How to Run a Room Utilization Report

Article Number: 177 | Rating: Unrated | Last Updated: Thu, Oct 6, 2011 at 2:09 PM

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.

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

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