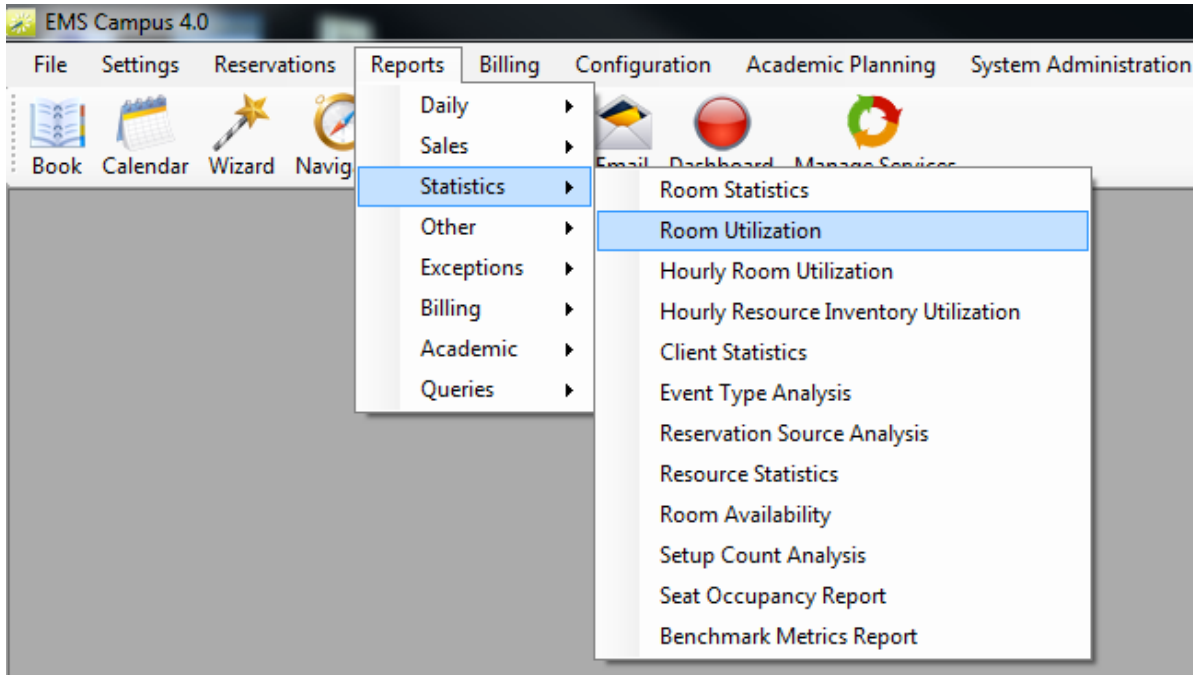


# How to Print Room Utilization

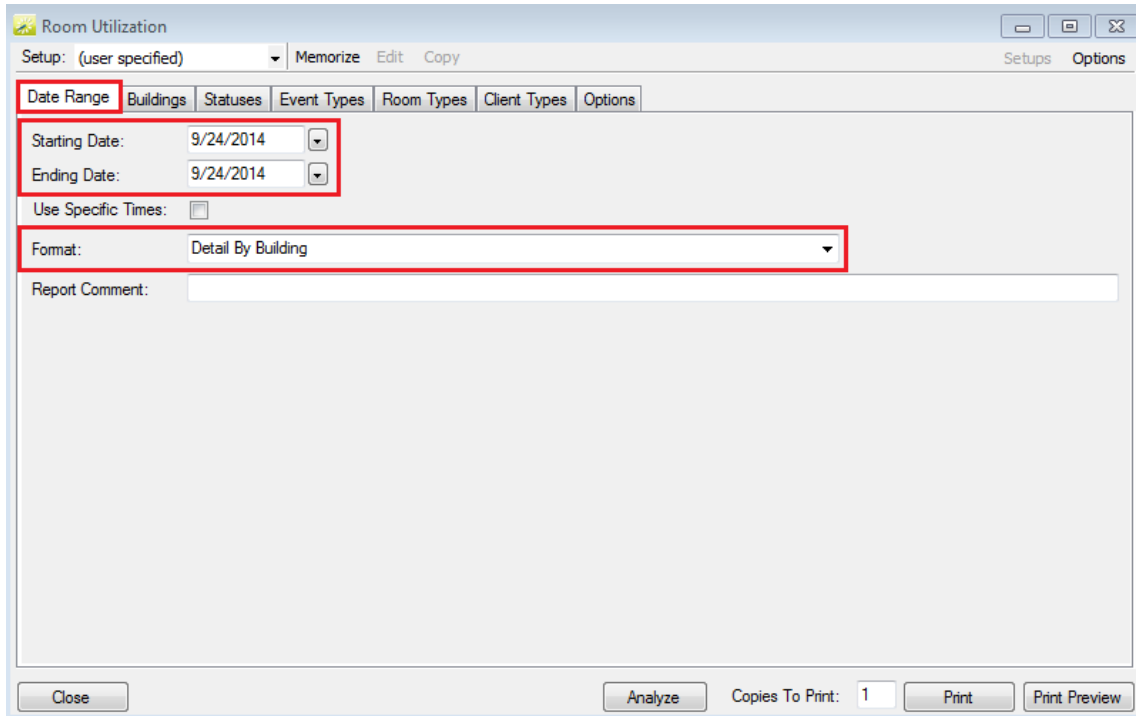
This tool is helpful if you would like to see how many bookings are in a room, how many hours a room is used and available, and the percentage of room utilization.

*\*Once you do this once, all of the settings will stay the same the next time you come to print the event schedule. You can change them at any time.*

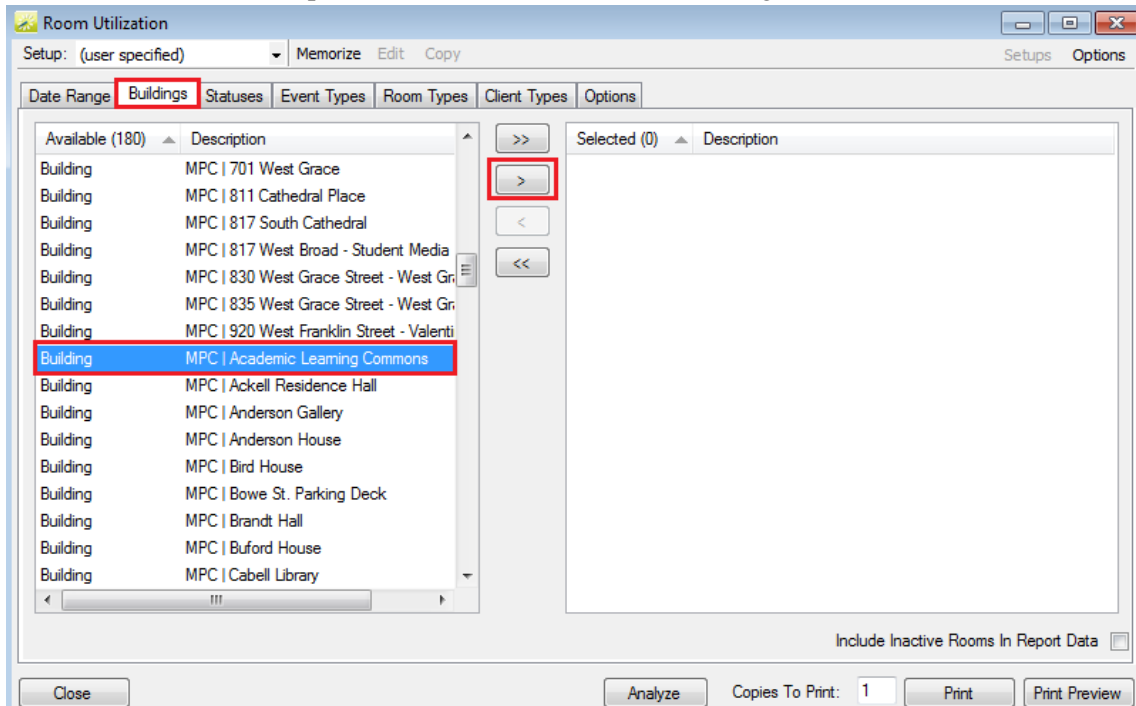
1. From the main menu, select Reports > Statistics > Room Utilization.



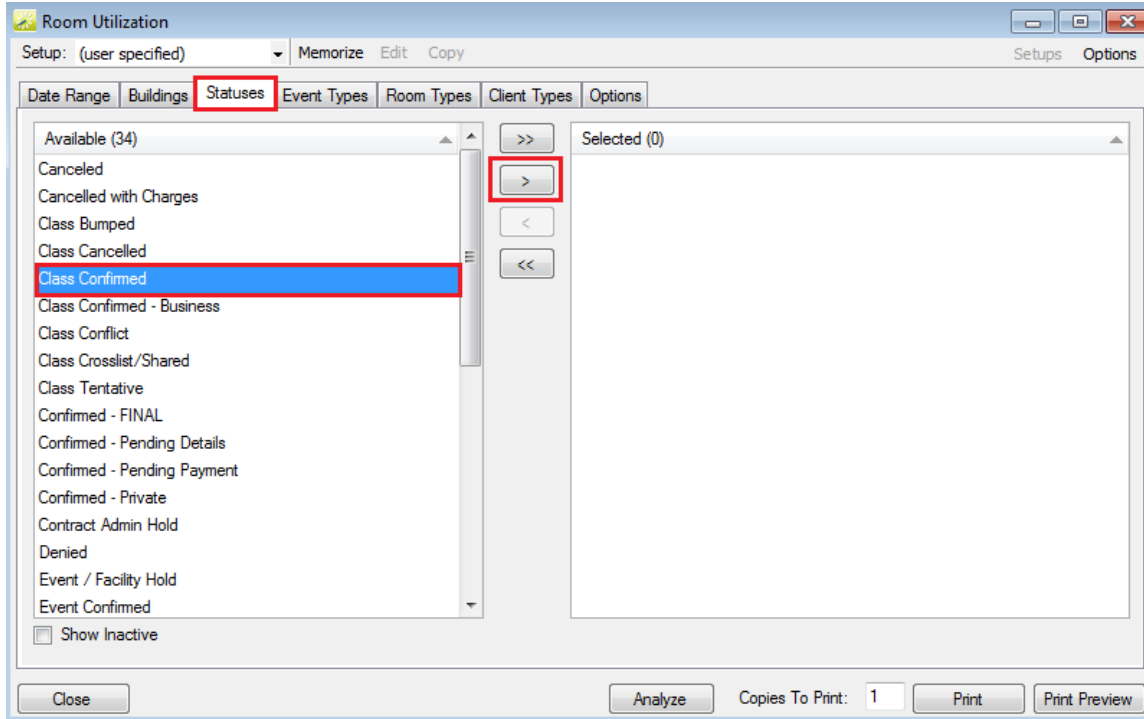
2. An information box will appear asking you to pick the “Date Range.” Enter the starting date and ending date you would like your room utilization for. You can print room utilization for one day or an extended period of time. The “Format” option should be “Detail By Building.” For this example, we will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



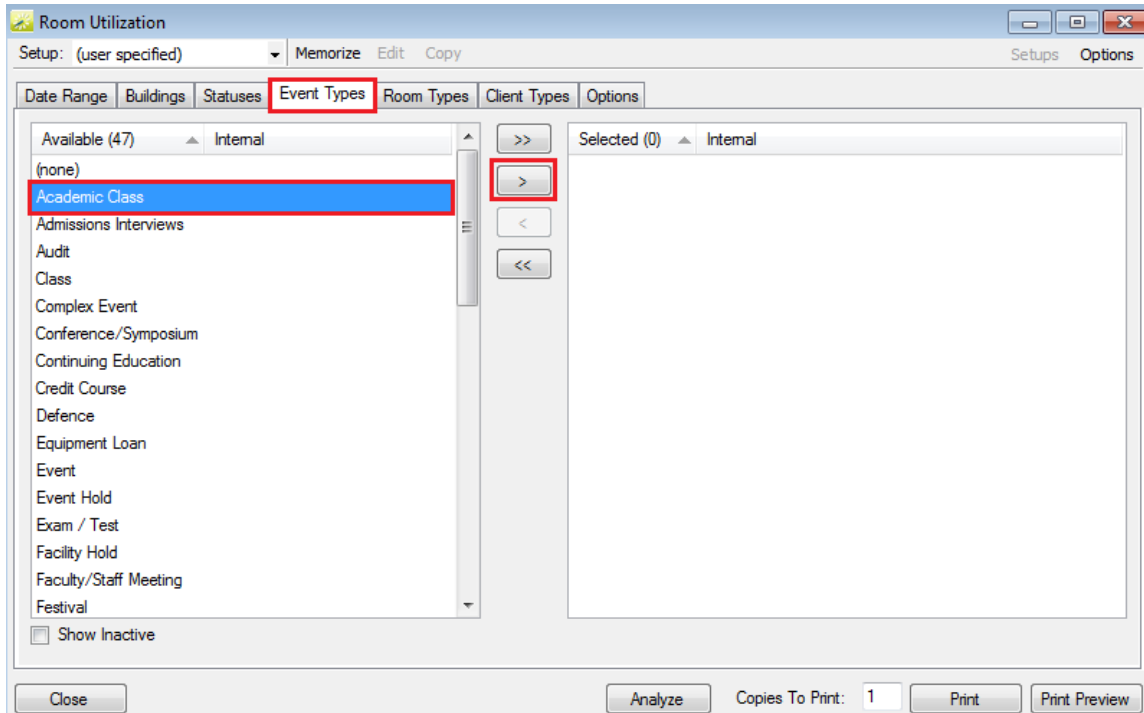
3. Click the “Buildings” tab. Pick the building you desire to print the room utilization for and click the arrow (>). For this example, we will use the Academic Learning Commons.



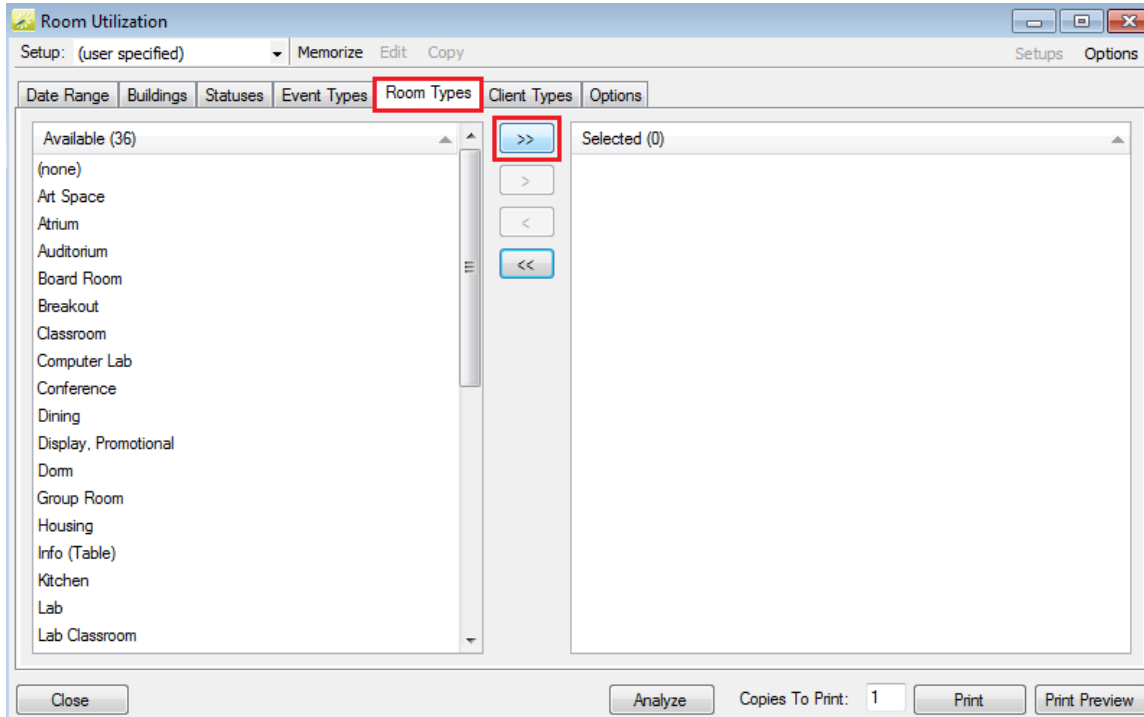
4. Click the “Statuses” tab and select all of the appropriate statuses. Most departments use “Event Confirmed,” “Class Confirmed,” “Confirmed – FINAL,” or “Meeting Confirmed.” Select the status your department uses and click the arrow (>). For this example, we will use “Class Confirmed.”



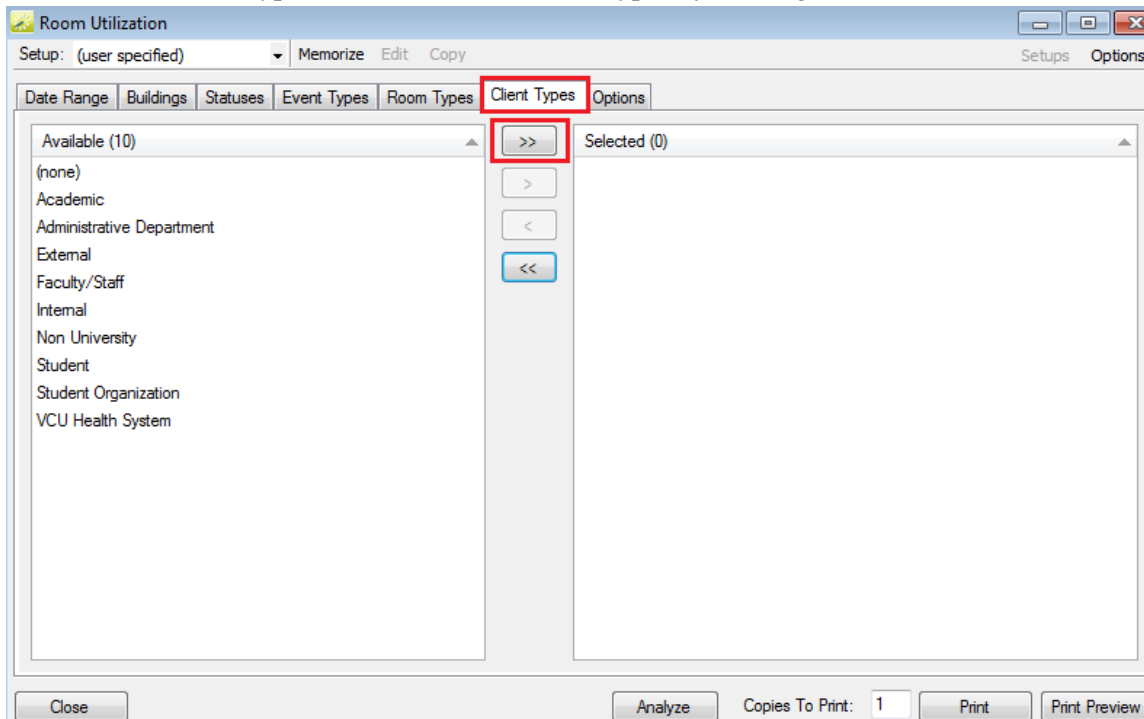
5. Click the “Event Types” tab. Many departments use different event types. Pick which event types your department uses and click the arrow (>). For this example, we will use “Academic Class.”



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 check which days you wish to have to room utilization report for. We recommend including Monday –Sunday. “Group By Utilization Category” and “Include Unused” should both be checked.

The screenshot shows the 'Room Utilization' software window. The 'Options' tab is selected, displaying a list of checkboxes for room utilization settings. The following table summarizes the visible options and their states:

Option	Checked
Include Monday?	Yes
Include Tuesday?	Yes
Include Wednesday?	Yes
Include Thursday?	Yes
Include Friday?	Yes
Include Saturday?	Yes
Include Sunday?	Yes
Group By Utilization Category?	Yes
Include Cost?	No
Include Unused?	Yes
Cap Utilization At 100%?	No
Low Utilization:	20%
High Utilization:	80%

Below the checkboxes, the 'Availability Based On:' section is visible, with 'Hours per Day' selected and set to 16.00. The 'Include Report Criteria:' checkbox is unchecked. At the bottom of the window, there are buttons for 'Close', 'Analyze', 'Copies To Print: 1', 'Print', and 'Print Preview'.

8.1 We recommend setting the “Low Utilization” at 20% and the “High Utilization” at 80% but you may put what you feel appropriate. For “Availability Based On,” you can choose “Building Hours,” “Hours per Day,” or “Specific Hours.” We recommend selecting “Hours per Day” and entering the hours your facility is open on average per day. For example, academic buildings are open from 8:00 am-11:00 pm, therefore, we will enter 16 hours per day. Click “Print” when finished.

The screenshot shows the 'Room Utilization' software window. The 'Options' tab is selected and highlighted with a red box. The window title is 'Room Utilization' and the setup is '(user specified)'. The interface includes a menu bar with 'Memorize', 'Edit', and 'Copy', and buttons for 'Setups' and 'Options'. The main area contains several sections of settings:

- Include Days:** Checkboxes for Monday through Sunday, all of which are checked.
- Group By Utilization Category?:** Checked.
- Include Cost?:** Not checked.
- Include Unused?:** Checked.
- Cap Utilization At 100%?:** Not checked.
- Low Utilization:** Set to 20%.
- High Utilization:** Set to 80%.
- Availability Based On:** Radio buttons for 'Building Hours', 'Hours per Day', and 'Specific Hours'. 'Hours per Day' is selected and highlighted with a red box, with a value of 16.00 entered in the adjacent text box.
- Include Report Criteria:** Not checked.

At the bottom of the window, there are buttons for 'Close', 'Analyze', 'Copies To Print: 1', 'Print' (highlighted with a red box), and 'Print Preview'.