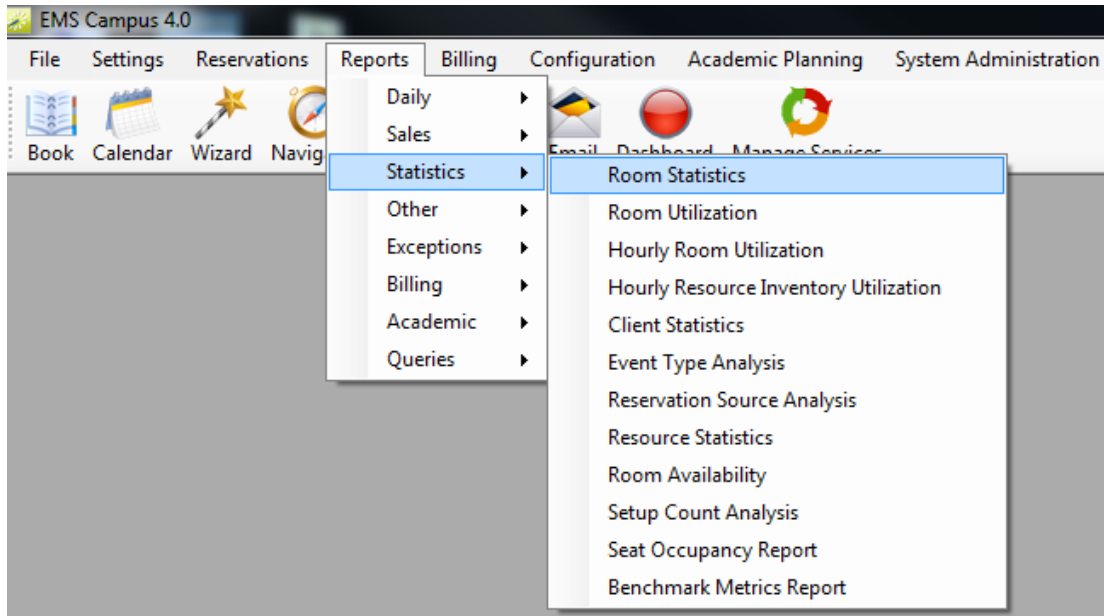


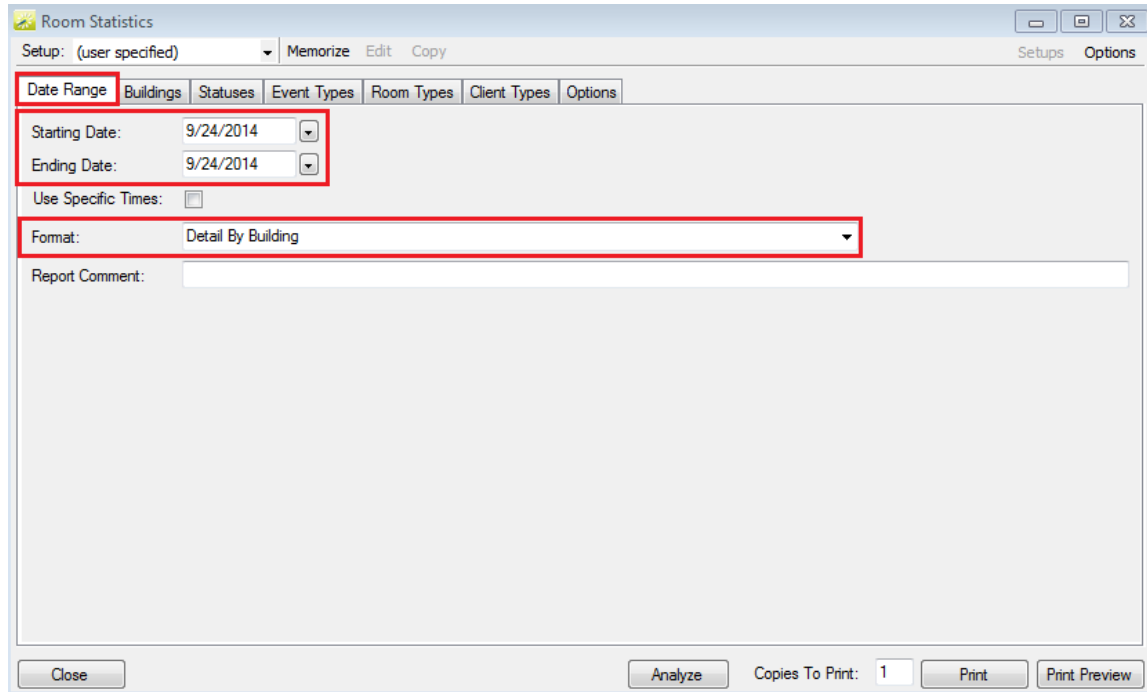
How to Print Room Statistics

This tool is helpful if you would like to see statistics such as how many bookings are in a room, reserved hours of a room, event hours of a room, and attendance of a room.

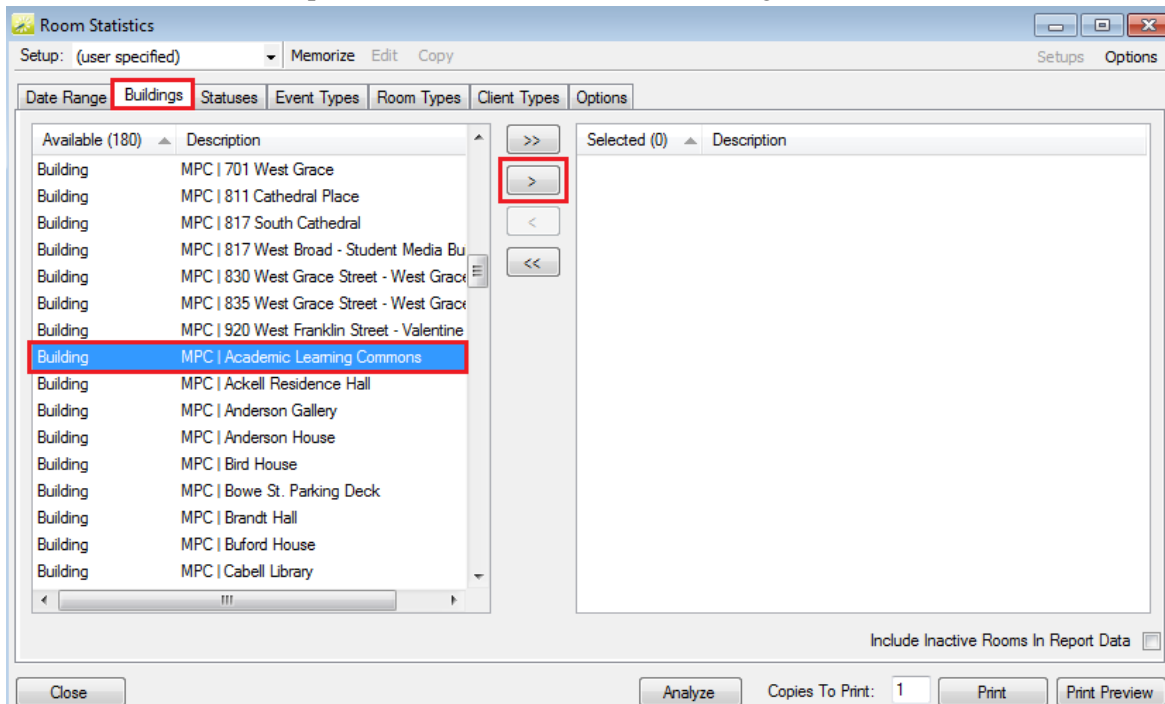
1. From the main menu, select Reports > Statistics > Room Statistics



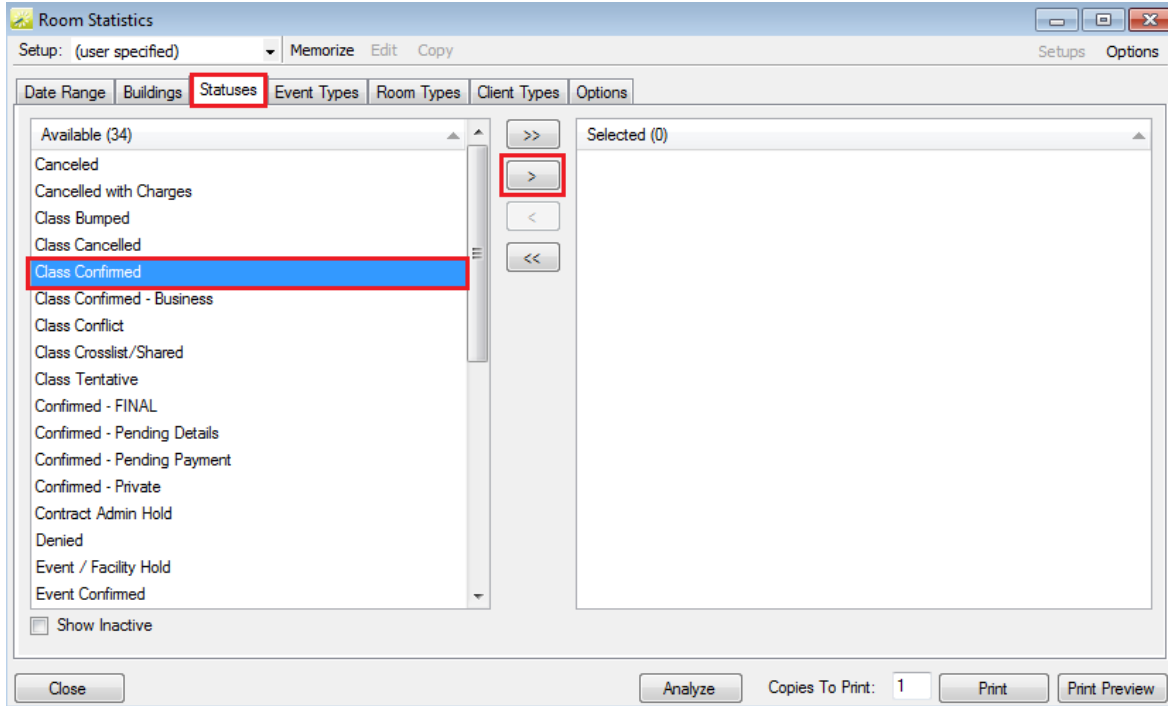
2. An information box will appear asking you to pick the “Date Range.” Enter the starting date and ending date you would like your room statistics for. You can print room statistics for one day or an extended period of time. The “Format” option should be “Detail By Building.” For this example, we will print room statistics for 9/24/14.



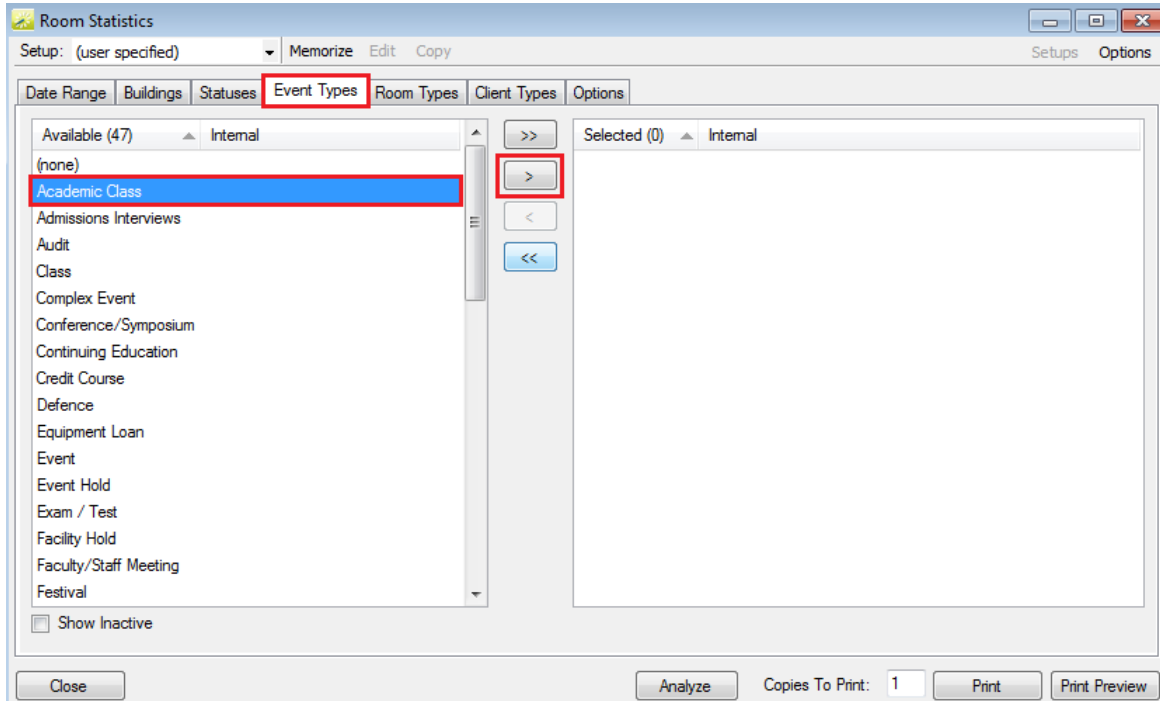
3. Click the “Buildings” tab. Pick the building you desire to print the room statistics for and click the arrow (>). For this example, we will use the Academic Learning Commons.



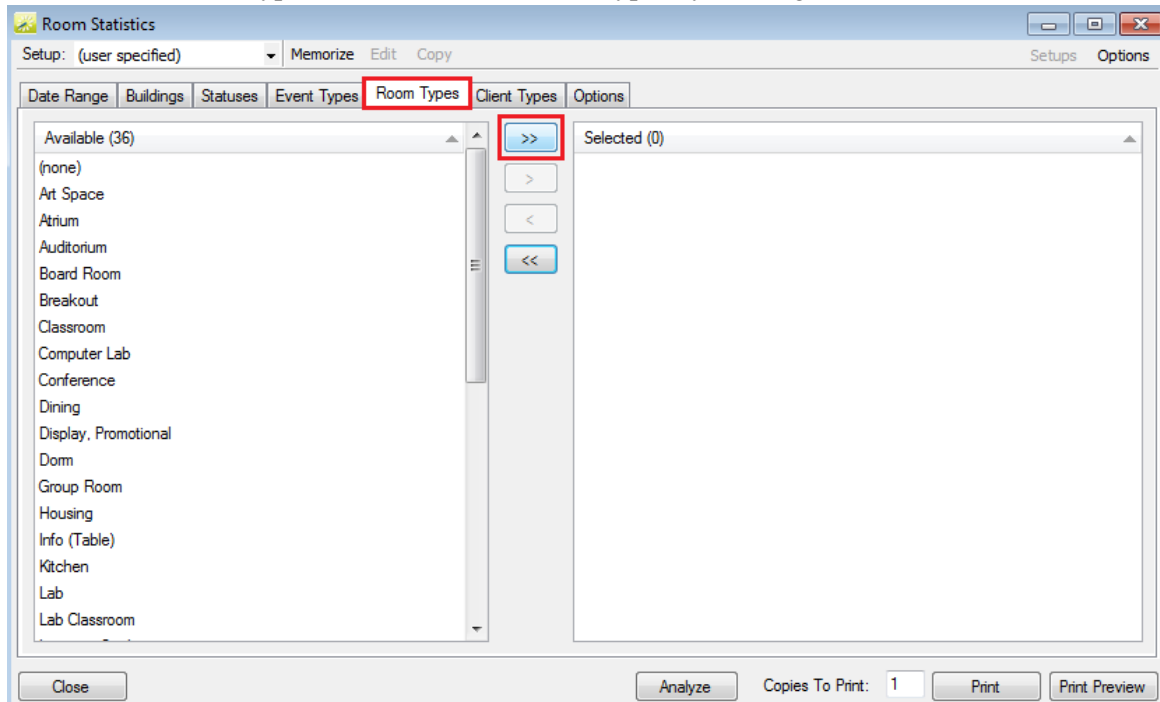
4. Click the “Statuses” tab and select all of the appropriate statuses. Most departments use “Event Confirmed,” “Class Confirmed,” “Confirmed – FINAL,” or “Meeting Confirmed.” Select the status your department uses and click the arrow (>). For this example, we will use “Class Confirmed.”



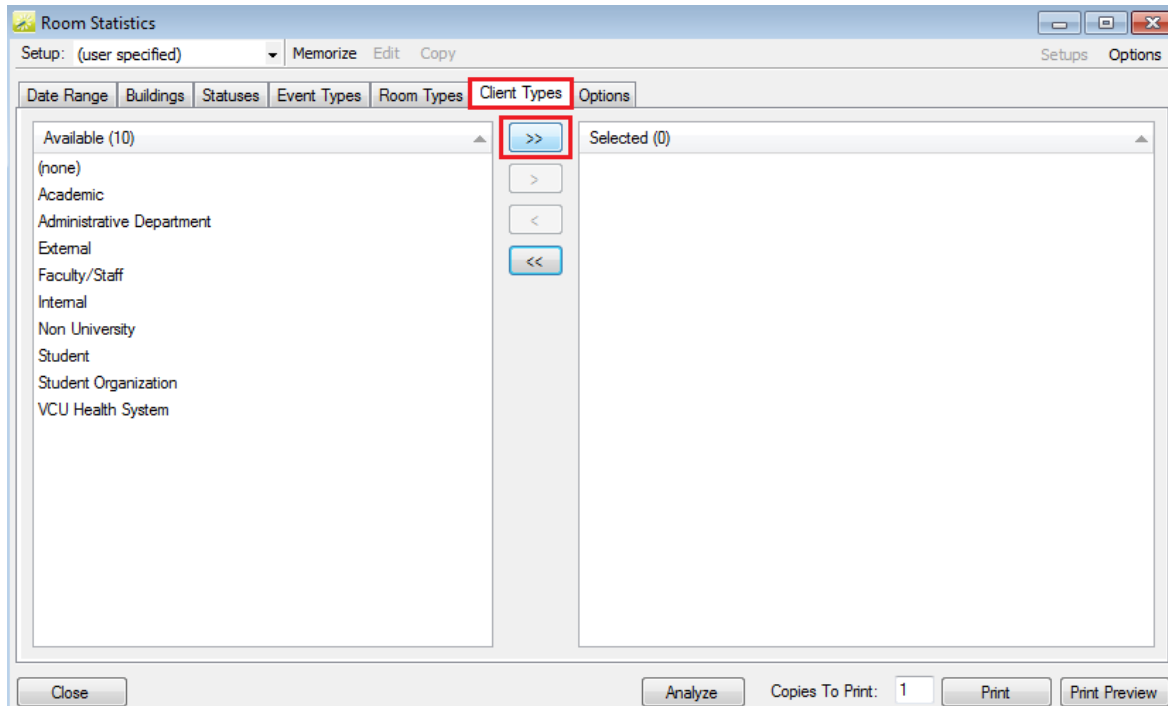
5. Click the “Event Types” tab. Many departments use different event types. Pick which event types your department uses and click the arrow (>). For this example, we will use “Academic Class.”



6. Click the “Room Types” tab and select all room types by clicking the double arrows (>>).



7. Click the “Client Types” tab and select all client types by clicking the double arrows (>>).



8. Click the “Options” tab and uncheck the “Include Report Criteria” box. Click “Print” and the room statistics will print for the days you selected.

