Utilisation Report

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The Utilisation Report has been designed to help you maximise your facilities and your revenue, by allowing you to view usage of your venue across each space.

Within the 'Manage' area of your venue, you will be able to define your opening times and this will calculate the number of hours your venue is potentially open within the report period. By using this & the bookings input into the system, the report will calculate your percentage utilisation.

To be able to use the report, you will need to set up your opening times. Please follow the instructions below:

Click the [**Manage**] tab and click the [Edit Venue] button. From the [Basic Information] tab, scroll down to the Venue Business Hours section. Here you can set your opening times for your venue.   (***Please note*** - if you have added holidays on the [Venue Management] tab, you must include opening hours in the non-term time column.)

Once complete, click [Set all Bookable Spaces times to these times] and click [Save] as you normally would at the top right of the screen. These hours will then be replicated against all Bookable Spaces listed under the [Venue Management] tab.

If any spaces deviate from these times (e.g. an outdoor space available earlier than in your main building), you can amend each space individually.

To do this, click [Edit   Delete] the space you wish to edit from the list of Bookable Spaces on the [Venue Management] tab. Once you've made the amendments required, click [Save]

Space Business Hours

Should be in 24hr format e.g. 15:00-23:00

	Term Time From	Term Time To	Non Term Time From	Non Term Time To
Monday:	18:00	22:00	08:30	22:00
Tuesday:	18:00	22:00	08:30	22:00
Wednesday:	18:00	22:00	08:30	22:00
Thursday:	18:00	22:00	08:30	22:00
Friday:	18:00	22:00	08:30	22:00
Saturday:	08:30	22:00	08:30	22:00
Sunday:	08:30	20:00	08:30	22:00

Save **Create Website Space** **Back**

The report is available to run from the [**Reports**] tab. It can be run for any time period. Please note that provisional bookings and non-billable bookings are included in this report. Any days that have Closures added on the [Venue Management] tab will be excluded from the Hours Open column.

If you wish to run the report for multiple venues, click the 'Multiple Venues' option and select the venues required. Each venue will be shown on a separate tab within the Excel spreadsheet.

A sample of the report is shown below.

Spaces	Totals Hours Open	Totals Hours Booked	Totals % Booked	Mon Hours Open	Mon Hours Booked	Mon % Booked	Tue Hours Open	Tue Hours Booked	Tue % Booked	Wed Hours Open	Wed Hours Booked	Wed % Booked	Thu Hours Open	Thu Hours Booked	Thu % Booked
Art Room	255	8	3	34			34	8	24	34			34		
Music Room	255	70	27	34	12	35	34	17	49	34	21	62	34	9	25
Main Hall	255	372	146	34	42	124	34	50	147	34	56	165	34	31	91
Dining Hall	255	100	39	34	20	59	34	12	35	34	24	71	34	32	94
Sports Hall 1	255	7	3	34			34			34	7	21	34		
Sports Hall 2	255	22	9	34	12	36	34	4	12	34	2	6	34		
Sports Hall 3	255	18	7	34	8	24	34	4	12	34	2	6	34		
Sports Hall 4	255	93	36	34	13	37	34	30	87	34	9	25	34		
Astro 1	255	116	45	34	13	37	34	34	99	34	17	50	34	20	59
Astro 2	255	69	27	34	17	50	34	20	59	34	16	47	34	12	35
Classroom E1	255	86	34	34	4	12	34	24	71	34	9	25	34	24	71
Classroom E2	255	16	6	34			34			34	16	47	34		
Conference Room	255			34			34			34			34		
Drama Studio	255	56	22	34	2	6	34	7	21	34	14	40	34	20	57
Gymnasium	255	38	15	34	5	15	34	6	18	34	12	35	34	4	12
Total	3825	1071	28	510	147	29	510	215	42	510	204	40	510	151	30

Grange Park School Utilisation report from 01/04/

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