

Utilization Exports

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Utilization Exports

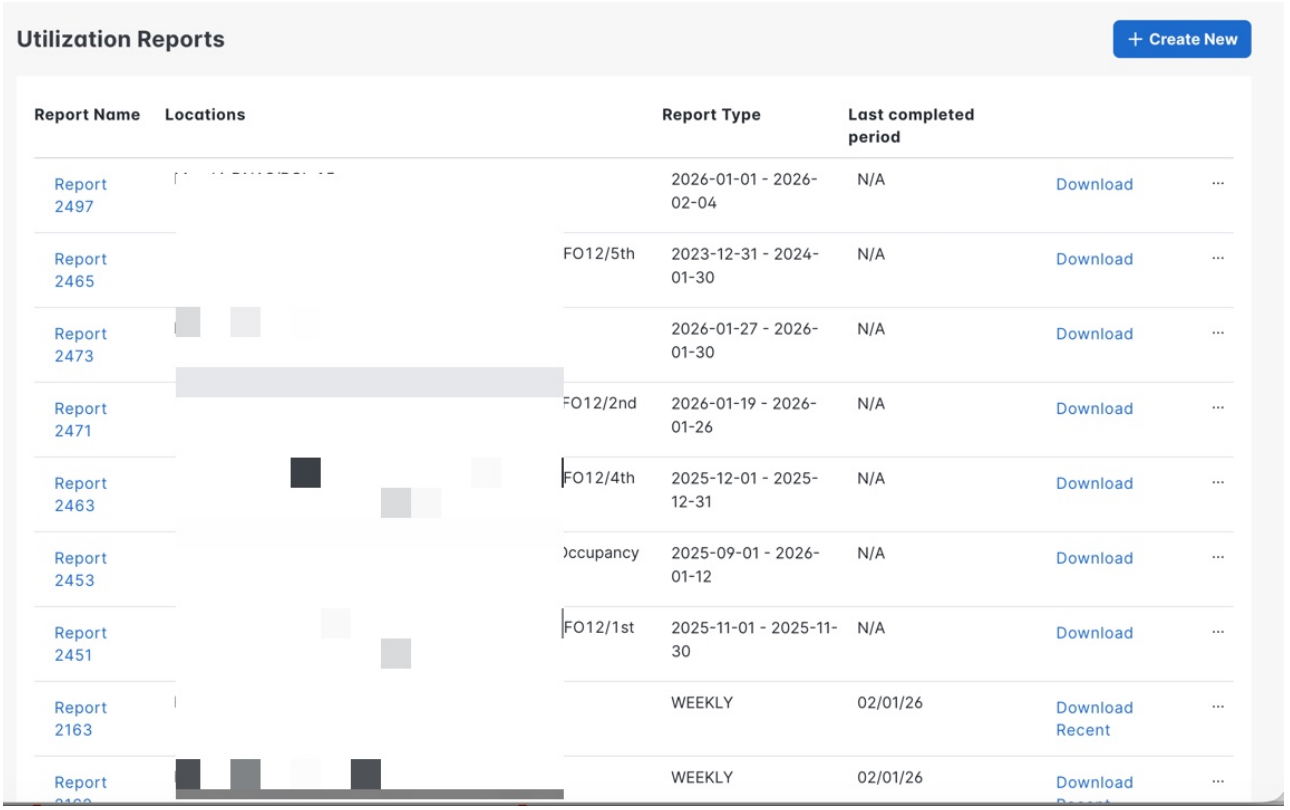
Use the **Utilization Exports** feature to export utilization data via reports.The **Utilization Exports** section in the Space Utilization App allows you to create, view, and download utilization reports. It lists previously created reports along with their location scope, reporting period, completion status, and download access.

Key features

- Create new utilization reports to generate exportable utilization data for selected locations and time periods.
- View all existing reports in one list with key metadata (report name, location scope, reporting period).
- Track report readiness using **Last completed period** to confirm whether an output is available.
- Download report outputs on demand directly from the report row entry.

You can view the existing reports and also create new reports.

Figure 1: Utilization exports



The **Utilization Exports** page includes these details:

Table 1: Utilization exports

Field	Description
Report Name	Identify the report entry and open its details by selecting the linked name (for example, *Report 2497*).
Locations	Displays the location scope included in the report (often displayed as a campus/building/floor path).
Report Type	Displays the reporting timeframe covered by the report (for example, a date range such as `2026-01-01 – 2026-02-04`.
Last completed period	Displays the most recent period for which the report successfully completed, or display *N/A* when no completed output is available yet.
Download	Click to download the generated report output file for that report entry.
More options (…)	Includes **Edit** and **Delete** options.

View reports

To view an existing report, click **Report Name** to view utilization data for the same. View these information:

- Workspace
- Date
- Interval Start Time (Local)
- Building
- Floor
- Capacity
- Peak People Count

Perform these additional tasks:

- **Edit**: Click to edit and regenerate the report.
- **Download**: Click to download the report.

Create report

Use **Create New** to define a new utilization report by choosing the location scope and reporting period.

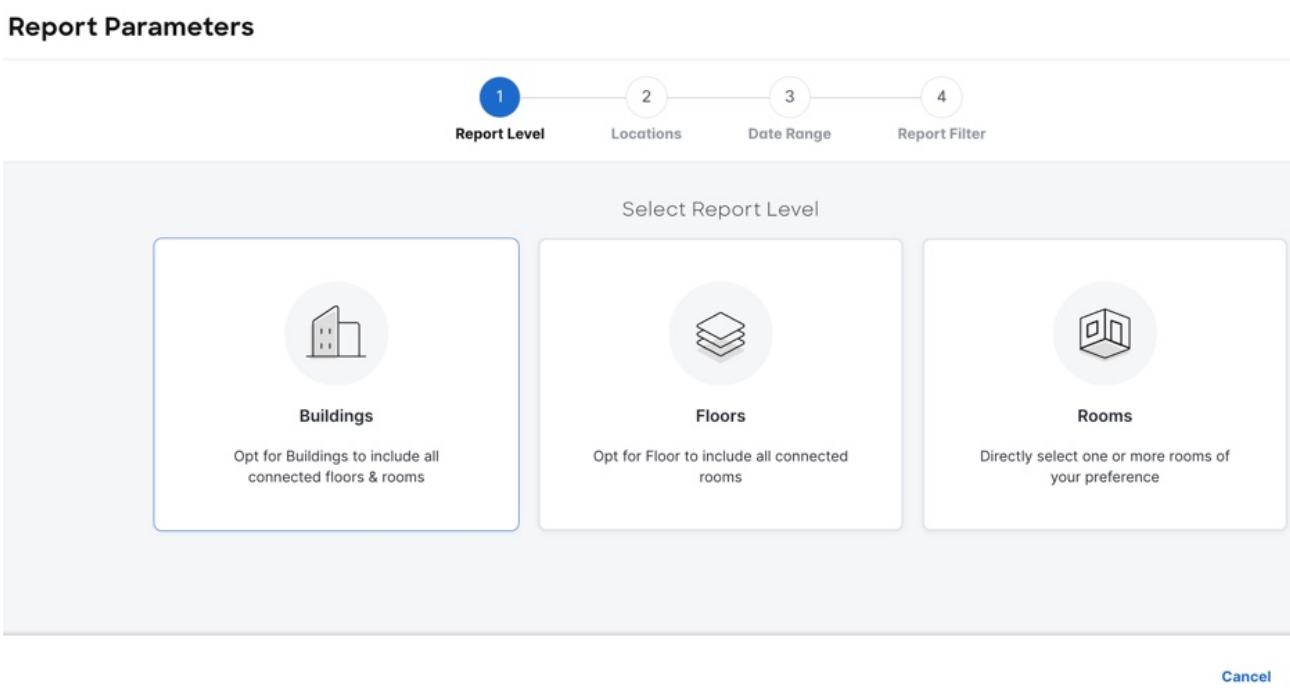
The **Utilization Exports** feature allows you to create utilization report exports for specific locations and time periods, track completion, and download the results for offline analysis and distribution.

Complete these steps to create new reports.

Procedure

Step 1 In the **Utilization Exports** window, click **+ Create New**.
The **Report Parameters** wizard is displayed.

Figure 2: Report Parameters



Step 2 In the **Report Level** section, click to choose one among **Buildings**, **Floors**, or **Rooms**.

Step 3 Click **Next**.
The **Locations** section is displayed.

Step 4 In the left pane, expand the hierarchy to navigate to the desired location, and select the corresponding check box.

Note
Alternatively, in the left pane, you can search for the desired **Building**, **Floor**, or **Room**.

The selected locations are displayed in the right side of the pane.

Step 5 Click **Next**.
The **Date Range** pane is displayed.

Step 6 In the **Select Date Range** section, you can either specify a date range or choose a cadence for the occupancy report.

a) **Specify Date Range**: Choose this option if you need a report for a fixed time period and select the **Start Date** and **End Date** from the date picker.

Note
The dates are based on the selected location's local time zone.

b) **Recurring Report**: Choose this option if you want to generate a recurring occupancy report and specify the cadence by choosing one among the following options:

- **Weekly**: This report contains data for the last completed week (Sunday to Saturday).
- **Bi-weekly**: This report contains data for the last completed two weeks.

- **Monthly**: This report will contain data for the last completed month.

c) Specify the **Reporting Time Interval** by choosing one of these options: **15 minutes**, **30 minutes**, or **60 minutes**.

Step 7 Click **Next**.
The **Report Filters** pane is displayed.

Step 8 In the **Report Filters** pane, you can specify the following criteria for the occupancy report:

a) Under **Filter By Specific Day(s)**, you can either select specific days of the week, or **All Days of the Week**.

Note
You must select at least one day. If not, the following error message is displayed:

Atleast one day must be selected to generate a report.

b) Under **Filter By Specific Hours**, you can either choose **Full Day (24 Hrs)** or specify the **Start Time** and **End Time**.

c) Under **Filter By Capacity of Room(s)**, choose the desired room capacity.

Note
You must select at least one room capacity group. If not, the following error message is displayed:

Atleast one capacity group must be selected to generate a report.

d) Choose **Skip Empty Rows** to exclude entries for those intervals where there is no data.

Step 9 Click **Create Report**.

The new report is generated.

What to do next

View the report details in the **Utilization Exports** window.