

Reporting Tool User Guide

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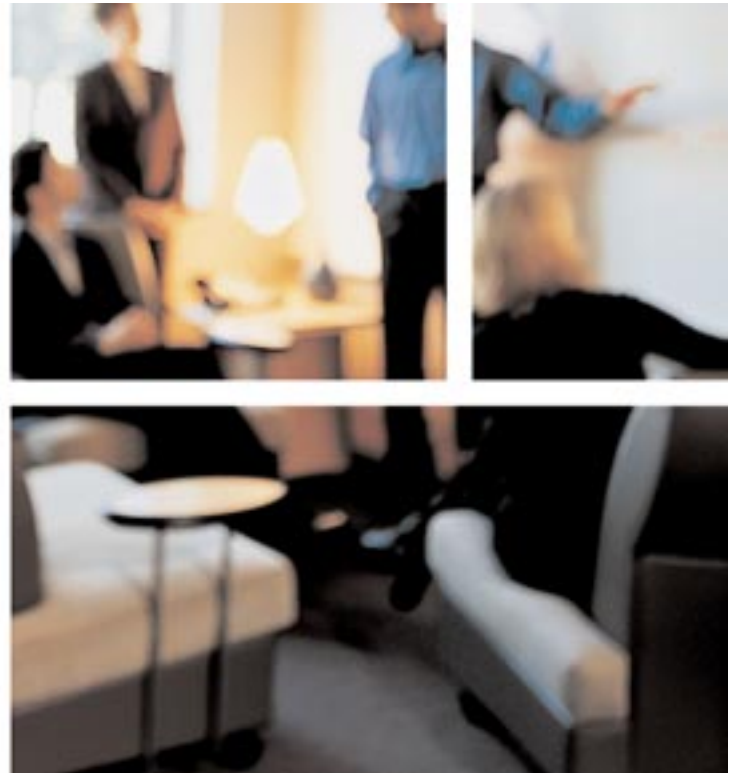
Overview of the RoomWizard™ Reporting Tool

Your corporate calendaring system, receptionist, paper calendars and most other meeting reservation methods can tell you how much time people reserved your meetings rooms for — their intent, that is. But do you know the actual usage of those rooms?

RoomWizard provides you with statistics and trends of how your meeting rooms are actually used. You can obtain a reporting file from the RoomWizard setup pages. Statistics and trend reports from RoomWizard answer the following questions for you:

- What percentage of time are my rooms occupied?
- What is our average meeting length?
- What is the average number of meetings per day?
- How do advance reservation times compare with actual room usage?
- What is the peak time of day for meetings?
- How many meetings are scheduled in advance, compared to impromptu usage?
- How much time are meeting rooms used for recurring meetings?
- What percentage of meetings are adjusted from their original time slot?
- What percentage of scheduled meetings finish early?
- What is the average number of attendees per meeting?
- Who uses this room, and to what cost center number should I bill their room use?

A RoomWizard field trial revealed that impromptu meetings account for nearly 50% of all room use.



Operating modes of RoomWizard

RoomWizard can be set to operate in one of two modes, classic mode or synchronized mode.

- **Classic mode:** When you use RoomWizard in classic mode, RoomWizard is your room reservation system. Building occupants use the RoomWizard reservation functionality to reserve the best room for their use.
- **Synchronized mode:** When you use RoomWizard in synchronized mode, RoomWizard's interactivity daily enhances the functionality of your existing calendaring system (i.e., Microsoft Outlook, Lotus Notes, etc.). Building occupants continue to use the existing system to schedule meetings and reserve meeting rooms.

Reporting file

The RoomWizard reporting file is comma delimited (CSV). In classic mode, RoomWizard can report on data for the previous year, the current calendar year and next calendar year. In sync mode, it depends on your corporate calendaring system. Some systems maintain only one year of reservation data. In order to maintain a longer historic view of your meeting room usage, keep and organize your reporting files.

Creating Reports from RoomWizard

I. Download the RoomWizard Reporting Tool

In your web browser, go to www.wizardwebsigns.com. Go to Wizard Products -> RoomWizard -> Reporting Tool. On the reporting page, click on Download Reporting Tool. In the File Download window, choose to Save this file to disk. Save the file to your desktop.

Check back regularly to see if a newer version of the reporting tool is available with new reporting options. When new versions of the RoomWizard firmware become available, you will want to download the RoomWizard reporting tool that coincides with that firmware release.



II. Download Usage Report

1. In your web browser, go to the “homepage” of one of the RoomWizards you’d like to report on. To download a usage report, click on the RoomWizard Setup link in the bottom left of the RoomWizard’s homepage. (This will prompt you for a password to access the setup pages – the default password is “roomwizard” unless you have changed it.).
2. Go to Room -> Usage. Choose the date parameters you’d like to report on. If you want to get usage for just this room, click Export from THIS Wizard. If you want to get usage information from all rooms in this group, click Export from ALL Wizards.
3. In the File Download window, choose to Save this file to disk. Save the file in a place where you will easily find it.



Note: *The reporting tool is intended to take advantage of the detailed usage information that RoomWizard provides. The “Export file for reporting” includes a full audit trail of all meeting information. If you remove the check mark from “Export file for reporting,” you will get a list of meetings, including only host name, meeting purpose, and start and end times. This file will not work with the RoomWizard reporting tool.*



III. Create Reports

1. Double-click the RoomWizard Reporting Tool icon on your desktop to open the reporting tool. This is the file that you downloaded from the Wizard Web Signs website, and then saved to your desktop.
2. Click the Browse button to find your CSV file (comma separated value) to begin graphing your usage data. This is the file that you downloaded from the RoomWizard setup pages. Choose your file, and click Open.
3. You may upload additional files. In the upper left corner, under summary statistics, it says "To upload additional files click here." With this option, you can report on several groups at a time.
4. Now you have loaded your usage files into the RoomWizard Reporting Tool. Choose what data to report from the Graph Options section. Then choose your desired Graph Style.
5. Select a Date Range from the available dates. You can choose All Dates or Custom Dates. Custom dates allow you to select only from the range of available dates in the usage report you downloaded from the RoomWizard setup pages.
6. In the Group Name section, you can choose which rooms or groups you'd like report. If you have loaded more than one group, you can compare one group with another group (i.e. you could compare 3rd floor meeting room usage with 4th floor meeting room usage, if your RoomWizard units were grouped that way).

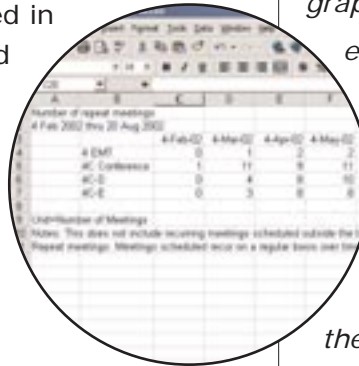
Once you've chosen your Graph Options, Graph Style, Date Range and which groups or rooms to report, you then have two options:

Option 1: Graph it. Near the bottom of the screen, click on Graph it and the tool will create a graph according to the specifications you have identified. From the graph you have several options:

- To print the graph, click the Print button.
- To copy the graph to your clipboard for use in other applications, click the Copy to Clipboard button.
- To go back and change your graph options, click the Back button.

Option 2: Export it. To export the data used to create this graph, click the Export it button. The data will be exported in comma delimited format for your use, if you would like to create your own custom graphs or calculations.

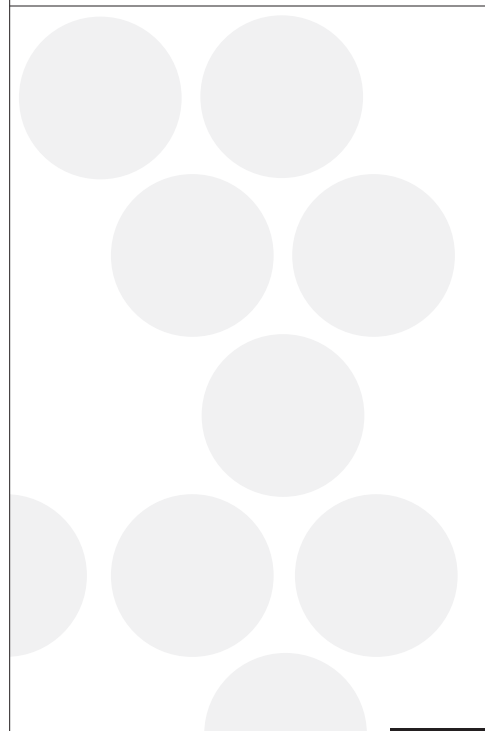
The HELP button on any page will bring up a copy of this user manual.



Example:

Suppose you had 4 rooms included in your usage file. You might choose to show Number of Meetings in bar graph style for Rooms 1 and 2. You can then choose to either graph it or export the data used to create that graph. Once you have exported the data, you can open it in another program (such as Microsoft Excel) to create your own custom graphs, or use the data any way you choose.

Microsoft Excel - #repeat m.csv						
File Edit View Insert Format Tools Data Window Help Acrobat						
C25 =						
	A	B	C	D	E	F
1	Number of repeat meetings					
2	4 Feb 2002 thru 20 Aug 2002					
3			4-Feb-02	4-Mar-02	4-Apr-02	4-May-02
4		4 EMT	0	1	2	2
5		4C Conference	1	11	9	11
6		4C-D	0	4	8	10
7		4C-E	0	3	8	8
8						
9	Unit=Number of Meetings					
10	Notes: This does not include recurring meetings scheduled outside the time					
11	Repeat meetings: Meetings scheduled recur on a regular basis over time.					
12						
13						



Reporting tool definitions of graph options

Available Dates: Shows the range of available dates represented in the usage files you downloaded from the RoomWizard setup pages and then loaded into the reporting tool.

Number of RoomWizards: Shows the number of RoomWizards represented in the usage files you downloaded from the RoomWizard setup pages and then loaded into the reporting tool.

Number of Meetings: Shows the total number of meetings for all rooms in the usage files.

Graph Options: Lists the types of data available for reporting.

- Number of Meetings: Shows the total number of meetings for that room or group.
- Average Meeting Length: Calculates the average length of all meetings.
- Peak Usage Times: Shows which hours of the day are the peak usage times for that room/group.
- Occupied vs. Available: Shows the amount of time (hours) the room was occupied vs. the amount of time the room was available. Available time is calculated by the number of business days multiplied by nine hours per business day.
- Advance Reservations vs. Impromptu Meetings: Shows the amount of time (hours) the room was occupied with a meeting that had been scheduled in advance vs. the amount of time the room was occupied with an impromptu meeting (room was reserved using the "Use Now" button on the touchscreen).
- Intended vs. Actual Room Usage: Compares how rooms were intended to be used, vs. how they were actually used. (Intended: the total time of all meetings as scheduled from the web interface, not including local reservations ("use now"), any front panel adjustments or ending the meeting early. Actual: the total time of all meetings including impromptu reservations ("use now") as well as the effects of the "adjust" and "end" button.)
- Percent of meetings adjusted: Shows the percentage of meeting rooms that were not used as scheduled. These meetings were extended, shortened, or finished early by use of the "End" button.
- Average number of attendees: Calculates the average number of attendees per meeting. Does not include invitees who declined to attend the meeting.

- Summary of room usage: Provides cumulative meeting time by host and cost center, if available. If you would like to print a continuous list, please use the Export it button on the graph options page.
- Amount of time remaining when reservations are ended early: Shows the amount of time the room is made available to colleagues in need of space (by using the “End” button).
- Percent of available time taken up with repeat meetings: Shows the percentage of total available time per room per month that is taken up with repeat meetings.
- Number of Repeat Meetings: Shows the number of repeat meetings scheduled.

Graph Style: Choose to display data in a bar graph or a pie chart, or show a trend with a line graph, either monthly or quarterly.

Date Range: Allows you to choose what dates to graph. You can select all dates, or choose custom dates.

Groups and Rooms to Graph: Choose to graph by group or by room by placing an “X” in the appropriate boxes.

Graph data assumptions and calculations

- Some graphs rely on calculating the total available meeting time during the date range chosen.
- The business day calculation will be 9 hours per day and skipping weekends. If the reservation time exceeds 9 hours, we will use the actual time of the reservation for calculating purposes.
- If the reservation exceeds one day (i.e. Monday 8 a.m. to Tuesday 5 p.m.) then 9 hours per day will be used for the calculation. The example would equal 18 hours.
- If the reservation exceeds one day, but the second day is not a complete business day, 9 hours will be used for the calculation of the full day and actual hours for the calculation of the second day.
- Business days per month vary by each country’s holidays. RoomWizard bases business day calculations on Monday through Friday, excluding holidays.
- File structure of the CSV usage reporting file (downloaded from RoomWizard setup pages) will always be the same. If users modify the data before loading it into the RoomWizard reporting tool, we cannot guarantee the accuracy of the resulting reports.

Error Messages

Front Panel Availability

If you get an error message about front panel availability, it is regarding the "Adjust", "End" and "Use Now" buttons on the RoomWizard touchscreen. RoomWizard's front panel availability can be disabled. If you are not able to adjust meetings, end meetings early, or grab a room with the "Use Now" button, then your front panel operations are disabled.

Upgrading RoomWizard

You may see the following error message when loading data into the reporting tool:

This version of the RoomWizard reporting tool works with RoomWizard firmware versions 2.0.1 and up. If you have a previous version, please upgrade all of your units to the latest firmware.

Just follow these steps to upgrade RoomWizard:

1. In the RoomWizard setup pages, go to Firmware > Upgrade. Choose "Upgrade to latest firmware from ftp.wizardfirmware.com." Check the boxes to "Preserve network settings" and "Preserve all other data."
2. Choose "Upgrade ALL Wizards" and follow the prompts to perform the upgrade. RoomWizard will reboot upon completion of the upgrade process.

For technical support: In the US, call 1-800-833-0411 from 7 a.m. to 5 p.m. Central time, Monday through Friday. In Europe, call 00-800-2-338-2457, from 8 a.m. to 5 p.m., GM +1, Monday through Friday.

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