CHAPTER **16**

Working with Reports

This chapter describes how to track the usage trends for conference/Cisco TelePresence rooms and workspaces and offices by generating various types of reports.

About Reports

The Reports tabs in the Cisco Smart+Connected Spaces administrator portals (solutions and ipsapp) allow to you to generate usage reports for the conference rooms and workspaces 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 and workspace usage patterns and formulate policies for better resource utilization and energy savings. You can also download the reports that you generate and share them with all of the stakeholders.

Conference and Cisco TelePresence Room Usage Reports

The room usage reports are generated by logging in to the Smart+Connected Spaces portal for managing meeting spaces and digital signage (solutions).

Auto Release Report

This report provides you information about the total time for which the conference/Cisco TelePresence 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 provides you information about the total time for which the conference/Cisco TelePresence 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/Cisco TelePresence room earlier using the Cisco IP Phone in the room. When a room is indicated as released, the settings of the devices and air 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 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 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 of 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 for the time range that you want.

To generate a report, perform the following steps:

Step 1   Log in to the Smart+Connected Spaces portal for managing meeting spaces and digital signage.

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 of 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
- 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.

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

Workspace and Office Utilization Reports

The workspace and office utilization reports are generated by logging in to the Smart+Connected Spaces for managing workspaces (ipsapp).

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Current Workspace Utilization Report

This report provides information on workspace utilization such as workspaces in use, available workspaces, and so on.

Historical Workspace Utilization Report

This report provides information on the utilization of the workspaces on the selected floor, in terms of the percentage-wise breakup of the utilized and unutilized workspaces over the specified time period.

Current Users Check-in Report

This report provides details of the end users who have checked-in at the selected location.

Historical Workspace Utilization Comparison Report

This report provides information on the comparative utilization of the workspaces on a selected floor, in terms of status such as booked, checked-in, cancel, auto cancel, check out, and auto checkout over the specified time period.

Daily Utilization Report

This report provides information on the daily usage of workspaces on a selected floor over the specific time period.

Generating the Current Workspace Utilization Reports

To generate the current workspace utilization report, perform the following steps:

Step 1   Log in to the Smart+Connected Spaces portal for managing workspaces and offices.

The home page appears.

Step 2   Click **Reports**.

The Current Workspace Utilization tab appears.

Step 3   Click the expand ⸬ icon to view workspaces in the location hierarchy, select the floor level for which you want to generate a utilization report, and click **Generate Report**.

A pie chart, that displays the number of available workspaces, reserved workspaces but not checked in and the checked-in workspaces appears.

Generating the Historical Workspace Utilization Reports

To generate the historical workspace utilization report, perform the following steps:

Step 1   In the home page of the Smart+Connected Spaces portal for managing workspaces and offices, choose **Reports** > **Historical Workspace Utilization**.

Step 2   Click the ⸬ expand icon to view workspaces in the location hierarchy, and select the floor level for which you want to generate the report.

Step 3   Choose the required dates from the From Date and the To Date drop-down lists.

Step 4   Choose the required time from the From Time and the To Time drop-down lists.

Step 5   Click **Generate Report**.

The following metrics are represented as a pie chart:

- Utilized Spaces—Percentage of the workspaces that were occupied by employees.
- Unutilized Spaces—Percentage of the workspaces that were not occupied.

A legend that shows what the colors in the pie chart represent and the date and time at which the report is generated is displayed next to the pie chart.

A table that provides data such as the location name and type (workspace or office), the building and floor where it is located, the number of hours for which each location is used, and the aggregate number of hours for which the locations are occupied, is displayed below the pie chart:

The date and time at which the report is generated and the export icons are provided below the table.

Step 6   Click the icon to download the report as an Excel sheet.

(Alternatively) Click the icon to download the report in PDF format.

Generating the Current Users Check-in Reports

To generate the current users check-in report, perform the following steps:

Step 1   In the home page of the Smart+Connected Spaces portal for managing workspaces and offices, choose **Reports > Current Users Checkin**.

Step 2   Click the expand icon to view workspaces in the location hierarchy, select any floor level higher than the workspace for which you want to view the report, and then click **Generate Report**.

The following information is represented in a tabular format:

User Name, Workplace Name, Floor Name, Building Name, and City Name.

Generating the Historical Workspace Utilization Comparison Reports

To generate historical workspace utilization comparison report at a floor level, perform the following steps:

Step 1   In the home page of the Smart+Connected Spaces portal for managing workspaces and offices, choose **Reports >Historical Workspace Utilization Comparison**.

Step 2   Click the expand icon to view workspaces in the location hierarchy, and select the desired floor levels for which you want to view the report.

Step 3   Choose the desired dates from the From Date and the To Date drop-down lists, and click **Generate Report**.

The following metrics are represented in the Status (X-axis) verses Bookings (Y-axis) bar graph and table that displays statistics of the different booking states and the count of these booking states:

- Booked—The state of a workspace that has been booked.
- Checked-in—The state of a booked workspace that has been checked in to by an end user.
- Cancel—The state of a workspace that has been cancelled after a booking.
- Checkout—The state of a workspace that indicates that an end user has checked out of it.

- Auto Cancel—State of a workspace that was booked by an end user, but was automatically cancelled because the end user did not check in to the workspace within the configured time period (in the default configuration, the time period is set to 15 minutes).

- Auto Checkout—The state of a workspace in which user was checked-out of automatically - this would happen in a scenario wherein the end user does not manually check out from the workspace any time before the end of the booking time.

Generating the Daily Utilization Reports

To generate the daily utilization report at a floor level, perform the following steps:

Step 1 In the home page of the Smart+Connected Spaces portal for managing workspaces and offices, choose **Reports** > **Daily Utilization**.

Step 2 Click the expand ⊟ icon to view workspaces in the location hierarchy, and select the floor level for which you want to view the report.

Step 3 From the From Date and the To Date drop-down lists, choose the appropriate dates, and click **Generate Report**.The date range must not exceed seven days.

The following metrics are represented in the Date (X-axis) verses number of Bookings (Y-axis) bar graph and a statistical table:

- Total Workspace Available

- Utilized Workspace