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.
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.