

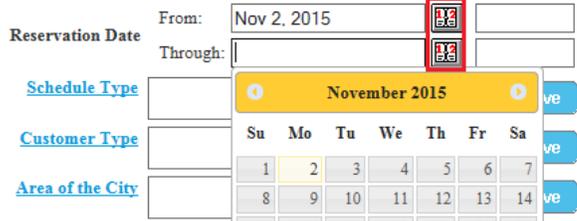
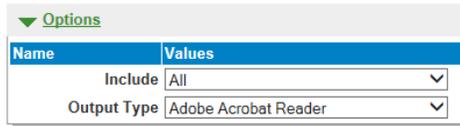


## REPORTS – ROOM BOOKING STATISTICS - HELP GUIDE

This guide provides the recommended filters to produce certain/intended report outputs. Using different filter combinations may result in different outputs from ActiveNet.

### Resource Utilization Report

The Resource Utilization report displays the usage of available resources (facilities, equipment, and instructors) as a percentage over a specific date range. Use this report to view the hours and days available and actually reserved, as well as sub-totals for facilities, equipment, or instructors.

<p>Access Resource Utilization Report</p> <ol style="list-style-type: none"> <li>1. Click the <b>Reports</b> icon</li> <li>2. Click <b>Reservation Reports</b> drop down on the left-hand side.</li> <li>3. Select <b>Resource Utilization Report</b></li> </ol>	
<p>Filter by Reservation Dates</p> <ol style="list-style-type: none"> <li>4. Click on the calendar icons  and select dates to set Reservation date range.</li> </ol>	
<p>Options</p> <ol style="list-style-type: none"> <li>5. Select <b>Adobe Acrobat Reader</b> as <b>Output Type</b> for optimal printing.</li> </ol>	
<p>Produce Report</p> <ol style="list-style-type: none"> <li>6. Click <b>Run Report</b></li> </ol>	

### How to read the report

- **Center Name:** Site Name
- **Facility/Equipment Type:** States if booking was made to a facility or equipment
- **Facility/Equipment/Instructor Name (Number):** Name of resource booked
- **Days Available:** Total number of days available between specified reservation dates
- **Hours Available:** Total hours available between specified reservation dates
- **Days Reserved:** Number of days that contain at least one reservation between specified reservation dates
- **Hours Reserved:** Total number of hours reserved between specified reservation dates
- **Usage by Day:** % of days available that are reserved
- **Usage by Hour:** % of hours available that are reserved
- **Total Attendance:** Number of people using facility between specified reservation dates (Taken from reservation data)

For more information or to get assistance, please contact us at:

- 3-1-1 (within Vancouver)
- 604-873-7000 (outside of Vancouver)