

Reports – Calendar View

If you want to see a room at a glance you will want to access

Reports – Event Planning – Calendar

The screenshot shows the 'Enterprise' interface with a sidebar on the left containing navigation options like 'New Activity', 'Portal Bookings', 'Requests Sent', 'Services', 'Reports', 'Event Planning', 'Cost Tracking', and 'Space'. The main content area is titled 'CALENDAR REPORT' and features a 'Saved Report' dropdown, 'Save Report', and 'Manage Saved Reports' buttons. Below this are several tabs: 'Options', 'Filters', 'Filter Results', 'Calendar Settings', and 'Report Viewer'. The 'Options' tab is active and contains three sections: 'Report Options' (with fields for Group by: Room, Language: English, Title: Calendar Report by Room, and Description: From [[StartDate]] to [[EndDate]]), 'Calendar Options' (with fields for Show: Calendar, Calendar Format: Calendar - Weekly View, and Calendar Title: [[Building.Campus.Identifier]] [[Building.Identifier]] [[Identifier]]), and 'Date and Time Options' (with fields for First day of week: Monday, Date Range: This Week, Time Range: 12:00 AM - 11:59 PM, and Day Range: Monday, Tuesday, Wednesday, Thursday, Friday). Each section has an 'Advanced' button.

You can customize the report on the “**Options**” tab. This example shows a room calendar. However, you can toggle from a weekly view to a monthly view. By making this change you could expect to see reoccurring reservations listed side-by-side with one-off events.

This is a close-up of the 'Options' tab from the previous screenshot. It shows the 'Report Options' section with 'Group by' set to 'Room', 'Language' to 'English', and 'Title' as 'Calendar Report by Room'. The 'Calendar Options' section shows 'Show' set to 'Calendar' and 'Calendar Format' set to 'Calendar - Weekly View'. The 'Date and Time Options' section shows 'First day of week' as 'Monday', 'Date Range' as 'This Week', 'Time Range' as '12:00 AM - 11:59 PM', and 'Day Range' as 'Monday, Tuesday, Wednesday, Thursday, Friday'. All sections include an 'Advanced' button.

The **Filter** section allows you to adjust the report based on a specific day of the week or date range.

Calendar Report Reservations Search...

CALENDAR REPORT

Saved Report: Save Report Manage Saved Reports

Options **Filters** Filter Results Calendar Settings Report Viewer

Date and Time Statuses x +

Date Range:

- Today
- Tomorrow
- This Week
- This Month
- Next days
- Academic Term
 - To

Time Range: Between And

Setup and Teardown: Include reservations that have setup or teardown during the entered time range, even if their start and end times fall outside of the entered time range

Day Range:

- Academic Week
- Occurs on
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday
 - Sunday

Filter Results will display the data you have requested and includes the filters you have added. If this view works for you, great!

Calendar Report Reservations Search...

CALENDAR REPORT

Saved Report: Save Report Manage Saved Rep

Options **Filter Results** Calendar Settings Report Viewer

This list reflects the records matching the selected filters. The report will be generated for the selected records. If no selection is made, the report will be generated for all records.

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Functional Unit	Scheduling Dat	Event - ID	Activity - ID	4 ID	Status	1 Date	DoW	2 Start Time	3 End Time	Reservation Ty	Room(s)
<input type="checkbox"/> SO	Academic	GSEAS-MA-MA4570	AY2020Q4-1-LAB A	Friday08000850	✓	2020/07/06 - 2020/09/25	F	8:00 AM	8:50 AM	Course	Spanagel 226
<input type="checkbox"/> SO	Academic	GSOIS-OR-OA3801	AY2020Q4-1-LAB A	Friday08000850	✓	2020/07/06 - 2020/09/25	F	8:00 AM	8:50 AM	Course	Glasgow 114
<input type="checkbox"/> SO	Academic	GSEAS-SE-SE4112	AY2020Q4-1-LECT	Friday08000850	✓	2020/07/06 - 2020/09/25	F	8:00 AM	8:50 AM	Course	Bullard H 202
<input type="checkbox"/> SO	Academic	GSEAS-USWAG-UW2001	AY2020Q4-1-LECT	Monday08000850	✓	2020/07/06 - 2020/09/25	M	8:00 AM	8:50 AM	Course	Spanagel 602
<input type="checkbox"/> SO	Academic	SIGS-IGPO-IT1700	AY2020Q4-1-LECT	Monday08000850	✓	2020/07/06 - 2020/09/25	M	8:00 AM	8:50 AM	Course	Herrmann Hall (Main) 0
<input type="checkbox"/> SO	Academic	GSOIS-OR-OS3111	AY2020Q4-1-LECT	Monday08000850	✓	2020/07/06 - 2020/09/25	M	8:00 AM	8:50 AM	Course	Glasgow 133
<input type="checkbox"/> SO	Academic	GSOIS-CS-CS4921	AY2020Q4-1-LECT	Monday08000850	✓	2020/07/06 - 2020/09/25	M	8:00 AM	8:50 AM	Course	Glasgow East 122
<input type="checkbox"/> SO	Academic	GSEAS-ECE-EC3230	AY2020Q4-1-LECT	Monday08000850	✓	2020/07/06 - 2020/09/25	M	8:00 AM	8:50 AM	Course	Spanagel 429
<input type="checkbox"/> SO	Academic	GSEAS-MA-MA4570	AY2020Q4-1-LECT	Monday08000850	✓	2020/07/06 - 2020/09/25	M	8:00 AM	8:50 AM	Course	Spanagel 226

Calendar Settings allows you to adjust what is displayed in a calendar view. If there are fields, you want to display in the cell you can do so by clicking "Advanced" under Cell Title and/or Cell Contents.

CALENDAR REPORT

Saved Report: Save Report Manage Saved Reports

Options Filters Filter Results **Calendar Settings** Report Viewer

Calendar Contents

Calendar Height (inches): 6

Major Time Scale: 60

Minor Time Scale: None

Cell Title: [[Reservation.EventActivity.Event.Identifier]] Advanced

Cell Contents: [[Reservation.TeachingResources]] Advanced

Calendar Colors

Color Usage: Room Request Status

Approved: #2D988

Pending: #FFFF00

Draft: #EEEEEE

None: #FFFFFF

Not Assigned: #FFFFFF

Cancelled: #FFA1A1

Refused: #FFA1A1

Partial: #3B90FF

On Hold: #BED8FF

Setup and Teardown

Display Setup and Teardown

Customize the colors of the Setup and Teardown calendar blocks

Setup: #FFFFFF Teardown: #FFFFFF

Report Viewer shows you the final room schedule based on your desired filters/criteria.



Printed on : 9/1/2020
Printed by : super

Calendar Report by Room
From 8/31/2020 to 9/6/2020

NPS Bullard Hall 103

8/31/2020 - 9/4/2020

	Monday Aug 31	Tuesday Sep 1	Wednesday Sep 2	Thursday Sep 3	Friday Sep 4
12:00 AM					
1:00 AM					
2:00 AM					
3:00 AM					
4:00 AM					
5:00 AM					
6:00 AM					
7:00 AM					
8:00 AM					GSEAS-MAE-AE4831 Wenschel Lan
9:00 AM		GSEAS-MAE-AE4831		GSEAS-MAE-AE4831	
10:00 AM	GSEAS-SE-SE4520		GSEAS-SE-SE4520	GSEAS-SE-SE4520	GSEAS-SE-SE4520
11:00 AM	GSEAS-SE-SE4354	GSEAS-SE-SE4354	GSEAS-SE-SE4354	GSEAS-SE-SE4354	
12:00 PM					
1:00 PM				GSEAS-MAE-ME4800 Brian Wade, Mark Karmenko	
2:00 PM					
3:00 PM					