

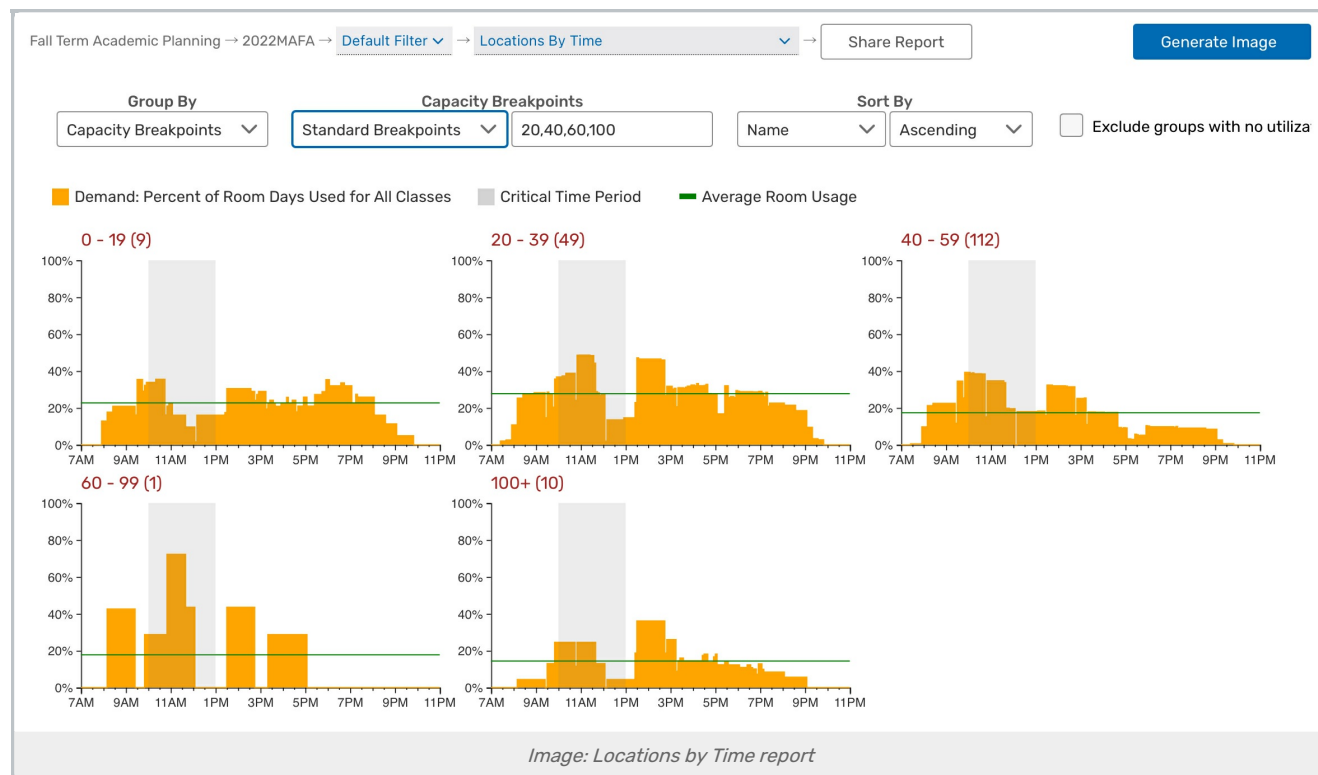
Locations by Time Report

The **Locations by Time** report shows how groups of locations are occupied at different times.

Use this report to see the percentage of time rooms/locations are in use and how room usage varies over the course of the day.

Questions the Locations by Time report can help answer include:

- How are locations actually used over the course of a day?
- Are there peak periods of usage, and do they vary by location capacity?
- Are there discernible patterns in how classes are being scheduled over time?
- Are we really running out of space, or is existing space not being used optimally?



Report Settings

- **Group By** determines how locations are divided into different charts: by their buildings, controlling organizations, or the breakpoint list selected below.
- **Capacity Breakpoints:** A range of capacities defined by a comma-separated list. This can be entered manually or selected from predefined [breakpoint lists](#). (e.g. if you enter 20, 30, 100 then there will be bars for events with capacity from 0-20, 21-29, 30-99, and 100+.)
 - Custom breakpoints entered manually will be temporarily saved and can be selected again until the report is reloaded.

- **Sort By** determines whether locations groups are sorted by name (breakpoint size), by the number of individual occurrences (meetings) assigned to each, or by the total number of locations in each.
- **Order** toggles the sort display in ascending or descending order.
- When ticked, the **Exclude groups with no utilization** checkbox will filter out charts that have no data due to the associated groups having no room utilization
- **Chart Size** offers two options for how groups are displayed in the report:
 - Page Fit: charts are shrunk to a scale where all are visible on the same page
 - Full Size: charts are larger, requiring you to scroll to see more

Reading the Report

- The X-axis shows the times of day within the specified time range.
- The Y-axis shows the average room usage at each point in time for the specified days as a percentage of available days.
- The single, horizontal green line on each graph indicates the average room usage in room days for all rooms in that grouping.
- The gray shading visible behind the usage data shows the critical time range.

Assessing the Report Results

- What does the report show you about room usage patterns?
 - Are any of the results unexpected?
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