



## Working with Reports

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This chapter describes how to track conference room usage trends by generating various types of reports.

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### About Reports

The Reports tab in the Smart+Connected MS portal allows you to generate usage reports for the conference rooms at the locations that are added to the application. You can select the location for which you want to view the usage trend and also specify the time range and report type. The date and time when the report is generated is also provided along with the usage details. This helps you to track room usage patterns and formulate policies for better resource utilization and energy savings. You can download the reports that you generate and share them with all of the stakeholders.

### Auto Release Report

This report gives you information about the total time for which the conference rooms were moved to energy savings mode due to auto release. When a room is released automatically, the air conditioning, lights, and other devices are returned to the energy saving state. The Auto Release report provides details such as the name and location of the conference rooms that were released automatically during the specified time range, the date of the auto release, and the duration (in hours) for which the room was used before it was automatically released.

### Early Release Report

This report gives you information about the total time for which the conference rooms were moved to energy savings due to early release. There may be times when a meeting ends earlier than the duration for which the room is booked. In such a case, the user can release the conference room earlier using the IP phone in the room. When a room is indicated as released, the settings of the devices and air

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conditioning in the room are automatically changed to the energy saving mode. This leads to energy savings. For more information on releasing rooms, see the *Cisco Smart+Connected Meeting Spaces User Guide*. The Early Release report provides details, such as the name and location of the conference rooms released earlier during the specified time range, the date of the early release, and the duration (in hours) for which power savings were made due to the early release.

## Room Usage Report

This report provides the details of the total usage time for the conference rooms. The Room Usage report provides an overall picture of the conference room usage. Information on the total number of hours for which the rooms are used in a given day helps to identify which rooms are used more frequently than the others. The report gives you details, such as the names of the conference rooms, the building and floor where they are located, and the date and duration of the conference room usage.

## Room Utilization Report

This report provides you the total number of hours for which the conference rooms at a location were occupied, unused, or booked but not used (No Shows) during the selected time period. A bar graph displays the locations on the X-axis and the room utilization percent on the Y-axis, where 100% percent means the sum total of the working hours for all the working days in the weeks during the selected time period. Each location is represented as a separate bar. The bar is divided into three segments each of which lists the percentage and the number of hours. The blue bar represents No Shows, pink is for Occupied Hours, and beige is for Used Hours.

## Generating Reports

You can generate the reports described in this chapter for the time range that you want.

To generate a report, perform the following steps:

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- Step 1** Log in to the Smart+Connected MS portal.  
The home page appears.
  - Step 2** Click the **Reports** tab.  
The Reports page appears. It is divided into two panes. The left pane displays the location hierarchy, and the right pane displays the report details.
  - Step 3** In the left pane, right-click the Location Hierarchy folder, and click **Expand** to view all the associated locations. Alternatively, click the plus sign next to a location name to view its child locations.
  - Step 4** Check the location check boxes in the Location Hierarchy folder for the buildings, floors, or conference rooms for which you want the report.
  - Step 5** In the right pane, click the calendar icons in the From Date and To Date fields, and specify the time frame for the report.
  - Step 6** From the Select Report Type drop-down list, choose the type of report. The available options are as follows:
    - **Auto Release Report**

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- **Early Release Report**
- **Room Usage Report**
- **Room Utilization Report**

**Step 7** Click **Generate Report**.

The report is displayed in a tabular form with the report title on top followed by the Building, Floor, Conference Room, Date, and Hours columns. The date and time at which the report is generated is displayed at the bottom of the table.



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**Note** These column names are common for the three types of room reports.

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**Step 8** Click **Download Report** to export the report and save it as a PDF file for future reference.

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