USING EMS UTILIZATION REPORTS TO MAKE REAL ESTATE DECISIONS

Beyond the Basics

Tue, October 17, 2017
The Plan

- Discussion about reporting on planned utilization vs. *actual* utilization
- Out-of-the-box reports on utilization
- Query builder for next-level reporting
- Platform Services Rest API > Data warehouse
ACTUAL UTILIZATION
Crowd-Sourced Actual Utilization Techniques

- Use integrated VC rooms with IP cameras to track no shows
  - Update actual attendance number in setup count
- Tracked **declined** meetings that you could not accommodate with a specific status
- Use card-swipe data to compare with meeting reservations
  - Ex: never checked in to work, but had a reservation
  - Ex: checked into a reservation, but never checked in to the facility
  - Ex: Use floor level card-swipe data
- Enable check-in functions from the EMS mobile app
- Have the concierge desk and/or building monitors apply a “No Show” status to bookings
- Enable check-in from digital room signs
- Use occupancy sensors to collect actual utilization + use EMS Platform Services API to “check-in”
Out of the Box Reports

• Room utilization by day of week
• Cost of unoccupied space
• Seat fill utilization
Query Builder

• Seat fill utilization (for non-campus users)
• Count of “No Show” bookings by employee/group
Questions?