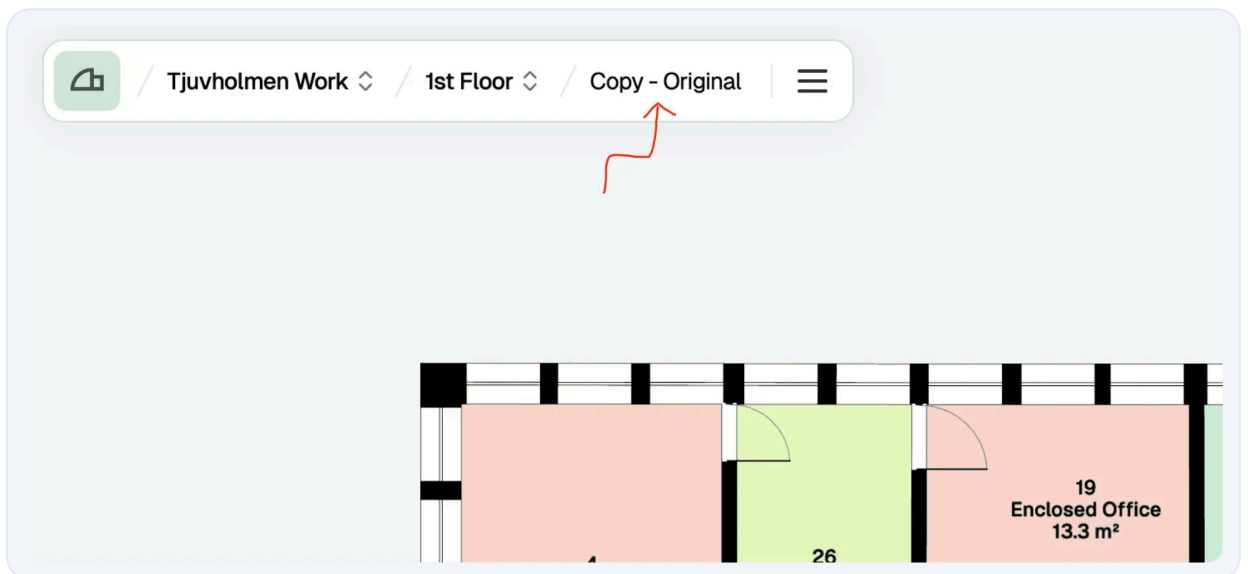
1 Duplicate floor

Click the hamburger icon in the toolbar menu and choose 'Duplicate.'



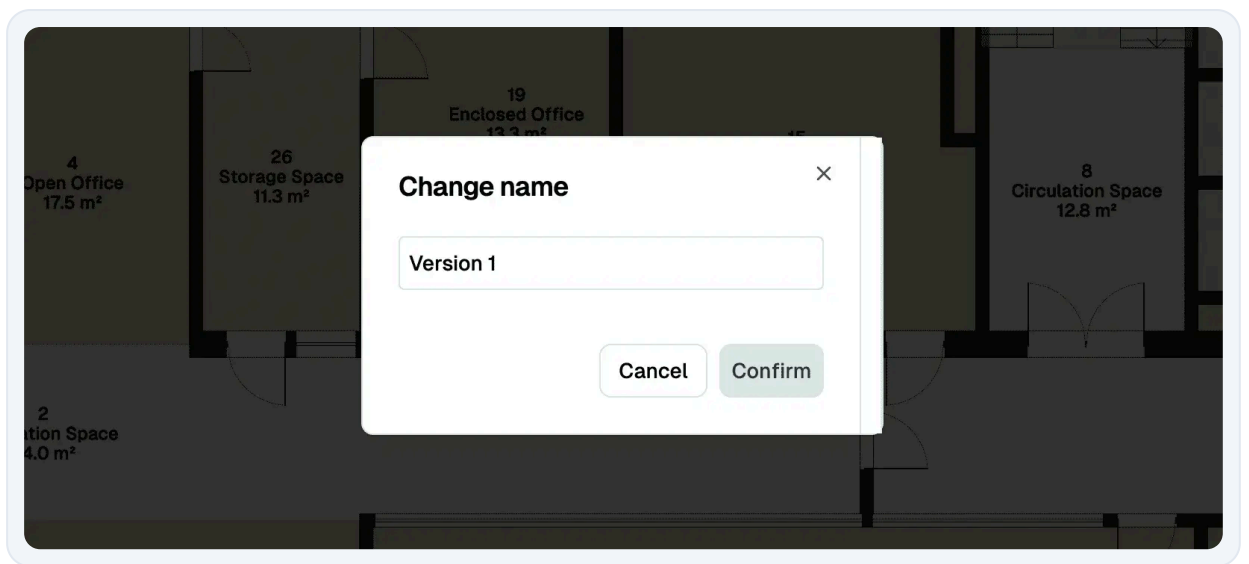
2 Change name

Click once on the floor name to change the name.



3 Confirm

Write a new name and click "Confirm."



Open duplicate

The duplicate will appear under the floor in the Dashboard, and you can open it in the editing tool from there.

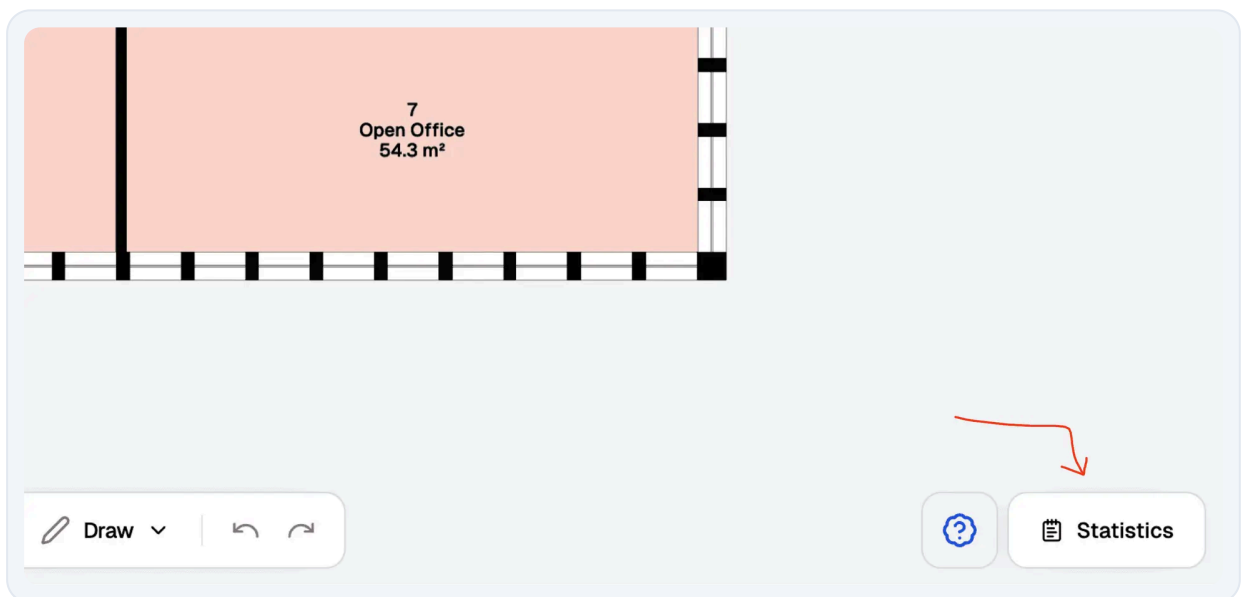
Areas

Customize areas and view statistics for your floor plan.

Steps

1 Open statistics panel

In the left sidebar, open the “Statistics” tab.



2 Statistics overview

The statistics panel organizes rooms by room type and displays the number of rooms and total area for each type.

Statistics

Select area calculation method

Net Internal (NET)

Search

Showing 38 rooms in the table, at a total area of 485.3 m²

Room type	Room Name	Sum Area	Room Number	Zone	Floor type	Cleaning profi
Open Office (1)		101.5 m ²				
(3)		101.5 m ²				
		17.5 m ²	4	Tenant B	Carpet	-
		29.7 m ²	1	Tenant A	Carpet	-
		54.3 m ²	7	Tenant A	Carpet	-
Storage Space (1)		16.1 m ²				
Multi-/Quiet Room (1)		5.8 m ²				

3

Inspect areas

Select an area type or a specific area by clicking on a row in the statistics panel. This will open up the properties panel for your selection.

Tjuvholmen Work

1st Floor

Original

4 Open Office 17.5 m²

26 Storage Space 11.3 m²

2 Circulation Space 34.0 m²

1 Open Office 29.7 m²

Selected (1)

Areas (1)

Room number: 1

Room name:

Room type: Open Office

Zone: Tenant A

Floor type: Carpet

Cleaning profile: Undefined

Statistics

Select area calculation method

Net Internal (NET)

Search

Showing 38 rooms in the table, at a total area of 485.3 m²

Room type	Room Name	Sum Area	Room Number	Zone	Floor type	Cleaning profi
Open Office (1)		101.5 m ²				
(3)		101.5 m ²				
		17.5 m ²	4	Tenant B	Carpet	-
		29.7 m ²	1	Tenant A	Carpet	-
		54.3 m ²	7	Tenant A	Carpet	-
Storage Space (1)		16.1 m ²				
Multi-/Quiet Room (1)		5.8 m ²				
Wet Room (2)		9 m ²				
Kitchen (1)		2.2 m ²				
(1)		2.2 m ²				

4

Change properties

Edit the room type, name, area type, and more. Your changes will be saved automatically.

Selected (1)

Areas (1)

Room number

1

Room name

Open library

Room type

Multi-/Quiet Room

Zone

Tenant A

Floor type

Carpet

Cleaning profile

Undefined

2

Circulation Space

34.0 m²

1

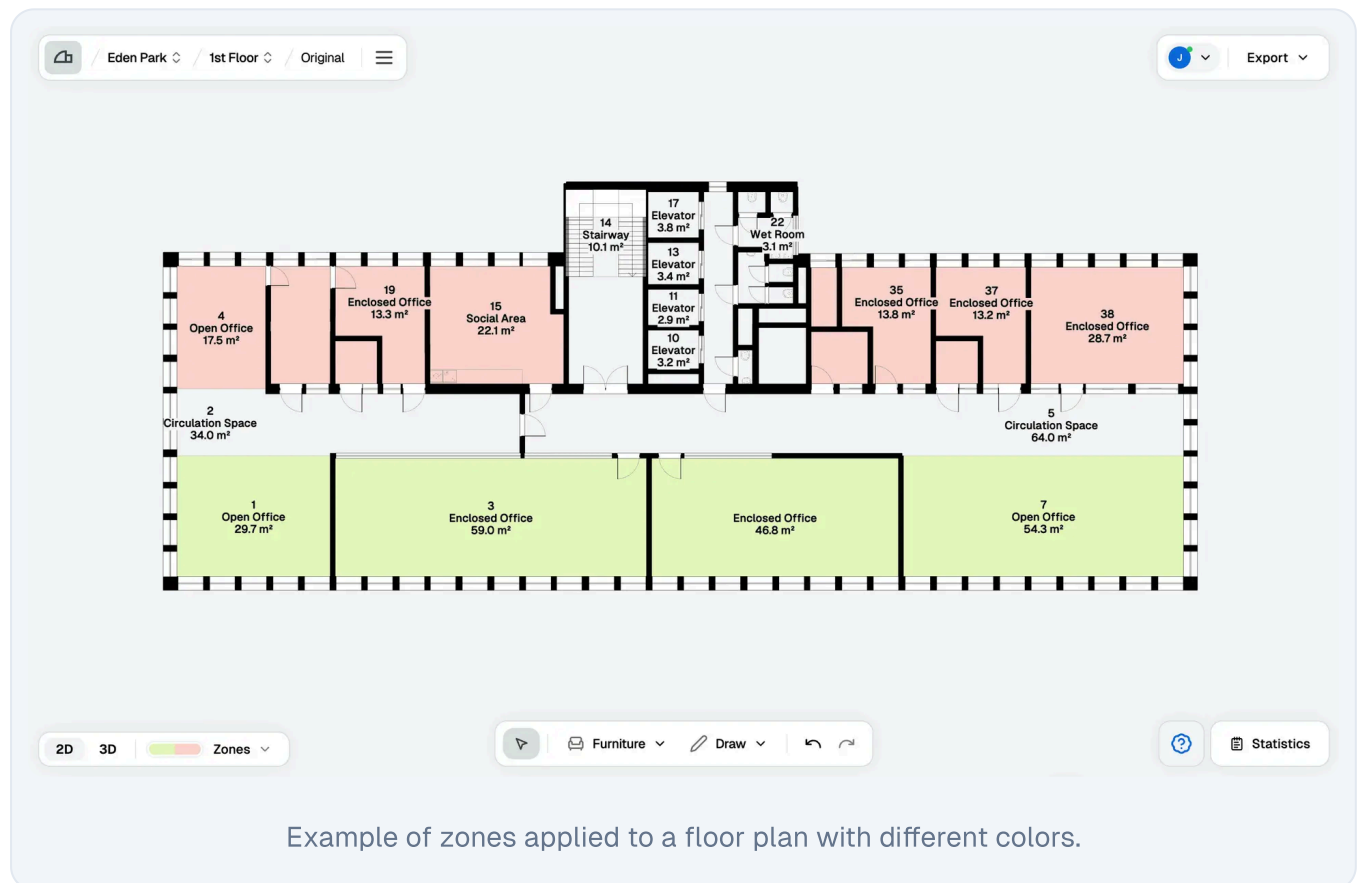
Open library

29.7 m²

Zones

Create and manage zones to organize your floor plan areas.

Zones allow you to categorize and organize areas within your floor plan. You can create custom zones with specific names and colors, then assign areas to these zones for better organization and visualization.

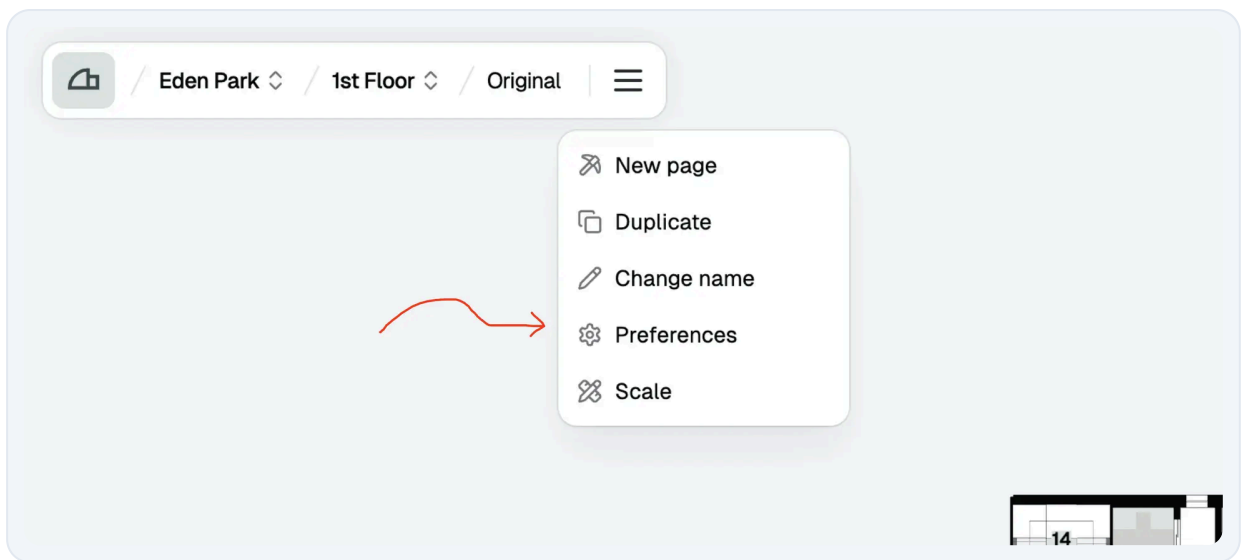


Example of zones applied to a floor plan with different colors.

Steps

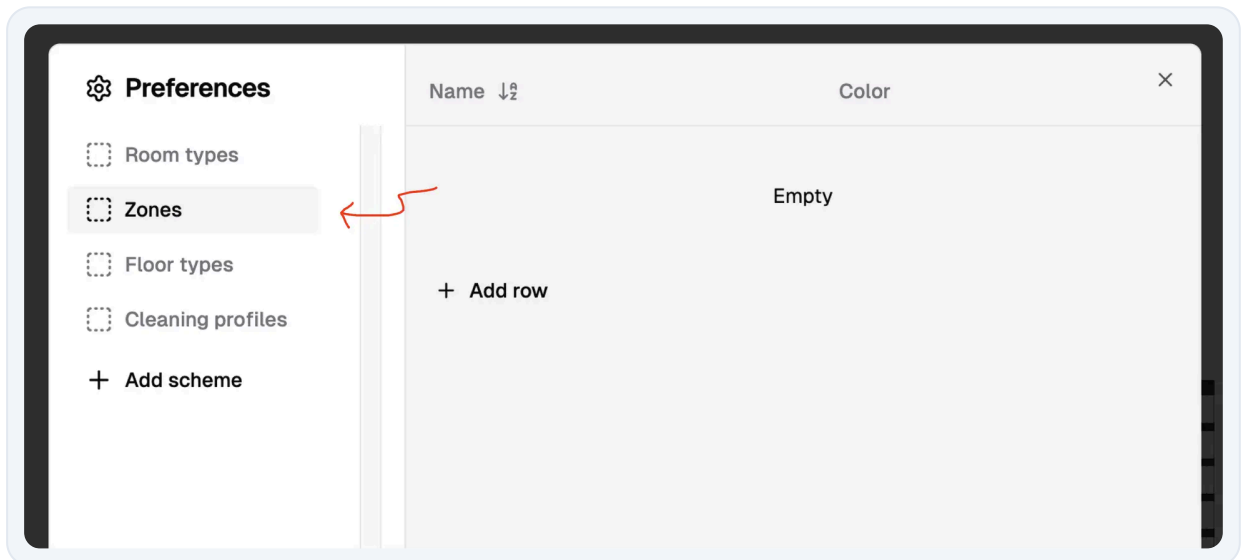
1 Open Preferences

Open the top left menu and select "Preferences".



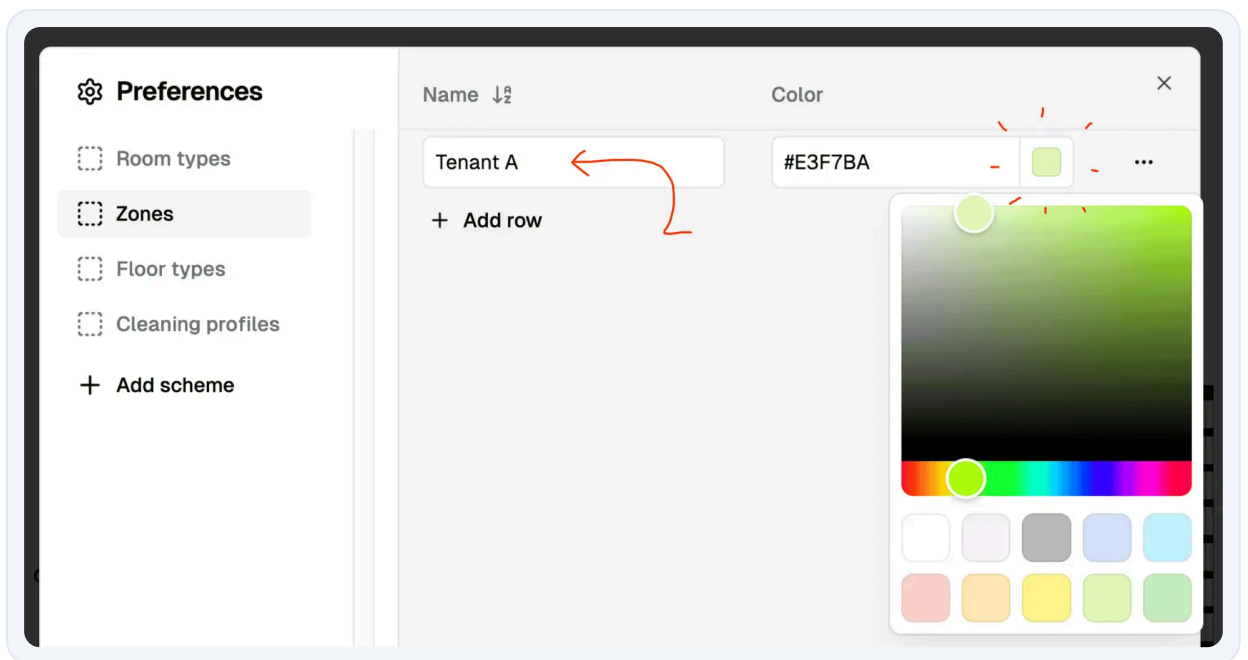
2 Navigate to Zones Tab

Click on the “Zones” tab on the left side of the panel.



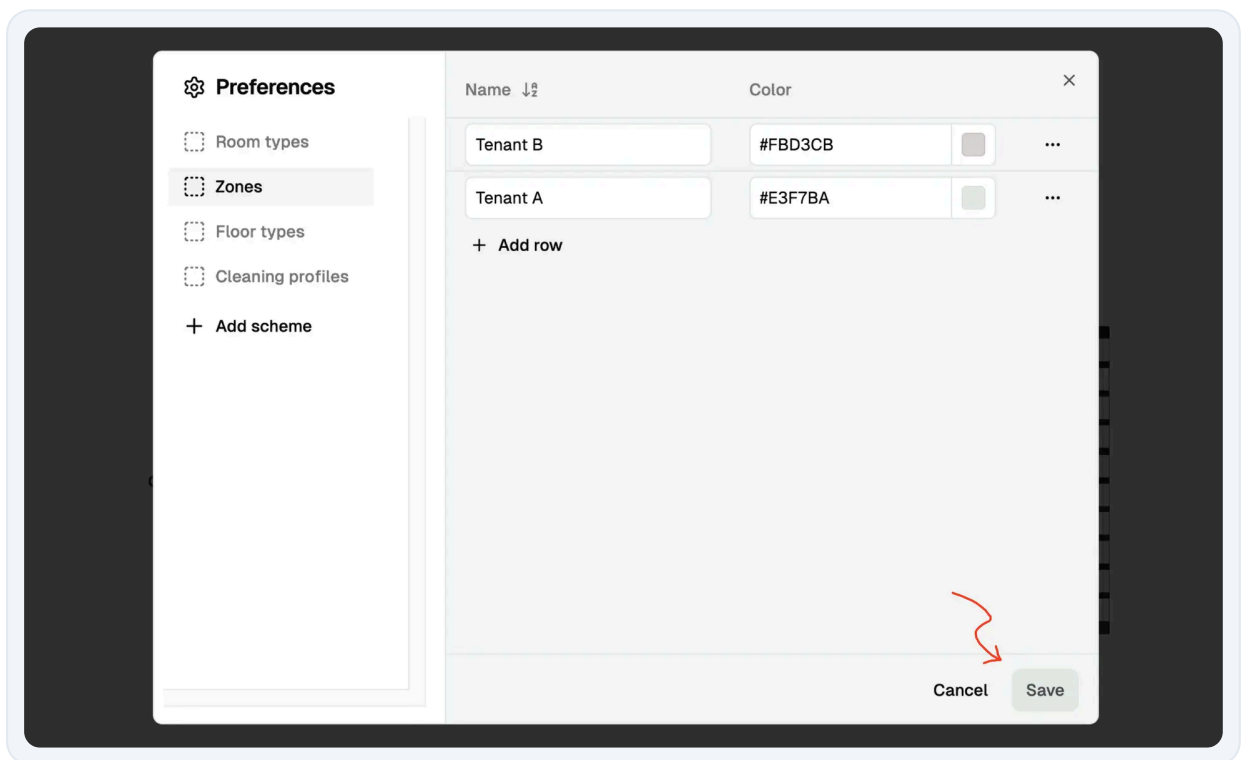
3 Add New Zone

Add a new zone with “Add row”, and input a name and color for each zone.



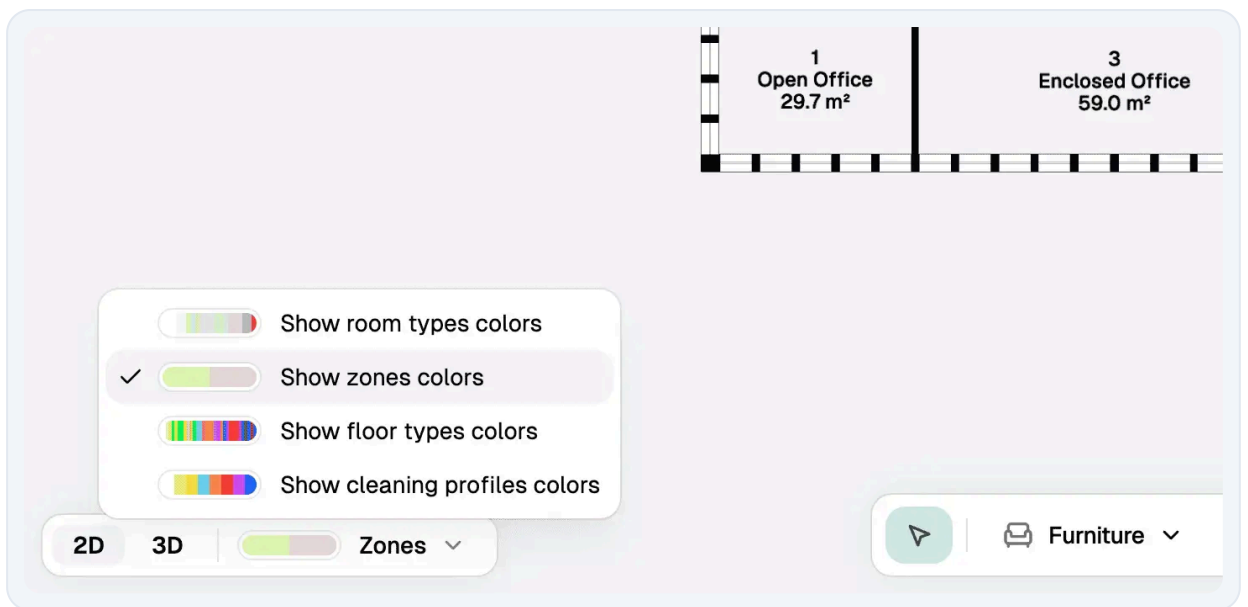
4 Save Changes

Click “Save” to apply the changes.



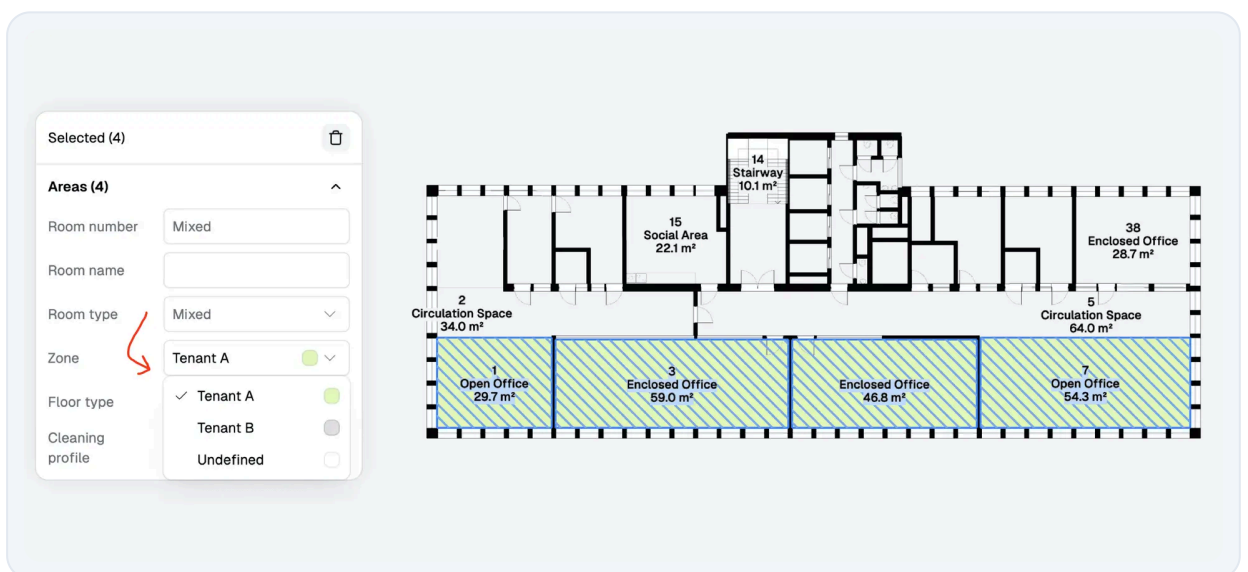
5 Show Zone Colors

In the bottom left navigation, click on “Show zones colors” to display the floor plan zones.



6 Assign Areas to Zones

Select the areas you want to add to a zone, and use the Zone dropdown in the properties panel to apply a new zone to the areas.

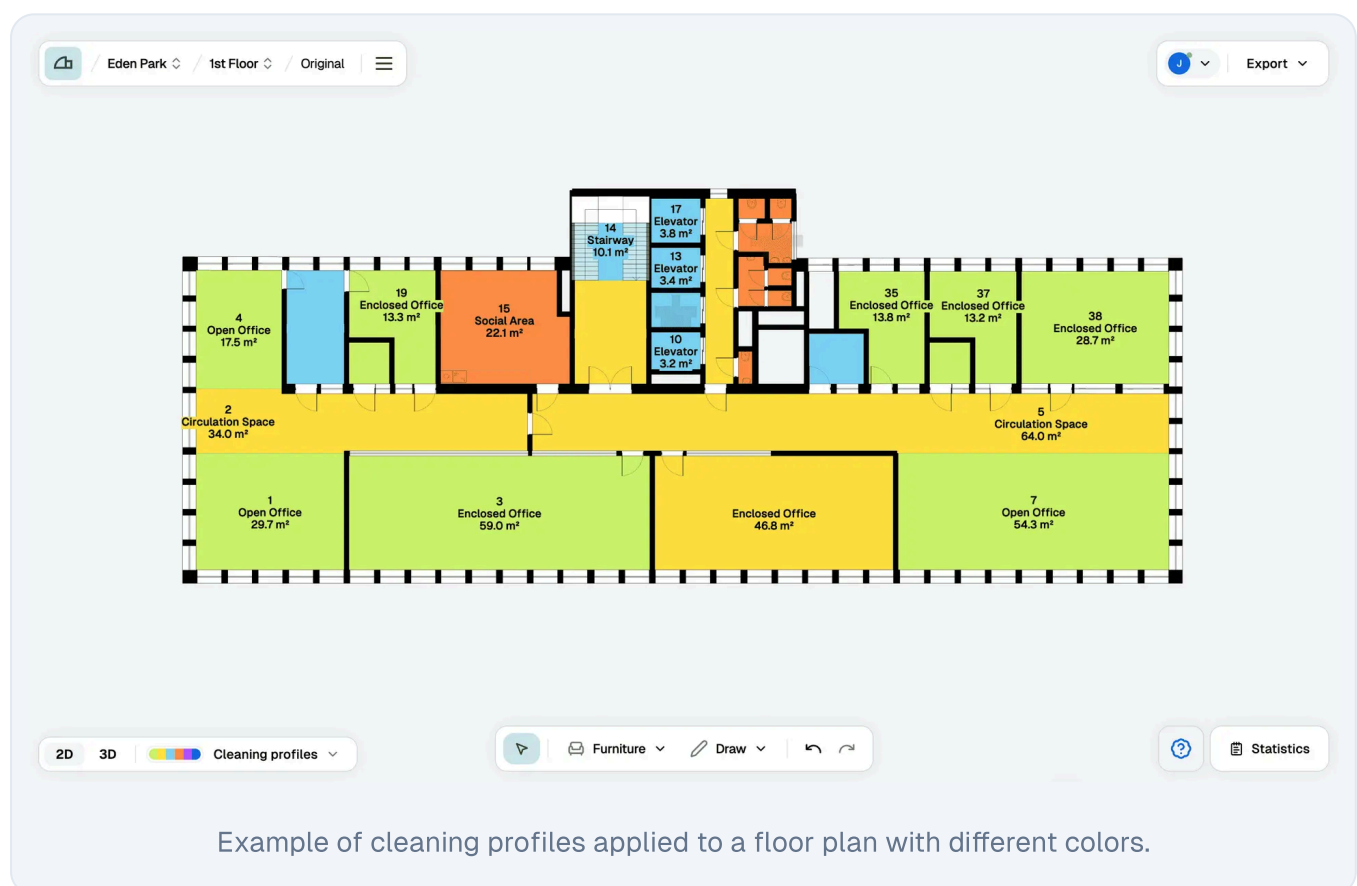


Once you've set up your zones and assigned areas to them, you can easily visualize and manage different sections of your floor plan. The zone colors will help you quickly identify and organize different areas within your workspace.

Cleaning profiles

Create and manage cleaning profiles to organize maintenance schedules for your floor plan areas.

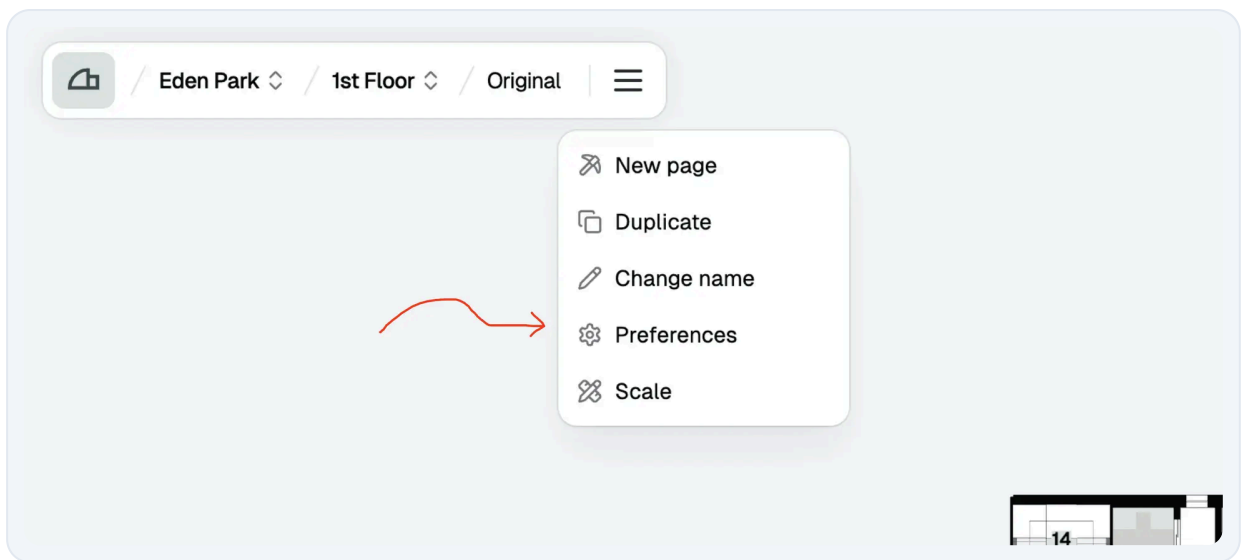
Cleaning profiles allow you to categorize areas based on their cleaning requirements and maintenance schedules. You can create custom profiles with specific names and colors, then assign areas to these profiles for better organization and maintenance planning.



Steps

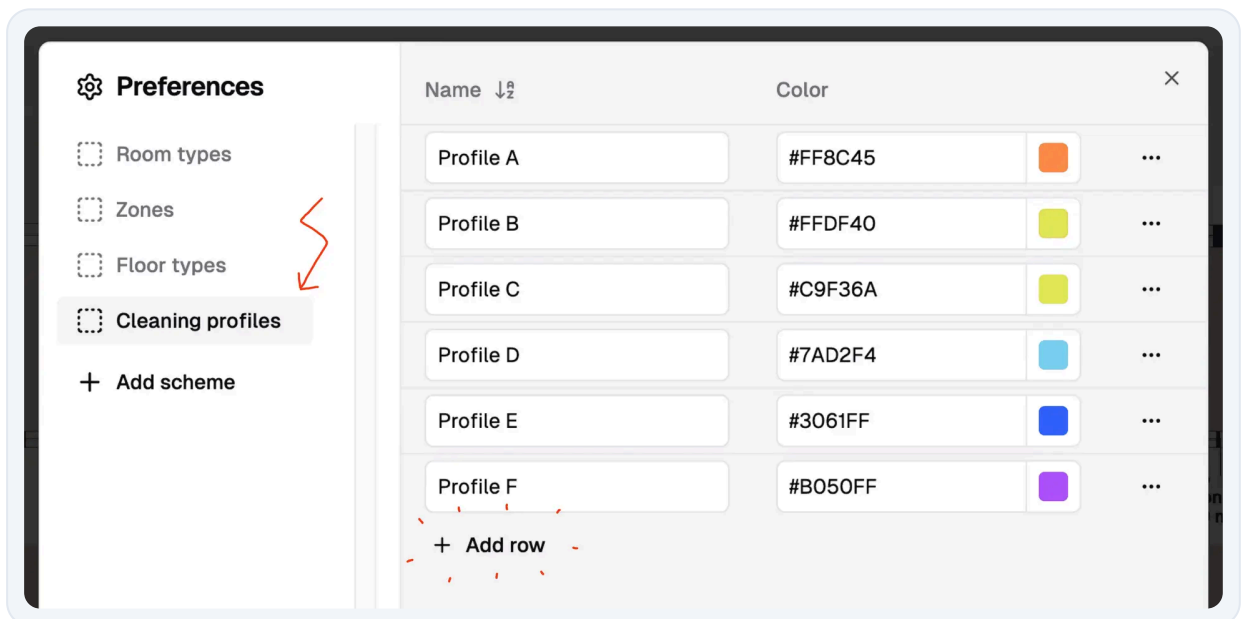
1 Open Preferences

In the top left navigation open the menu and click on “Preferences”.



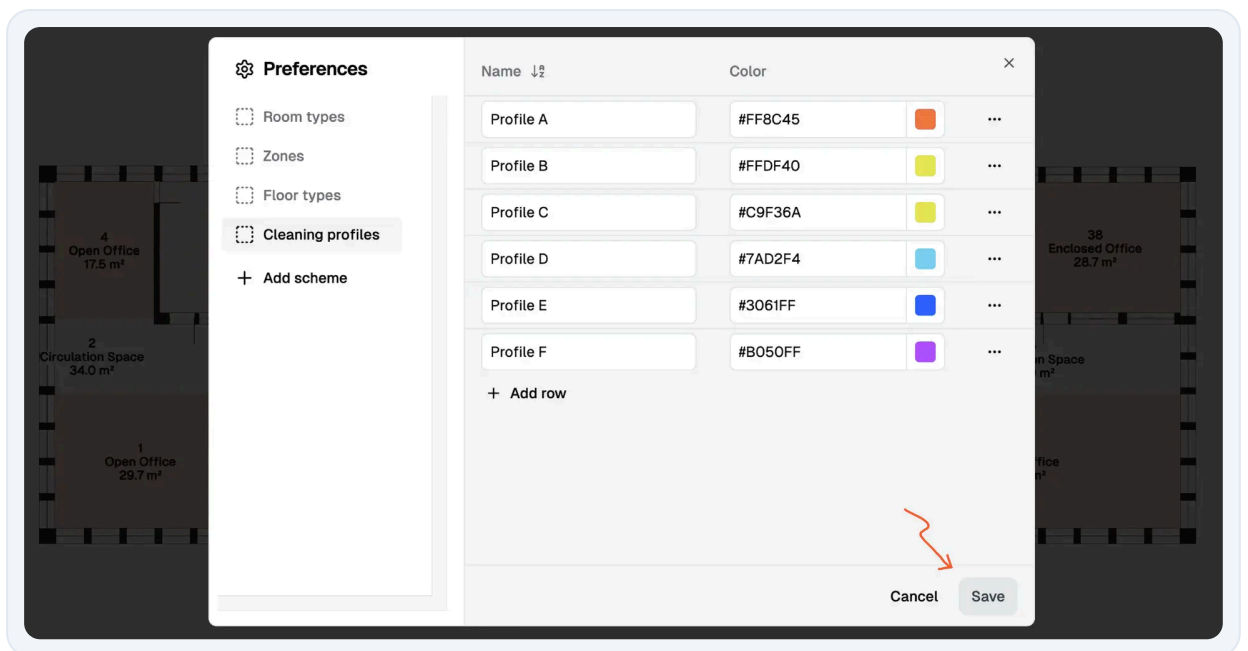
2 Add New Profile

Open the “Cleaning profiles” tab on the left side of the panel, and click on “Add row” to add a new profile. Input the profile name and color.



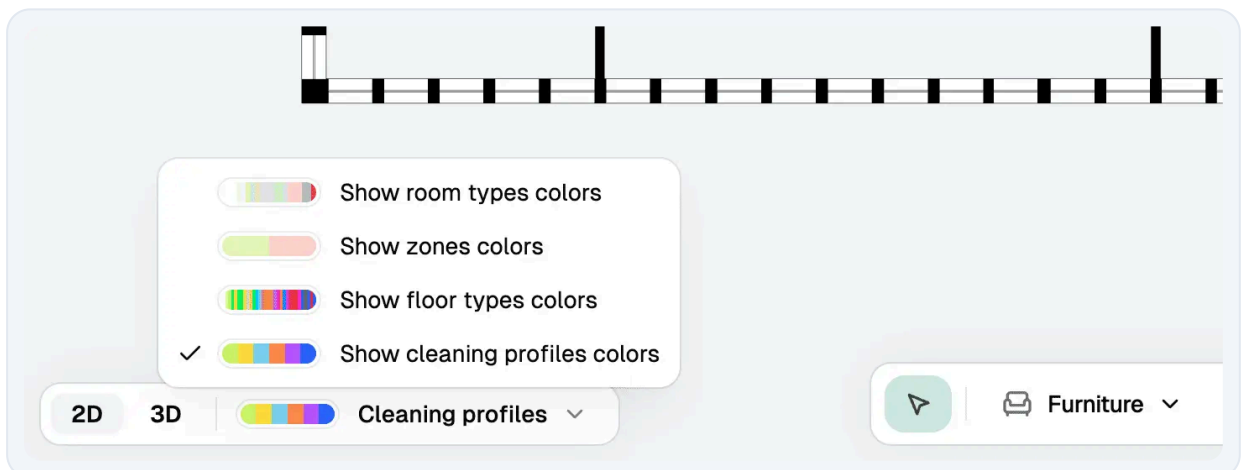
3 Save Changes

Add as many profiles as needed, and click on “Save” to apply the changes.



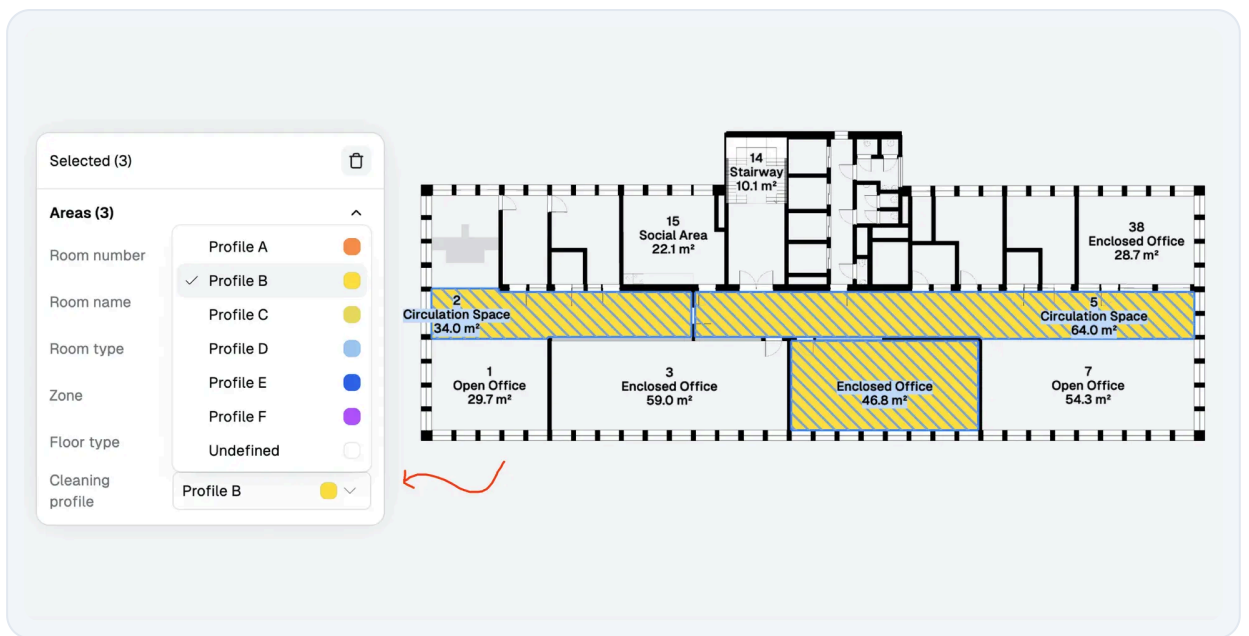
4 Show Cleaning Profiles

In the bottom left navigation, select “Cleaning profiles” from the dropdown menu to show the current profiles.



5 Assign Areas to Profiles

Select the areas you want to edit, and select the profile from the “Cleaning profile” dropdown in the properties panel.



Once you've set up your cleaning profiles and assigned areas to them, you can easily manage maintenance schedules and cleaning requirements across your floor plan. The profile colors will help you quickly identify areas with similar cleaning needs and maintenance schedules.

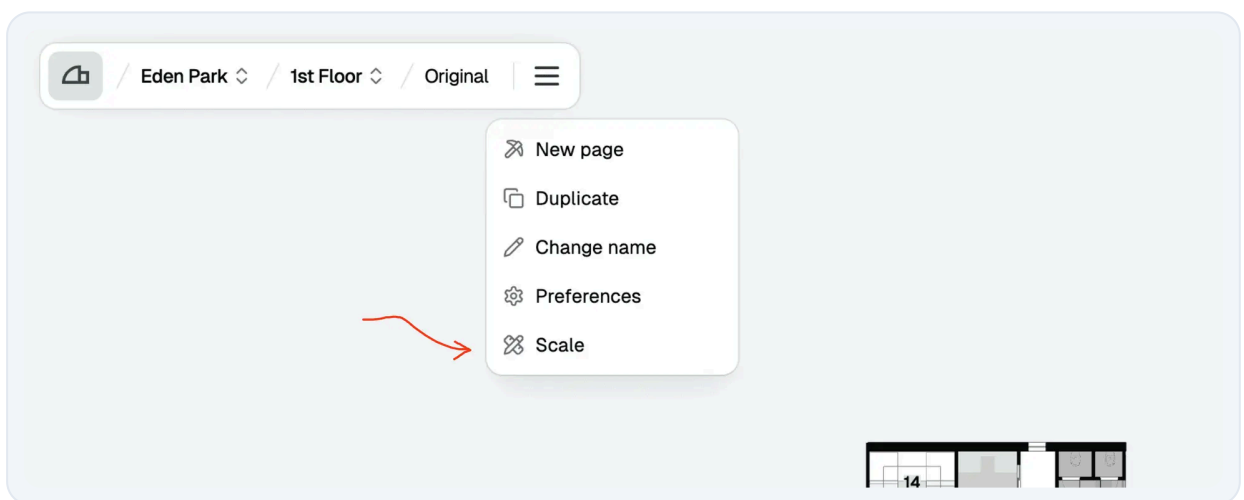
Scale floor

Scale your floor plan to match real-world measurements using a ruler or reference objects.

Scale your floor plan

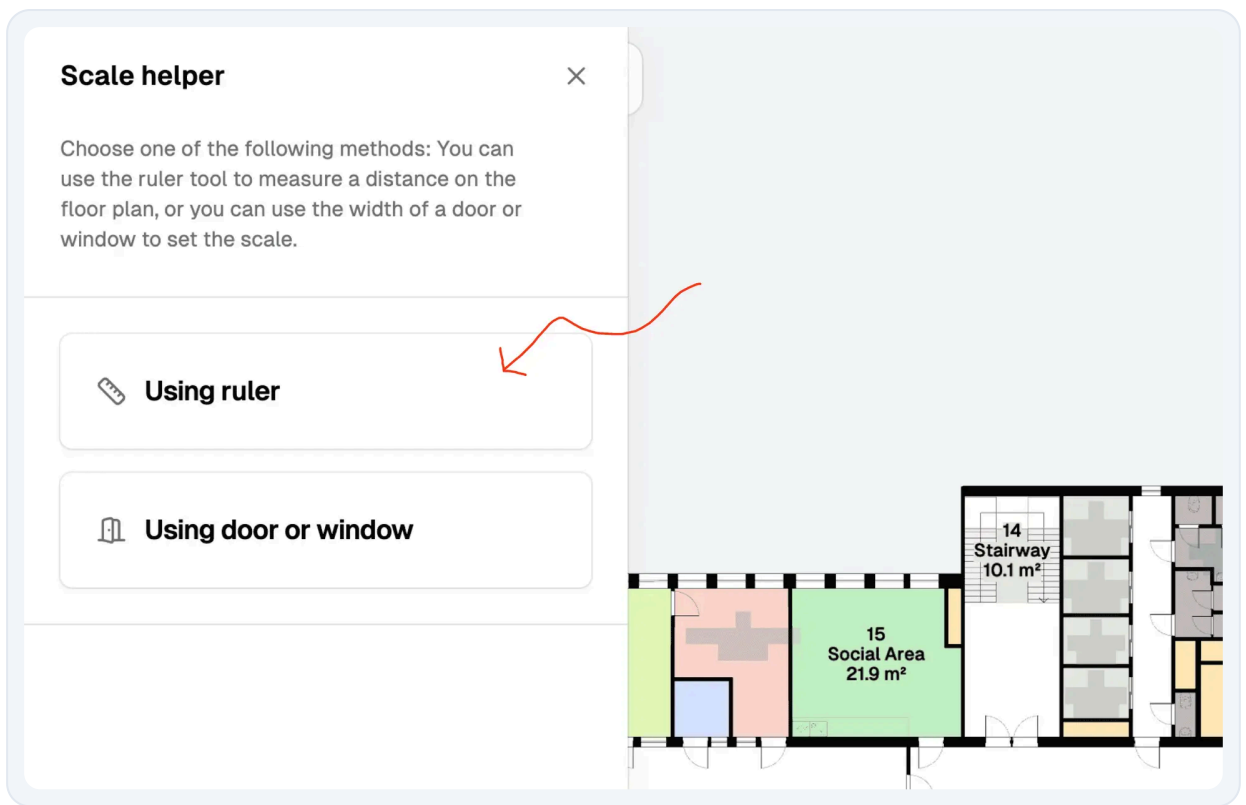
1 Open Scale tool

Click on the “Scale” tool in the top left navigation to open the scaling options.



2 Choose scaling method

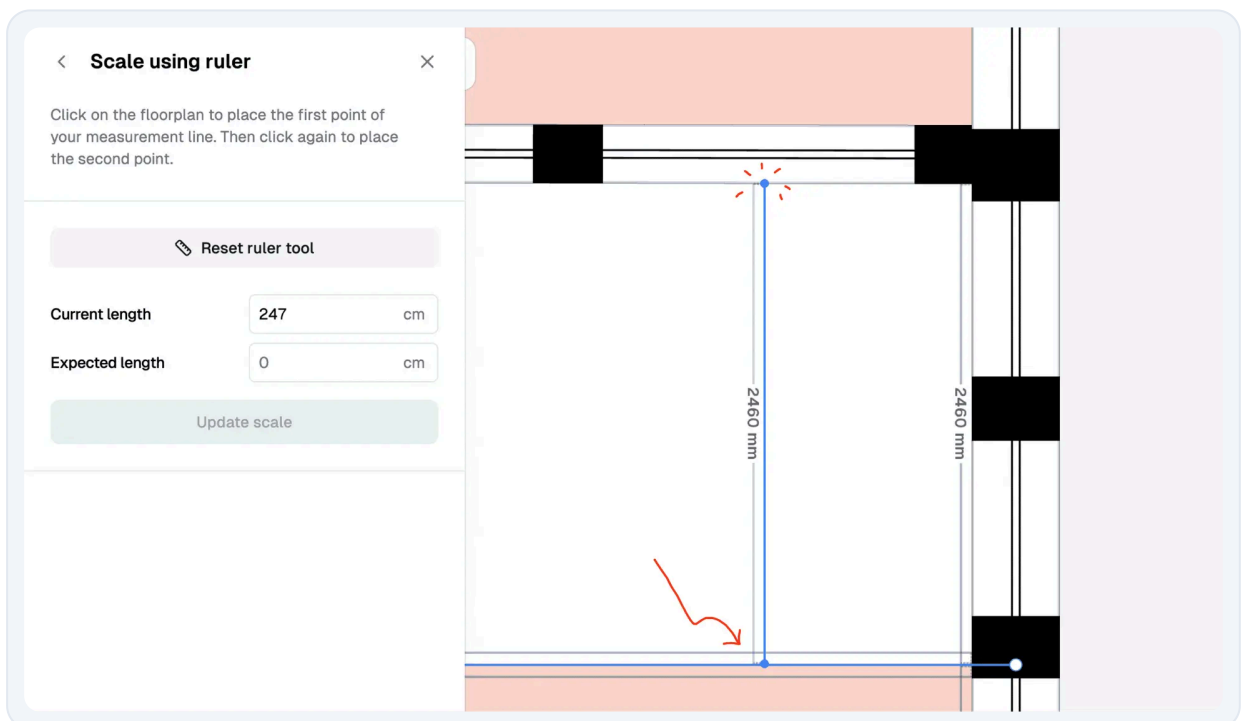
You'll be presented with two options: "Using ruler" and "Using door or window". The recommended method is using a ruler to define a specific length for scaling.



3

Measure distance

Click once to start the ruler, and again to end the ruler, measuring the distance. You can turn off/on automatic snapping by pressing the “CTRL” key once.



4

Update scale

Input the correct length in centimeters and click “Update scale” to scale the floor to match the new measurement.

Reset ruler tool

Current length

247

cm

Expected length

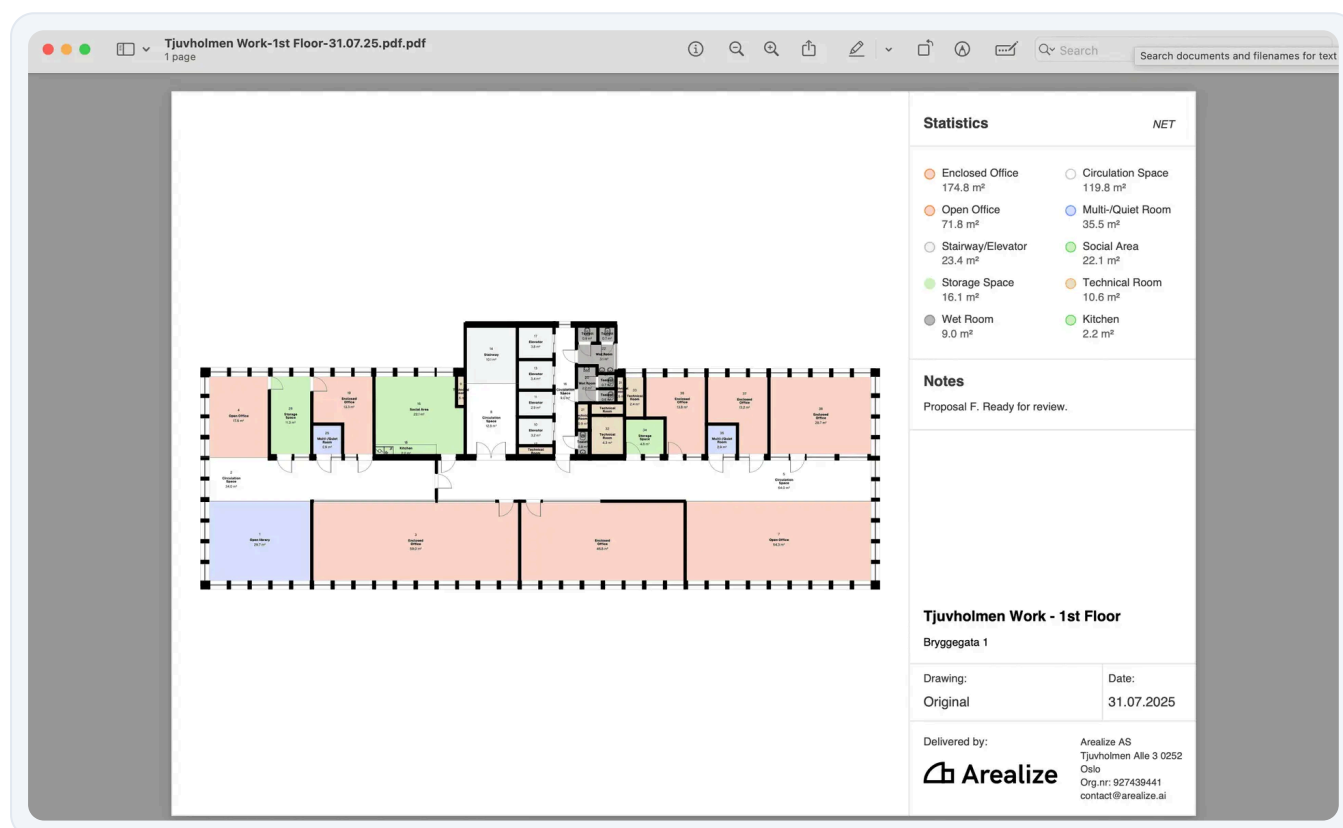
250

cm

Update scale

Download PDF

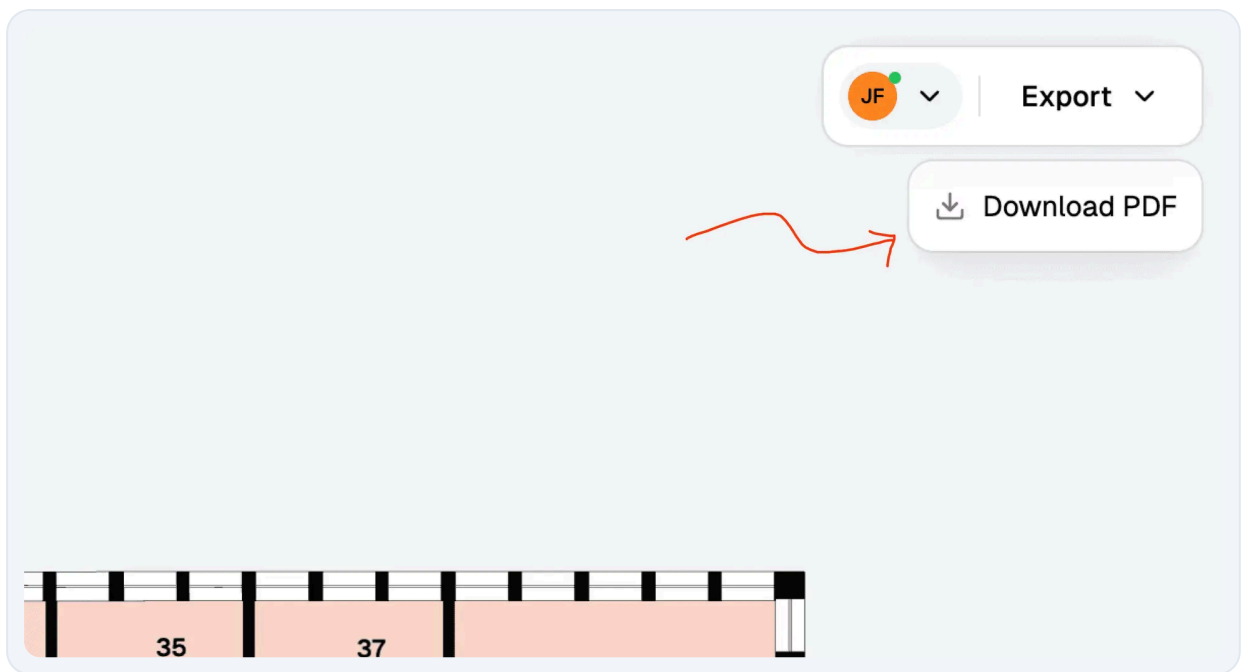
Download PDF-file with statistics



Steps

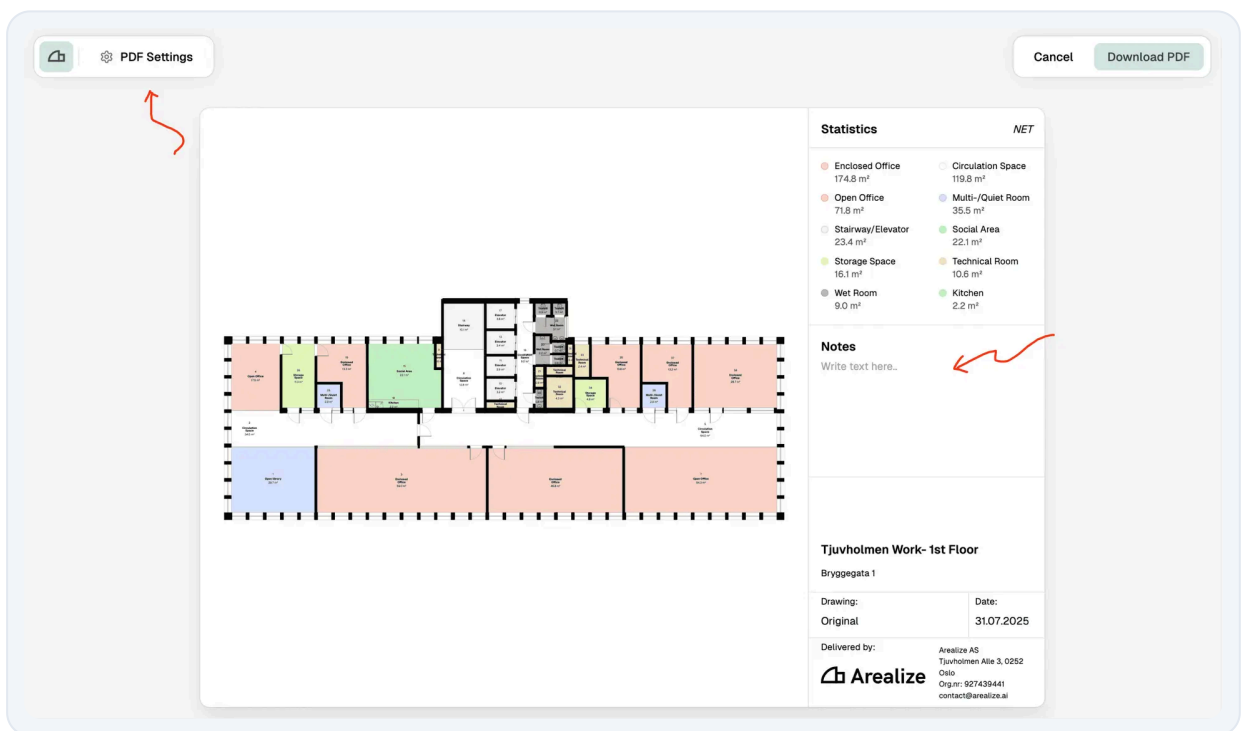
1 Click 'Export PDF'

In the toolbar to the right, click the Export menu and select "Download PDF".



2 Edit in PDF Viewer

You are now in the editing view where you can write custom notes and change area type from Net area (NET) to Gross area (GEA).



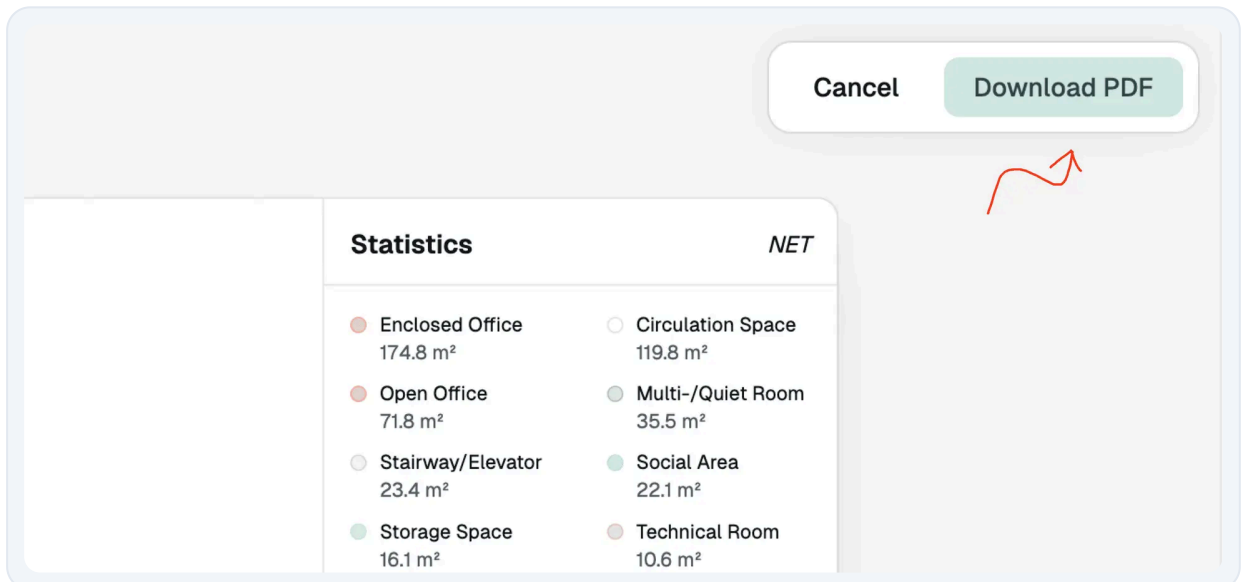
3 Change Area Calculation Method

To change the area calculation method, click the dropdown in the top left corner and select your preferred area type from the dropdown menu.



4 Download PDF

To download the PDF, click on the “Download PDF” button in the top right corner. The file will be downloaded to your local downloads folder.



Download Excel

Download Excel-file with statistics

Tjuvholmen Work-1st Floor-31.07.25-Room list

125 %

ViewZoomAdd CategoryPivot TableInsertTableChartTextShapeMediaCommentShareFormatOr

+Room Name

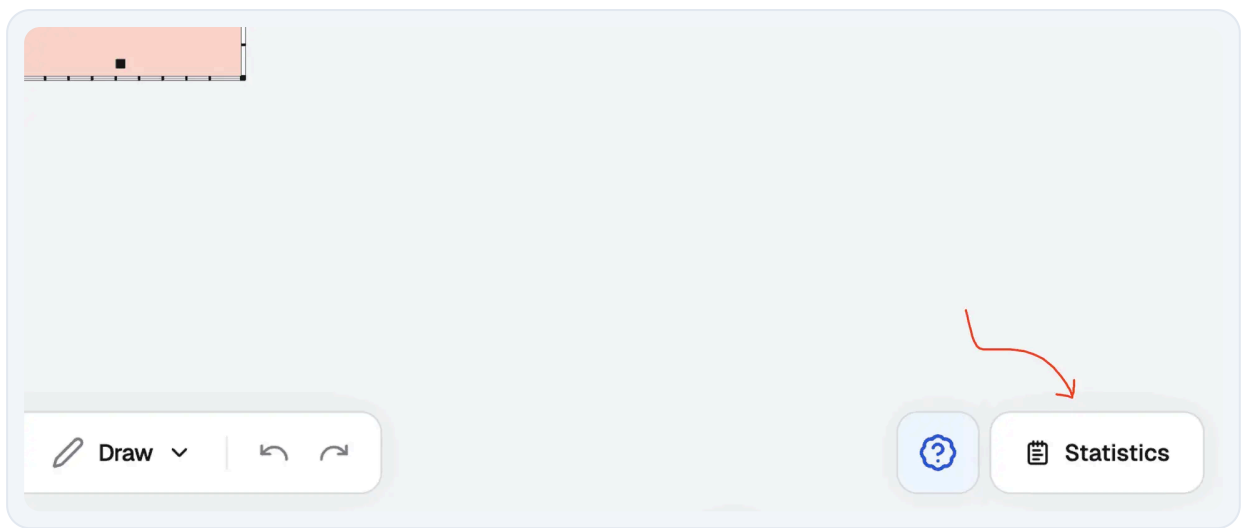
Room Number	Room Name	Area Size (m²) GEA	Room type	Zone	Floor type	Cleaning profile
		46,8	Enclosed Office	Tenant A		Profile B
8		12,8	Circulation Space			
16		9	Circulation Space			
13	Elevator	3,4	Stairway/Elevator		Laminate	
11	Elevator	2,9	Stairway/Elevator		Laminate	
10	Elevator	3,2	Stairway/Elevator		Laminate	
15		22,1	Social Area	Tenant B	Carpet	
9		0,6	Technical Room			
12		0,8	Technical Room			
19		13,3	Enclosed Office	Tenant B	Carpet	
4		17,5	Open Office	Tenant B	Carpet	
26		11,3	Storage Space	Tenant B		
1	Open library	29,7	Multi-/Quiet Room	Tenant A	Carpet	
2		34	Circulation Space			Profile B
35		13,8	Enclosed Office	Tenant B	Carpet	
34		4,8	Storage Space	Tenant B		

Steps

1

Open statistics panel

Open the statistics panel in the bottom right corner of the screen.



2 Set area type


Use the dropdown menu at the top of the panel to set your preferred area type.

Room type	Room Name	Sum Area	Room Number	Zone
>	Wet Room (2)	80.5 m ²		
>	Technical Room (2)	60 m ²		

3 Download Excel file

In the bottom of the panel, click the “Download Excel File” button to save the Excel file locally on your computer.

	1.1 m ²	27	-	
	1.7 m ²	24	-	
	1.6 m ²	30	-	
> (2)	7 m ²			
> Kitchen (1)	3 m ²			

 **Download Excel File**