



View Utilization Status

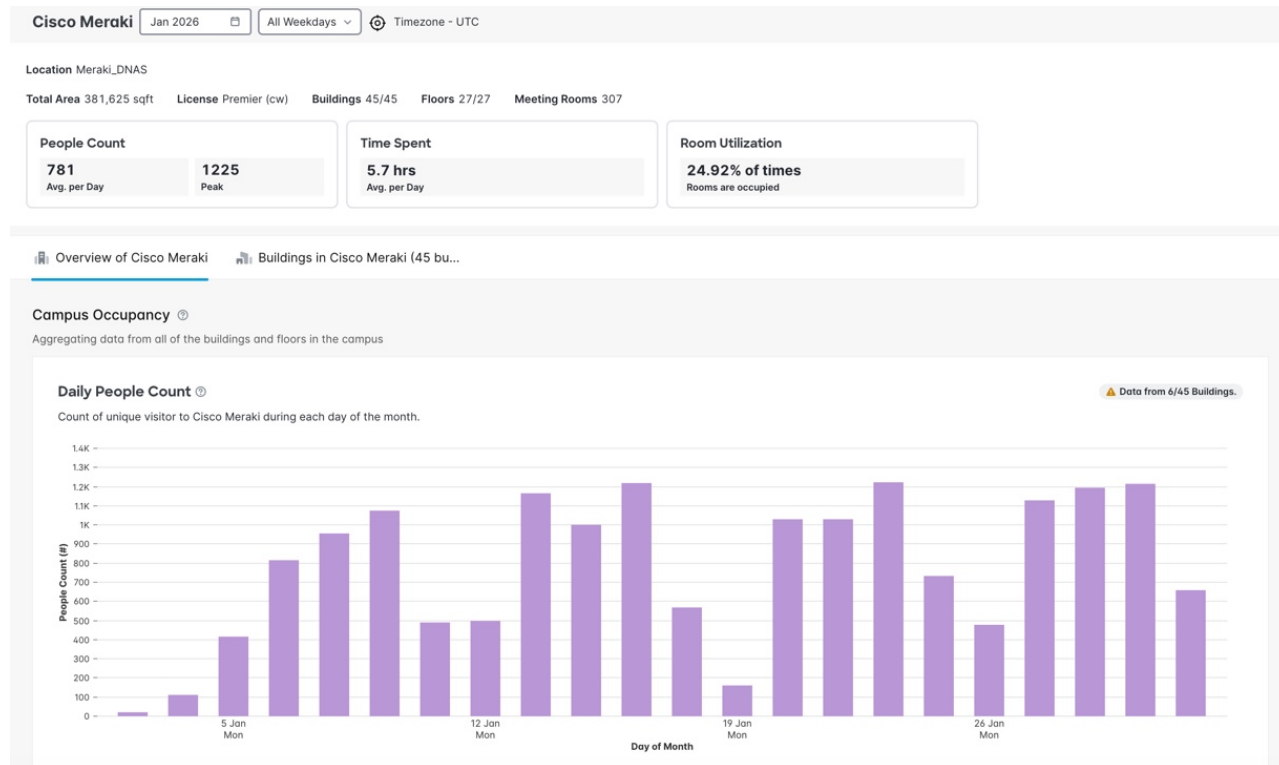
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View Campus Utilization Reports

Procedure

- Step 1** In the Space Utilization App left navigation menu, choose **Campuses**.
A table listing the various campuses is displayed.

Figure 1: Campus Reports



- Step 2** Choose the time period from the month and days dropdown menus on the top of the window.
- Step 3** Use **Search** or manually choose the campus by clicking its name in the table. The **Campus Details** window is displayed.
- Step 4** Choose either the **Overview** tab or the **View by Buildings** tab to understand the space utilization at a campus or building level.
- **Overview:** A summary of the **People Count**, **Time Spent**, and **Room Utilization** for the campus is displayed.
 - **View by Buildings:** Graphical charts showing trends in the utilization, people count, time spent, people hours, and density of the spaces within a building are displayed.

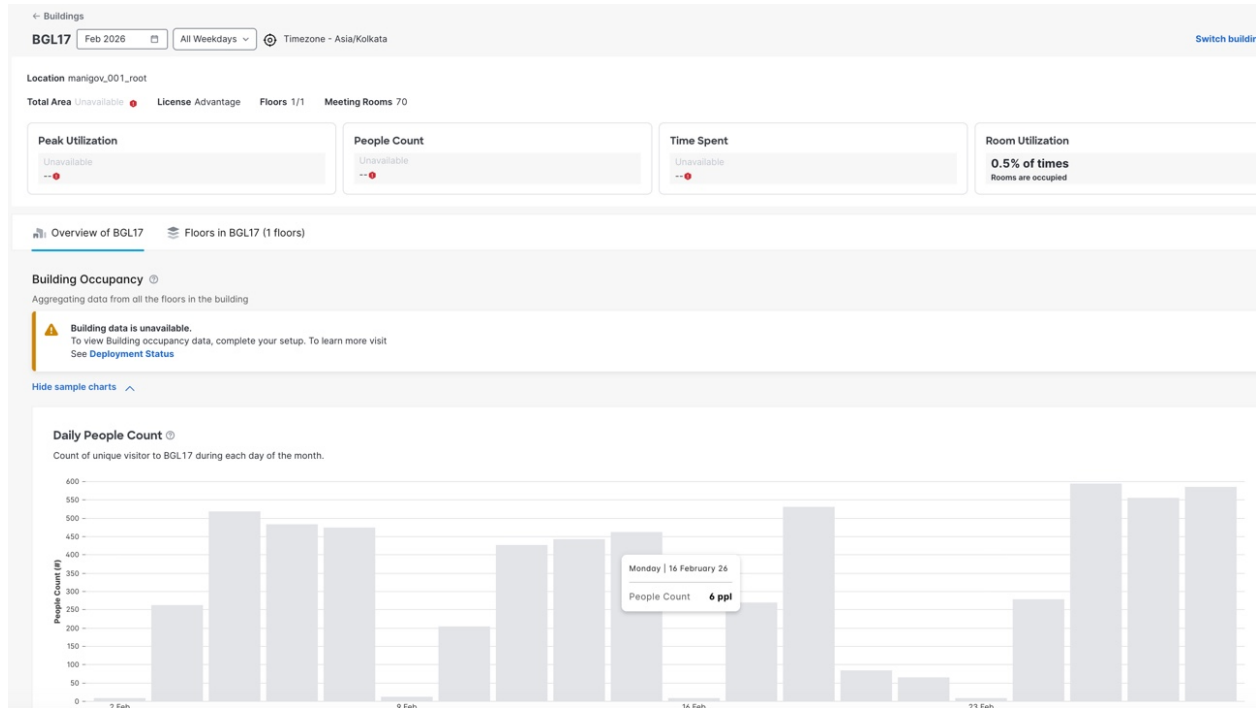
View Building Utilization Reports

Procedure

- Step 1** In the Space Utilization App left navigation menu, choose **Buildings**. A table listing the various buildings is displayed.
- Step 2** Choose the time period from the month and days dropdown menus on the top of the window.

- Step 3** Use **Search** or manually choose the building by clicking its name in the table. The **Building Details** window is displayed.

Figure 2: Building



- Step 4** Choose either the **Overview** tab or the **Floors in Building** tab to understand the space utilization at a building or floor level.
- **Overview:** A summary of the **Peak Utilization**, **People Count**, **Time Spent**, and **Room Utilization** for the building is displayed.
 - **Floors in Building:** Graphical charts showing trends in the utilization, people count, time spent, people hours, and density of the spaces on a floor are displayed.

View Floor Utilization Reports

Procedure

- Step 1** In the Space Utilization App left navigation menu, choose **Floors**.
A list of buildings and a table listing the various floors within the chosen building are displayed.
- Step 2** Choose the time period from the month and days dropdown menus on the top of the window.
- Step 3** Use **Search** or manually choose the building by clicking its name in the table. The **Floor Details** window is displayed.
- Step 4** Choose the **Overview** tab to understand the space utilization at a floor or room level.

A summary of the **Peak Utilization**, **People Count**, **Time Spent**, and **Room Utilization** for the building is displayed.
