

## How to Run a Room Utilization Report

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A **Room Utilization Report** will tell you the total minutes a room was used compared to the total available minutes You can access it from the [Room Reservation Maintenance page](#).

This can help you find what rooms are being over or underused.

<b>Date Range</b>	Select a date range up to 12 months long
<b>Select Start/End Time</b>	Choose between Standard Room Hours, Extended Room Hours or Selected Room Hours
<b>Summarize By</b>	Day, week or month
<b>Select Room</b>	Choose the Room to run the report for
<b>Reservation Type</b>	Choose between All, Events, or Room Reservations
<b>Status</b>	All, Reserved, Payment Pending, Pending, Denied, Canceled

Online URL: <https://kb.demcosoftware.com/article.php?id=177>