



Share Reports

Space Utilization reports can now be shared from the dashboard with Cisco Spaces users and external recipients. Enter an email address and an optional message; recipients receive an email with a report snapshot and a link to the shared report. Cisco Spaces users sign in to view the report; external recipients verify access with a PIN generated during authorization.

Senders can manage shared access from the dashboard—approve or reject requests, revoke access, and review re-share requests when recipients share the report with others.

- [Share a Report, on page 1](#)

Share a Report

Allows you to share a selected utilization report view with others via email for collaboration and information sharing.

Use this task to generate and share a view of campuses, buildings, or floors by email in the Space Utilization App.

The **Share this view** feature is available for **Campuses**, **Buildings**, and **Floors**.

Procedure

- Step 1** In the left navigation menu, select either **Campuses**, **Buildings**, or **Floors**. A table listing the selected location parameter is displayed.
- Step 2** Use **Search** field or browse to the specific location and select it from the list. The **Details** window of the selected location parameter is displayed.
- Step 3** To share the selected view, click **Share this view**.

Figure 1: Share this view option for Building

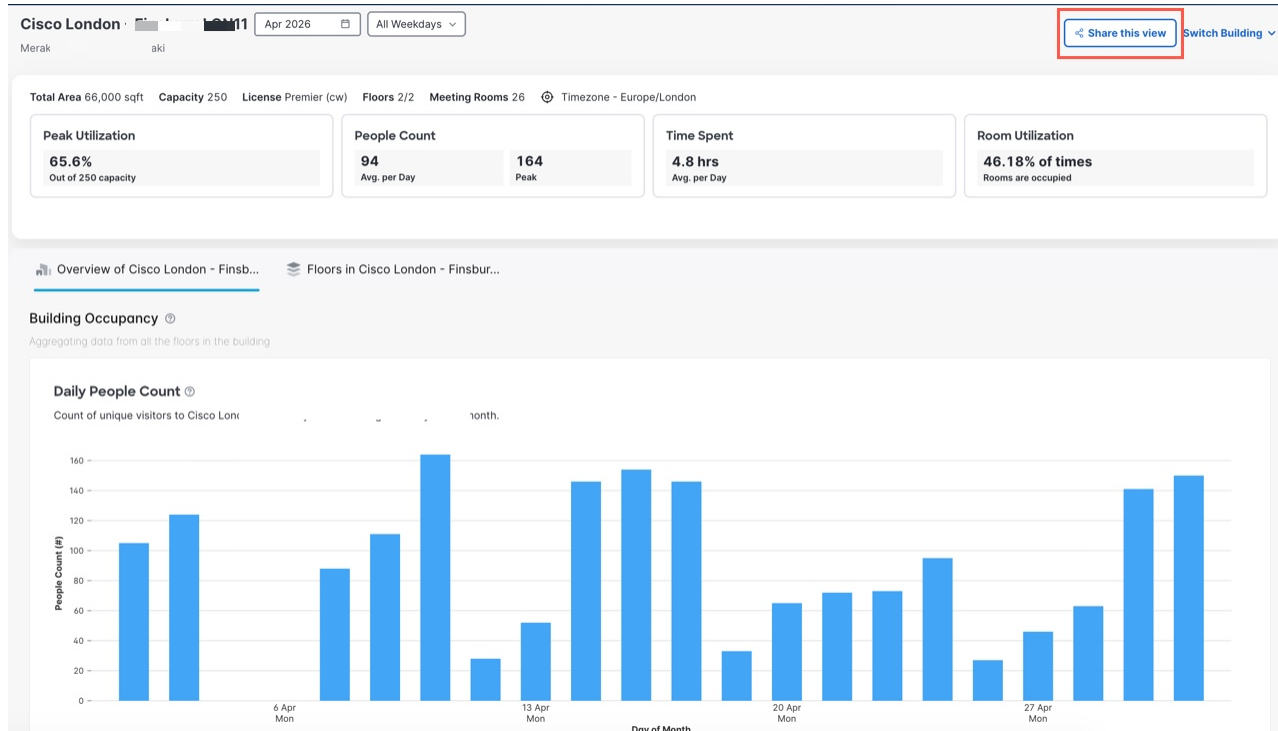


Figure 2: Share this view slide-in window

×

Share this view

Allow access to all nested locations

Email *

Enter email

Use commas, tabs, or semicolons to add multiple email addresses.

Add message (optional)

Message

0/100 words remaining

Preview

Sharing details of Cisco London - Finsbury LON11, building for the month of April 2026. Data was collected from all weekdays of the week.

Total Area 68,000 sqft Capacity 230 License Premier (est) Floors 27 Meeting Rooms 26 Timezone - Europe/London

Peak Utilization 65.6% <small>Out of 230 capacity</small>	People Count 94 164 <small>Avg per Day</small> <small>Peak</small>	Time Spent 4.8 hrs <small>Avg per Day</small>	Room Utilization 46.18% of times <small>Rooms are occupied</small>
--	---	--	---

[Overview of Cisco London - Finsb...](#) [Floors in Cisco London - Finsbur...](#)

Building Occupancy ⓘ

Aggregated by 30m slots on the 1st of the month

Daily People Count ⓘ

Count of unique visitors to Cisco London - Finsbury LON11 during each day of the month.

Cancel
Share

- Step 4** (Optional) To share information for all nested locations, check **Allow access to all nested locations**.
- Step 5** In the **Email** field, enter the recipient's email address.
- Step 6** (Optional) Enter a message in the **Add message** field.
- Step 7** Review the report preview to confirm the shared information.
- Step 8** Click **Share** to send the report. A confirmation message appears when the report is successfully sent. The recipient receives the shared view link.

The selected view is shared successfully with the specified recipient, enabling collaboration and information sharing.

What to do next

When the recipient opens the shared link, depending on the access level and the report state, the recipient should:

1. Sign in through the dashboard login flow.
2. Verify access through an email PIN.
3. Reset or change a PIN.
4. Request access from the report owner.

The appropriate access control measures are applied based on the recipient's context and the report's status.