CHAPTER **6**

Managing Reports

This chapter describes the different types data that you can generate, using the Cisco Smart+Connected Personalized Spaces (Smart+Connected Personalized Spaces) application.

About Reports

You can generate reports to gather real-time data on the actual utilization of workspaces and services provided by the Smart+Connected Personalized Spaces application. This data is presented in an intelligent form to enable analysis of the space utilization, usage pattern, and aid decision-making for expansion based on usage pattern and needs.You can generate and access occupancy or utilization reports across specific locations.

The types of reports that can be generated are as follows:

- Current Workspace Utilization report—Provides information on workspace utilization such as workspaces in use, available workspaces, and so on.
- Historical Workspace Utilization report—Provides information on the utilization of the workspaces in the selected floor, in terms of status such as booked, checked-in, cancel, auto cancel, check out, and auto checkout over the specified time period.
- Current Users Check-in report—Provides details of the end-users who have checked-in at the selected location.
- Historical Workspace Utilization Comparison report—Provides information on the comparative utilization of the workspaces in 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 reports—Provides information on the daily usage of workspaces in a selected floor over the specific time period.

Generating Reports

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Generating the Current Workspace Utilization Reports

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

Step 1   In the Smart+Connected Personalized Spaces home page, click **Reports**.

The Current Workspace Utilization tab appears.

Step 2   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 Smart+Connected Personalized Spaces home page, 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 appropriate 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 by an end-user.
- Cancel—The state of a workspace that has been manually cancelled after a booking.
- Checkout—The state of a workspace in which an end-user has done a check-out post a check-in.
- Auto Cancel—State of a workspace that was booked by an end-user, but was automatically cancelled since the end-user did not check-in into 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 automatically - this would happen in a scenario wherein end-user does not manually check-out from the workspace any time before the end of the booking time.

Generating the Current Users Check-in Reports

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

Step 1   In the Smart+Connected Personalized Spaces home page, 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 Smart+Connected Personalized Spaces home page, 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 by an end-user.

- Cancel—The state of a workspace that has been cancelled after a booking.

- Checkout—The state of a workspace in which an end-user has done a check-out post a check-in.

- Auto Cancel—State of a workspace that was booked by an end-user, but was automatically cancelled since the end-user did not check-in into 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 automatically - this would happen in a scenario wherein 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 Smart+Connected Personalized Spaces home page, 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