

View Utilization Status

- View Campus Utilization Reports, on page 1
- View Building Utilization Reports, on page 2
- View Floor Utilization Reports, on page 4

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.

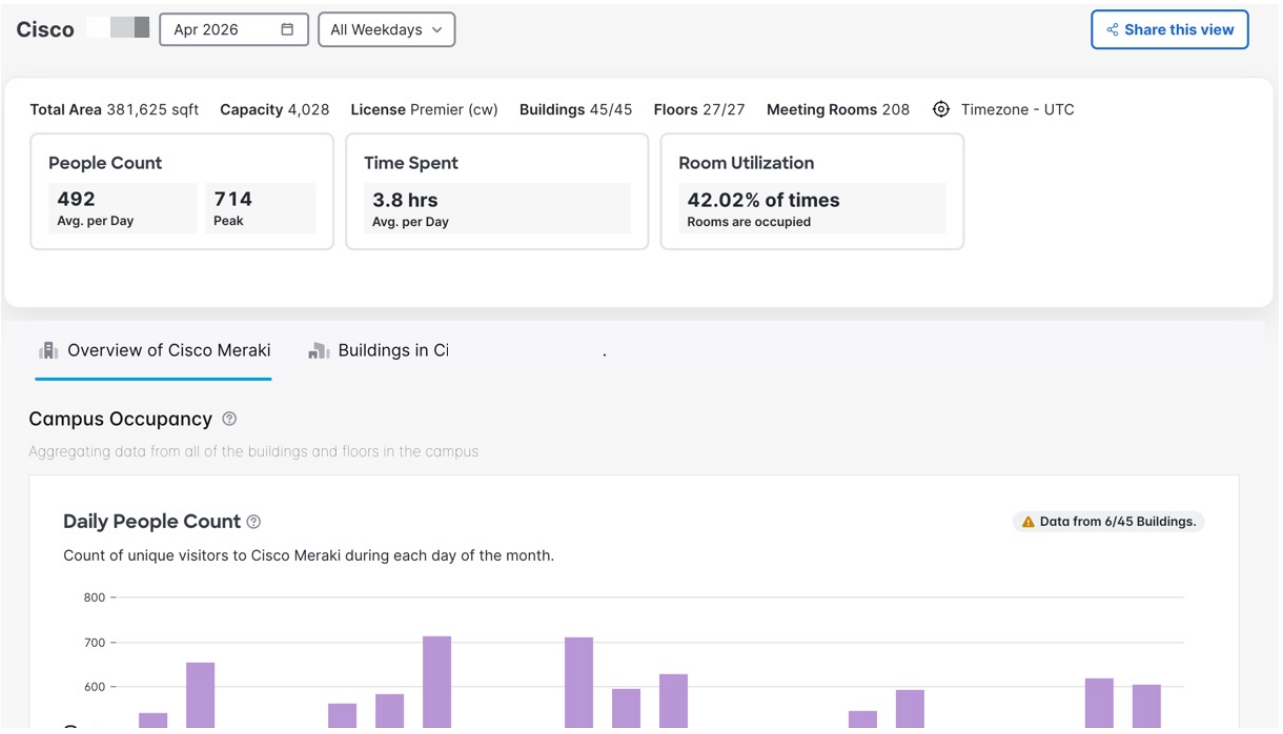
Step 2 Use the calendar filters at the top to select the month and dates as needed.

Step 3 View these details:

- **Name**
- **People Count (Avg)**
- **Time Spent (Avg)**
- **Room Utilization (% Time Occupied)**
- **Location**

Step 4 Use **Search** or click on the desired campus name to display its detailed view.
The **Campus Details** window is displayed. View the displayed information such as total area capacity, license details, buildings, floors, meeting rooms, time zone, people count, time spent, and room utilization.

Figure 1: Campus Reports



Step 5 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 Use the calendar filters at the top to select the month and dates as needed.

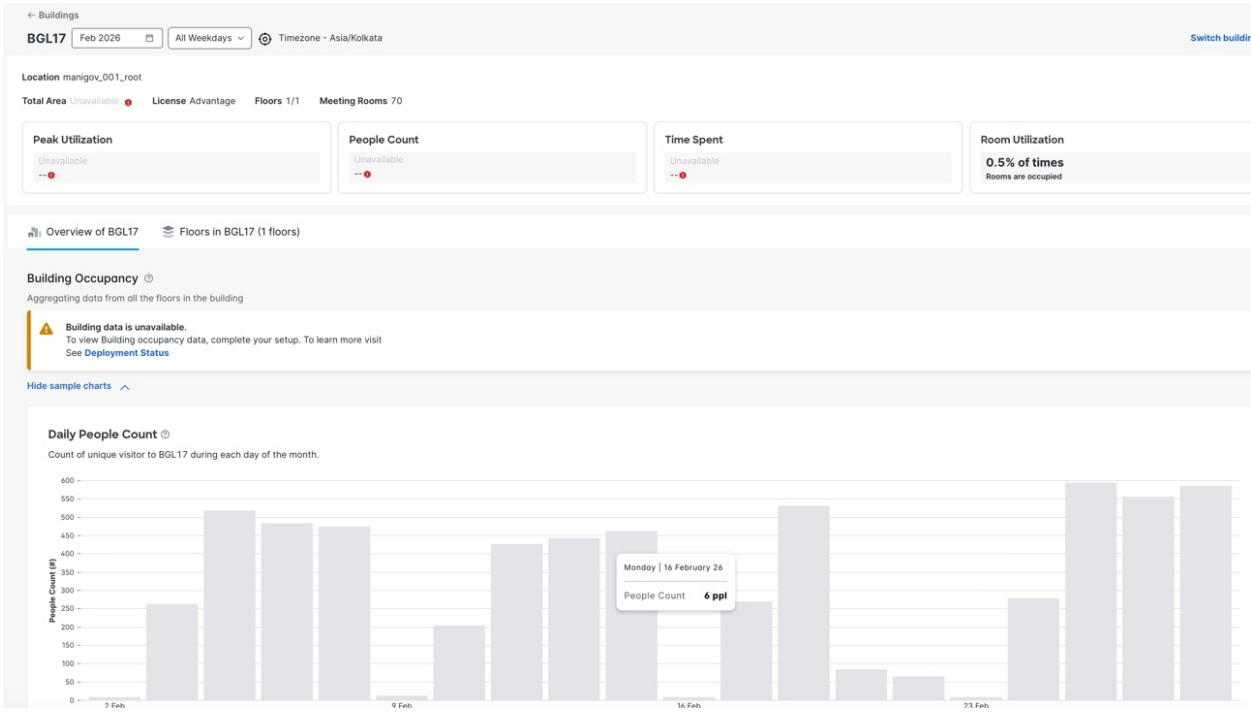
Step 3 View these details:

- **Name**
- **Utilization (%)**

- **People Count (Avg)**
- **Time Spent (Avg)**
- **Room Utilization (% Time Occupied)**
- **Location**

Step 4 Use **Search** or click on the desired building name to display its detailed view.
The **Building Details** window is displayed. View the displayed information such as total area capacity, license details, buildings, floors, meeting rooms, time zone, people count, time spent, and room utilization.

Figure 2: Building



Step 5 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.

Step 6 To view the building utilization report for a different building under the same root campus, from the **Switch Building** drop-down list, choose the building.

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 Use the calendar filters at the top to select the month and dates as needed.

Step 3 View these details:

- **Name**
- **Utilization (%)**
- **People Count (Avg)**
- **Time Spent (Avg)**
- **Room Utilization (% Time Occupied)**

Step 4 Use **Search** or click on the desired floor name to display its detailed view.
The **Floor Details** window is displayed. View the displayed information such as total area capacity, license details, buildings, floors, meeting rooms, time zone, people count, time spent, and room utilization.

Step 5 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.

Note
The heat map requires **Premier** licenses for visualization.

Figure 3: Overview tab

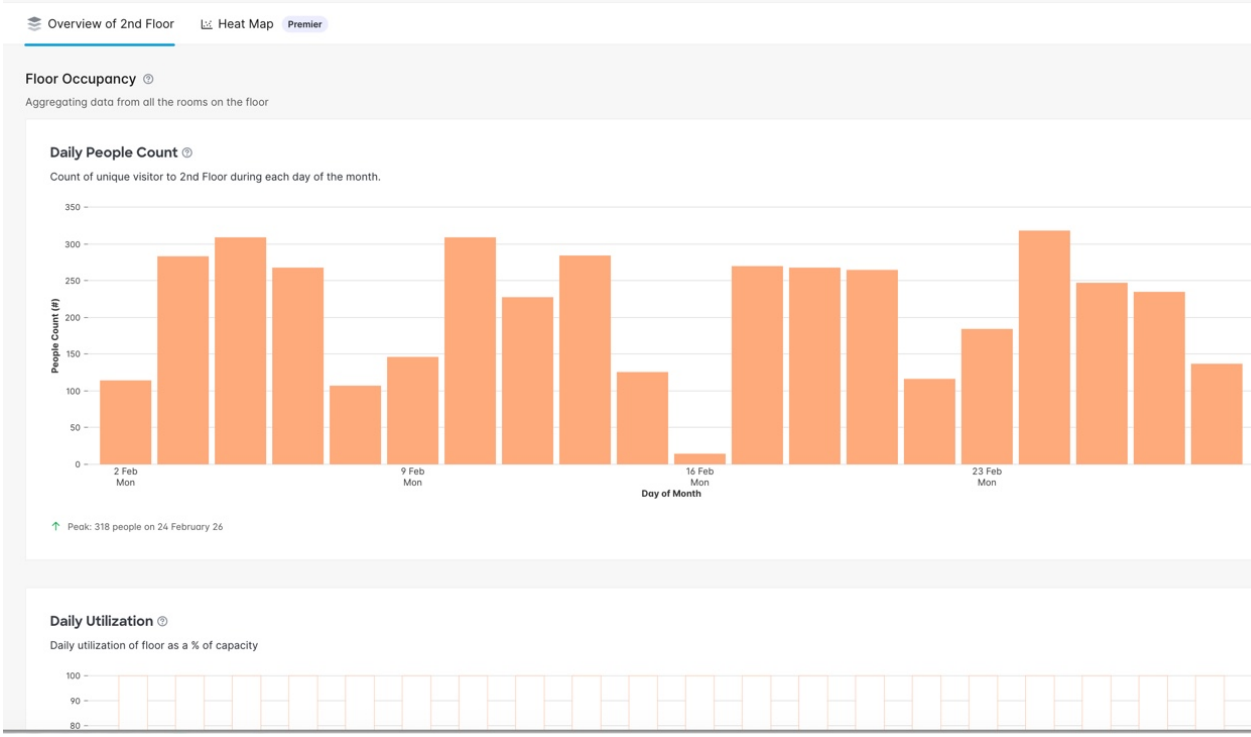
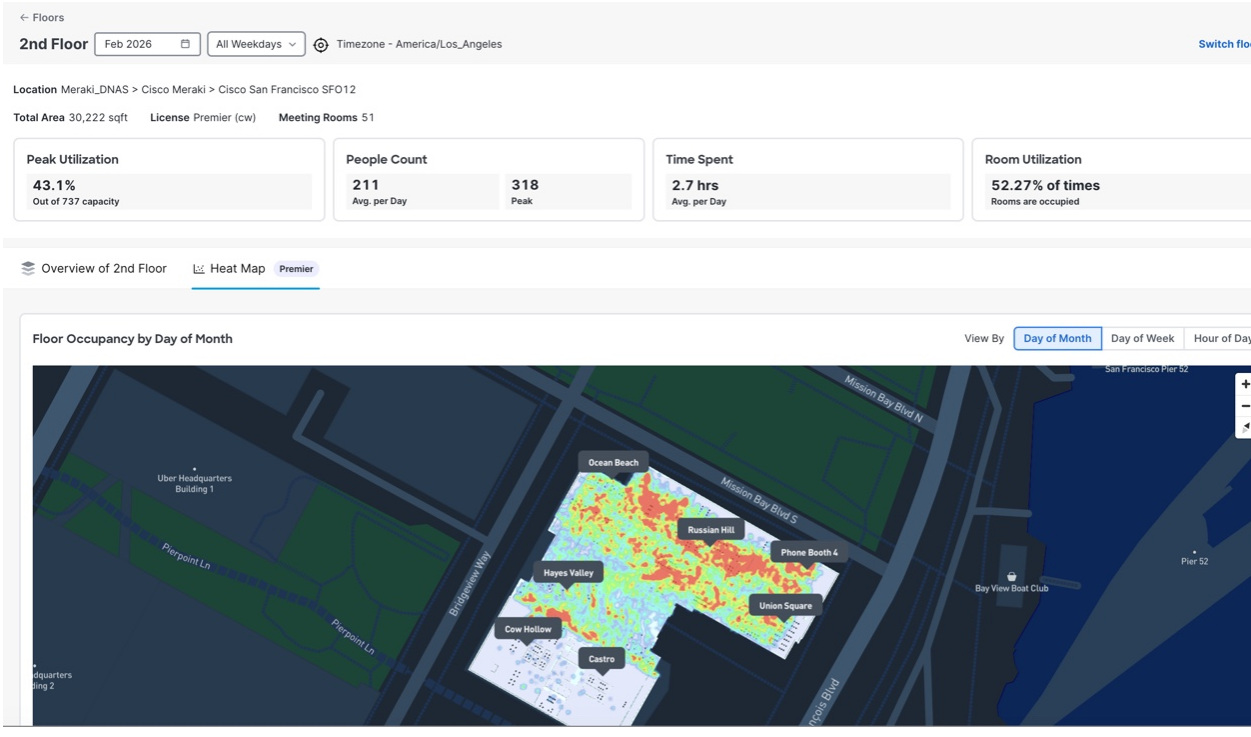


Figure 4: Heat Map tab



Step 6 To view the floor utilization report for a different floor under the same root building and campus, from the **Switch Building** drop-down list, choose the floor.

Overview Room View Metrics

The **Room Metric View** in the Space Utilization app shows how meeting rooms are used across supported locations. It helps users to view utilization and occupancy metrics for individual rooms within the selected Building and Floor context.

Users can navigate from room lists, map-based room workflows, and **% Utilization by Room** views into **Room Details** for a selected room while preserving the originating Building or Floor context.

Licensing Requirements

Room View Metrics is supported for accounts with the following licenses:

- **PREMIER_W**
- **PREMIER_CW**

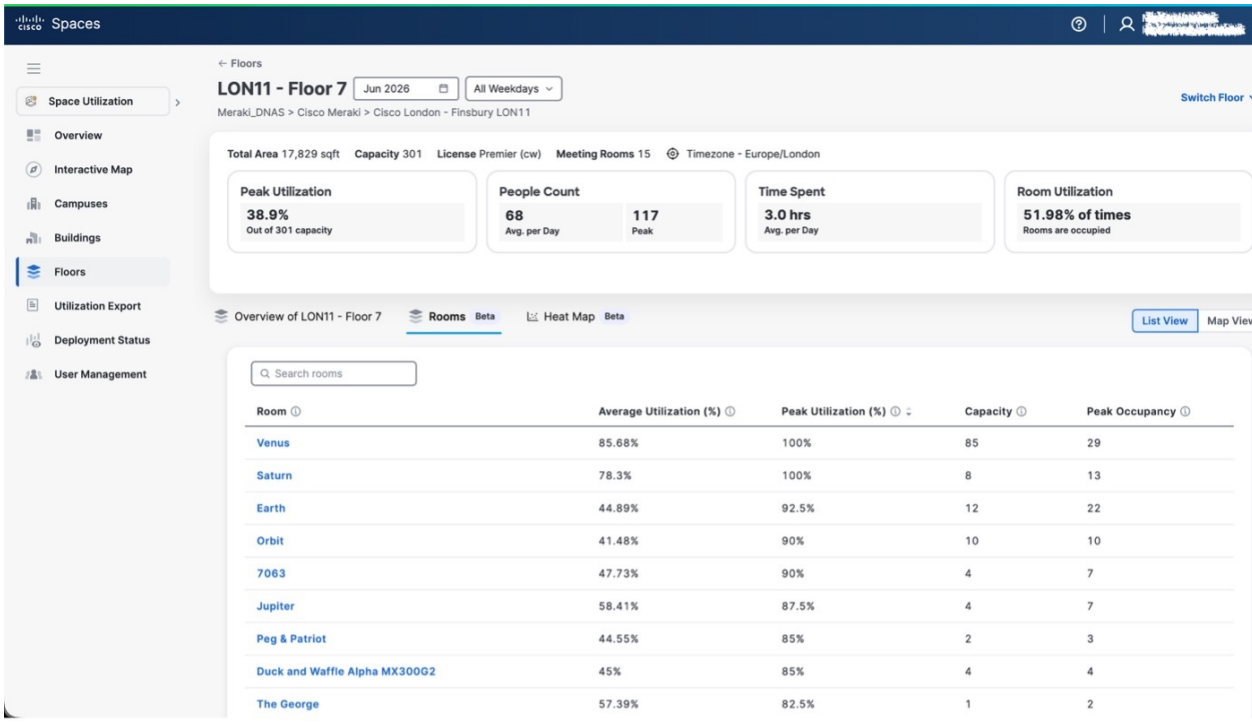
Room List View

List View shows the rooms under the selected floor in a table format. It helps users quickly scan available rooms and compare utilization and occupancy values.

The list includes these columns:

- **Room**
- **Average Utilization (%)**
- **Peak Utilization (%)**
- **Capacity**
- **Peak Occupancy**

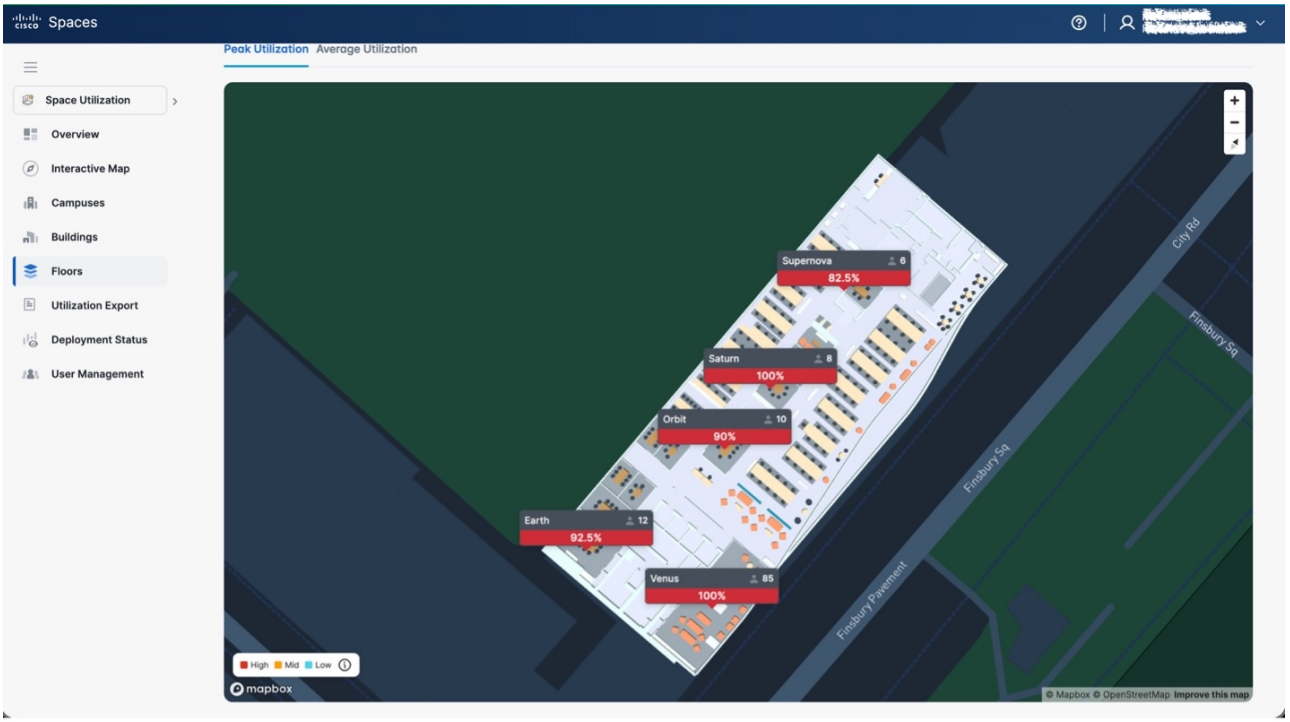
Figure 5: List View



Room Map View

Map View shows the rooms directly on the floor map. It helps users understand room usage visually in the context of the floor layout.

Figure 6: Room Map View



Each room card on the map can show:

- **Room Name**
- **Utilization Percentage**
- **Capacity**

Users can also switch between **Peak Utilization** and **Average Utilization** in Map View.

Room Metrics detailed view

The **Room View** page provides a detailed view of how an individual room is being used during the selected period. After a user opens **Room Details**, the page shows room-level utilization and occupancy insights for that room.

The Room View includes these summary metrics:

- **Room Utilization**
- **Peak Room Utilization**
- **Peak Occupancy**

The Room View also includes detailed charts such as:

- **Daily Utilization**
- **Room Utilization by Time of Day**

- **Room Utilization by Day of Week**
- **Room Occupancy by Occupant Count**
- **Room Occupancy by Booking Status**

These views help users understand how a room is used over time, identify peak usage periods, review occupancy behavior, and analyze booking-based room utilization patterns

Figure 7:

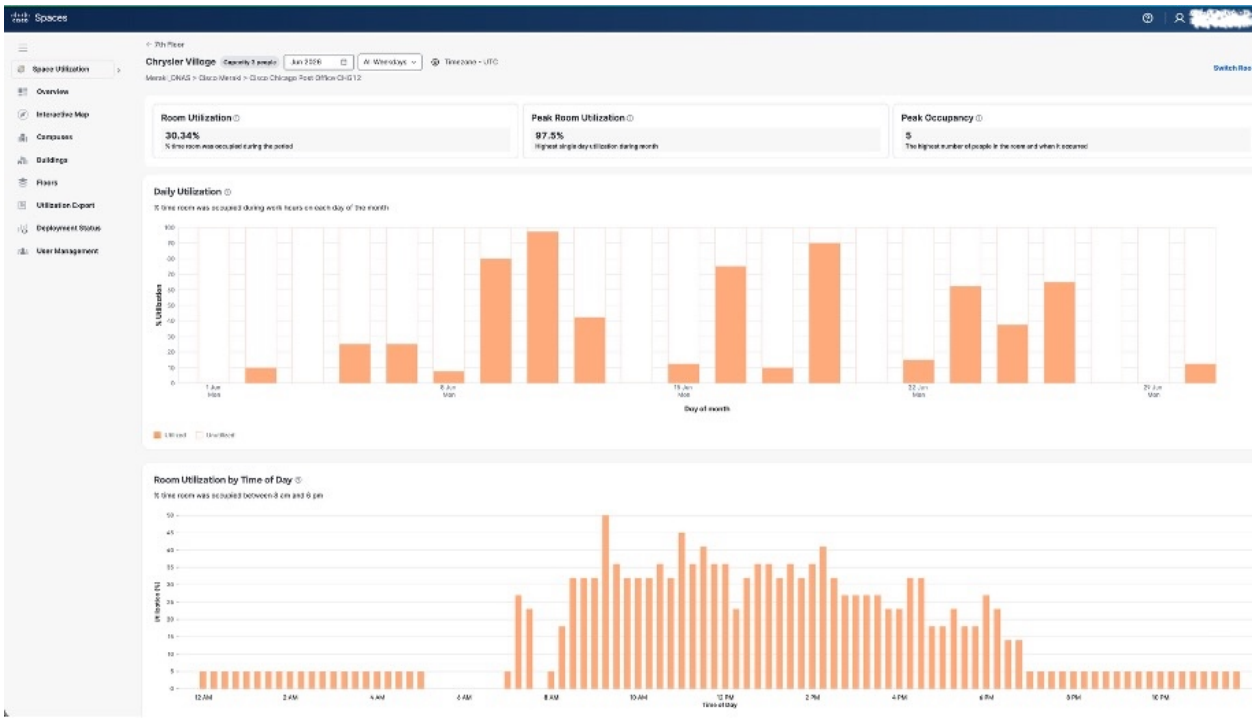
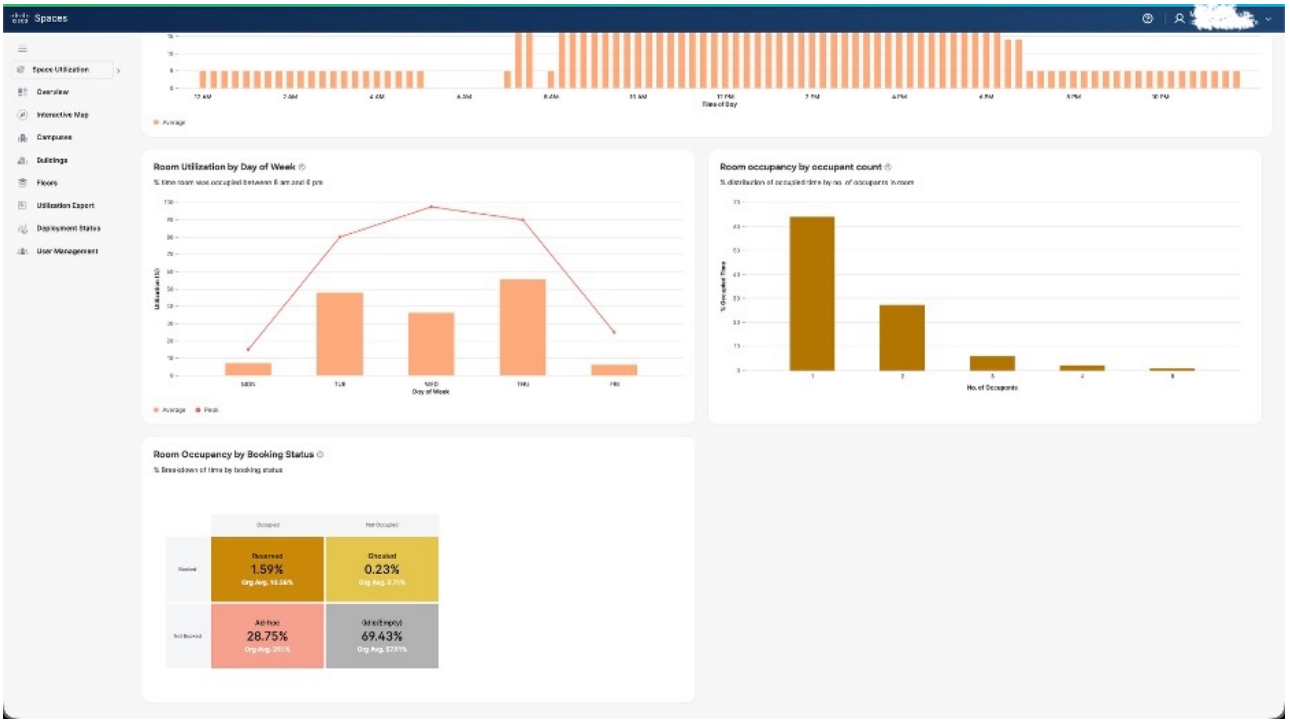


Figure 8:


Spaces
Space Utilization
Overview
Interactive Map
Campuses
Buildings
Floors
Utilization Export
Deployment Status
User Management
Room Utilization by Day of Week
Room occupancy by occupant count
Room Occupancy by Booking Status
Reserved
1.59%
Checked
0.23%
Ad-hoc
28.75%
69.43%