



View Utilization Status

- [View Campus Utilization Reports, on page 1](#)
- [View Building Utilization Reports, on page 2](#)
- [View Floor Utilization Reports, on page 3](#)

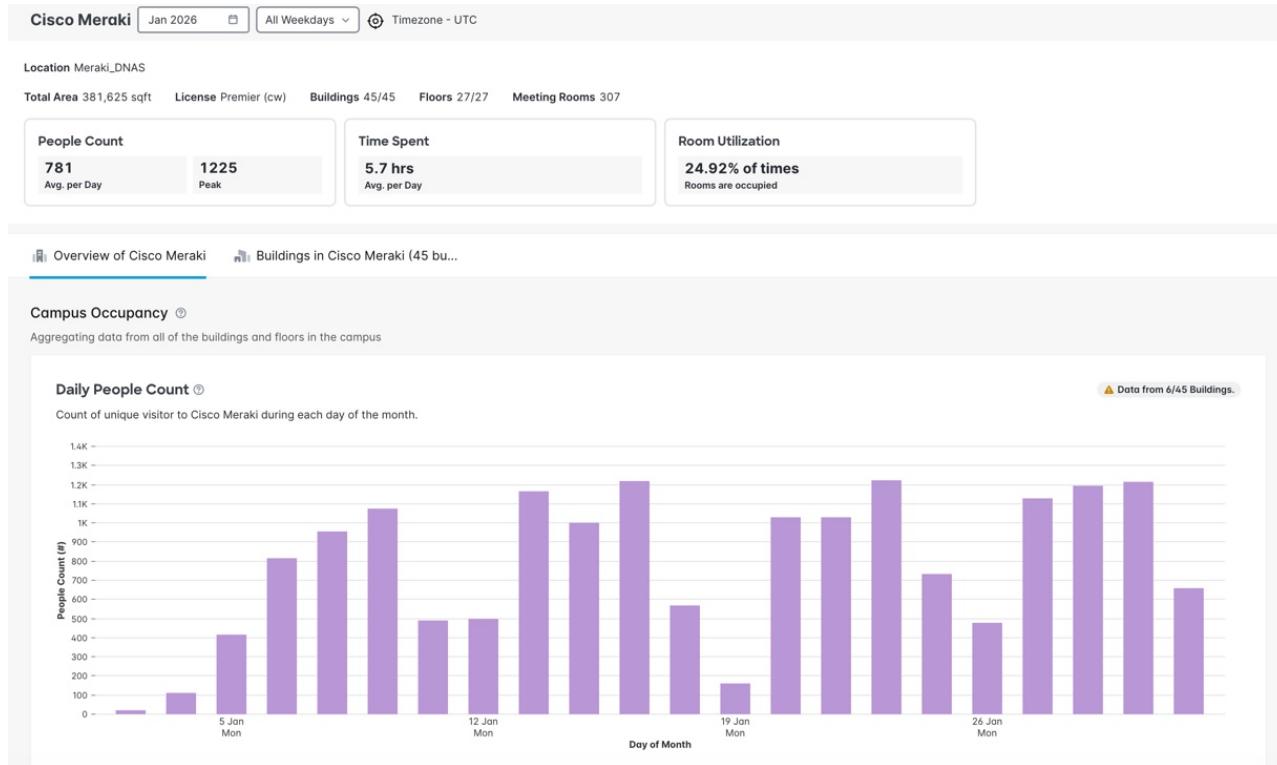
View Campus Utilization Reports

Procedure

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

View Building Utilization Reports

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.

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 either the **Overview** tab or the **Heat Map** tab to understand the space utilization at a floor or room level.

- **Overview:** A summary of the **Peak Utilization**, **People Count**, **Time Spent**, and **Room Utilization** for the building is displayed.
- **Heat Map:** Graphical charts showing trends in the daily utilization, people count by hour of day or day of week, and people hours by day of week for various rooms on a floor are displayed.

View Floor Utilization Reports