

SmartSpace

# Workplace Analytics User Guide



January 2021



Choose from an Overview of Meeting Room/Desk statistics. Or choose a specific resource.

Different Report views – Overview, Data Table, Heat Map, Line Chart and Bar Chart.

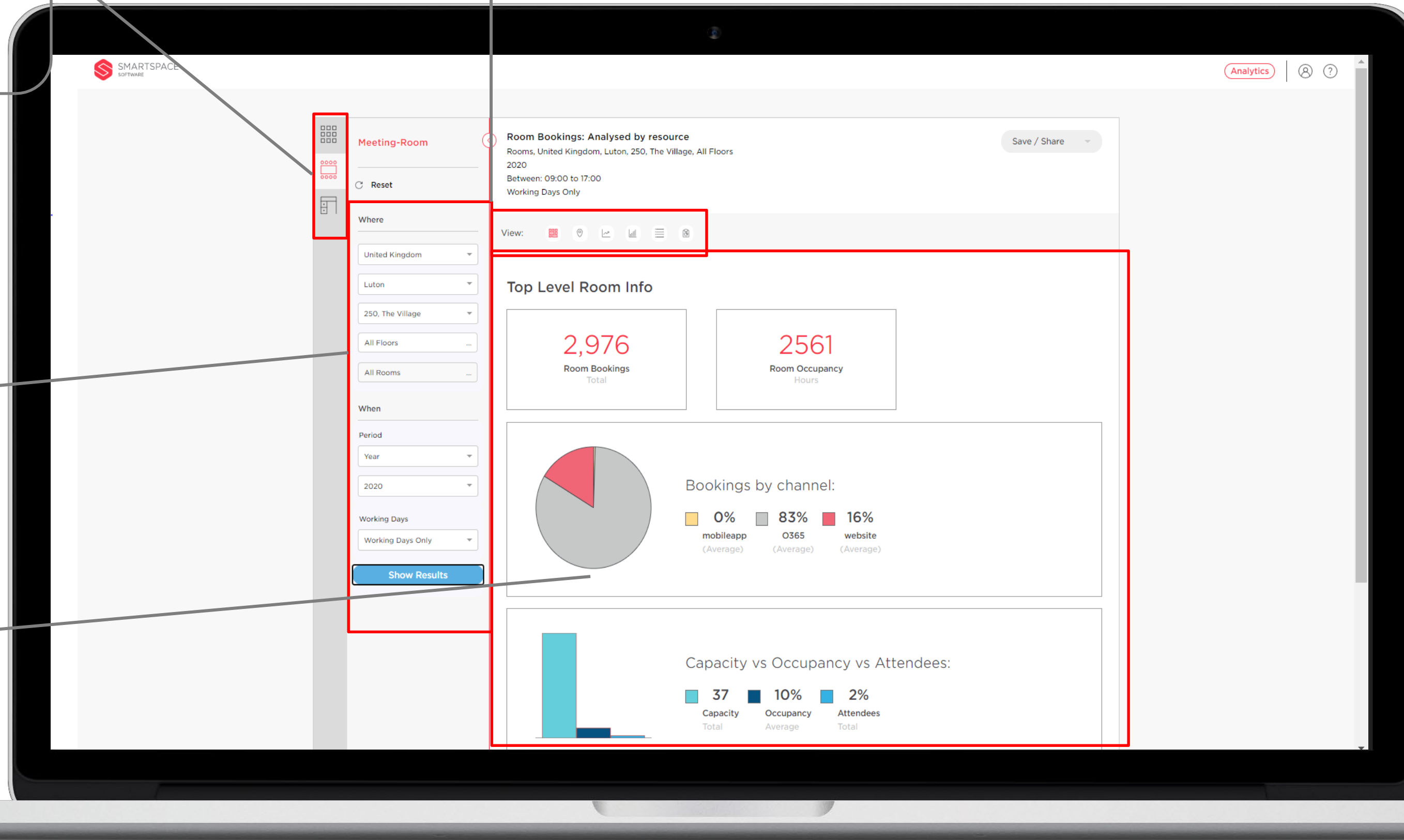
## Overview of Features

The Analytics portal is simple to navigate.

Use the search filters to easily segment utilisation data and select a suitable report to view the analysis on enabled resources.

Use the Search filters to segment your resource data.

Results display.



Report Title – summarises the data filters applied.

Save and/or print, to share your analysis.

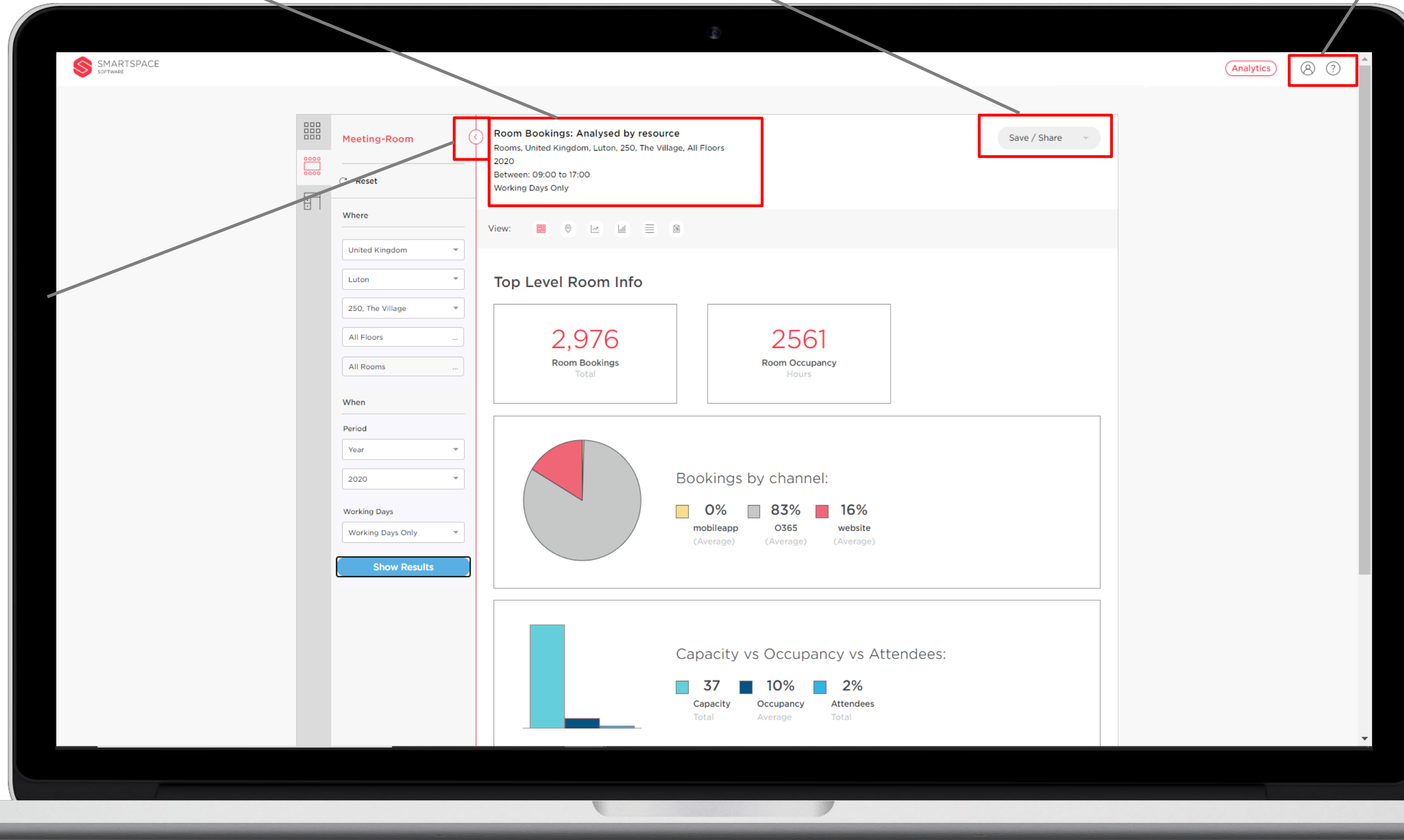
Profile Icon– to log out of the system.

## Overview of Features

Save screenshots of displayed graphics to print and share.

Download the raw data to CSV for further analysis.

Click the arrow to hide the data filters and enlarge the display panel.



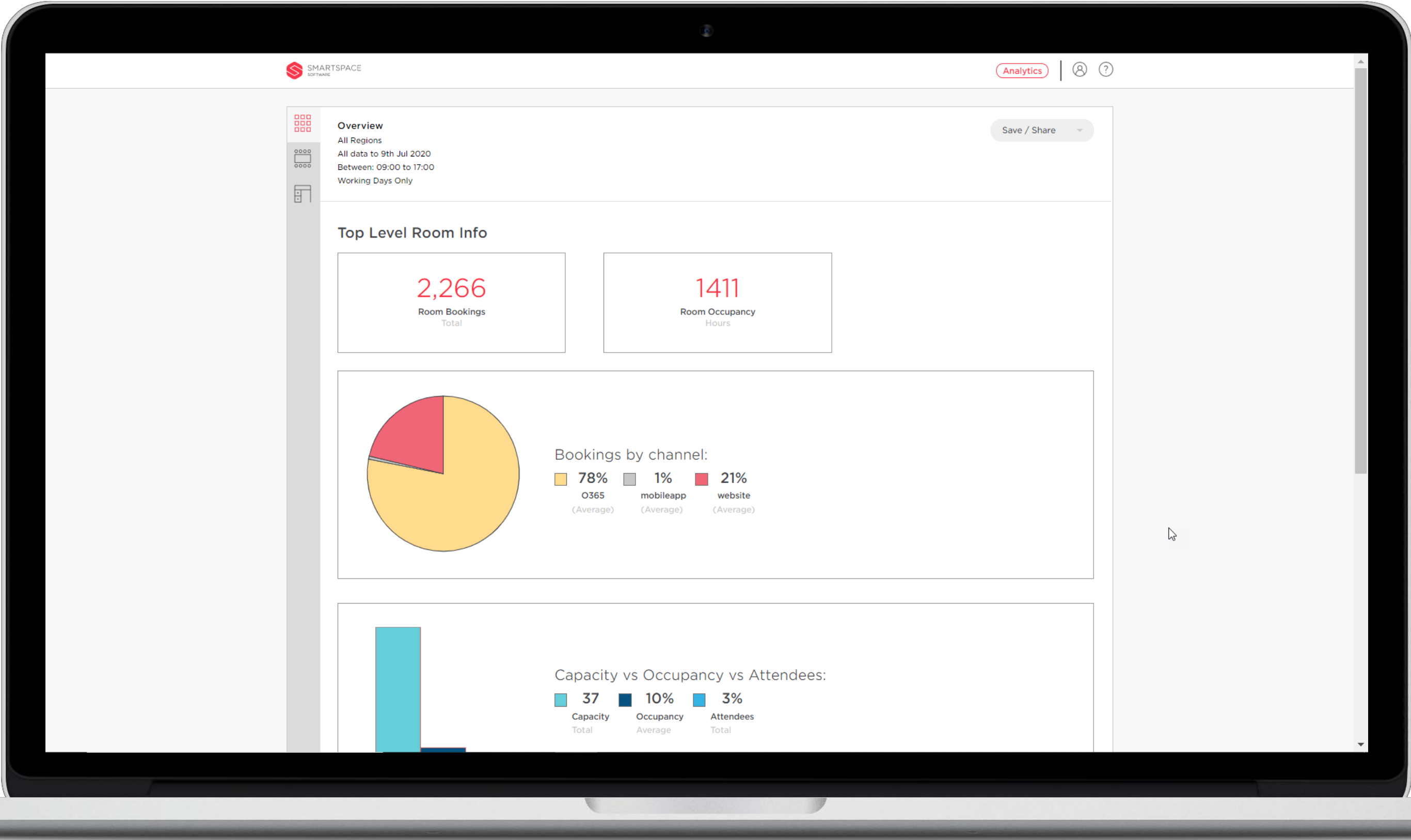
# Home Screen

The home screen provides an overview of all enabled resources.

Providing an insight into top level Room and Desk statistics.

The title at the top left of the screen gives a summary of the parameters applied to the displayed statistics/report.

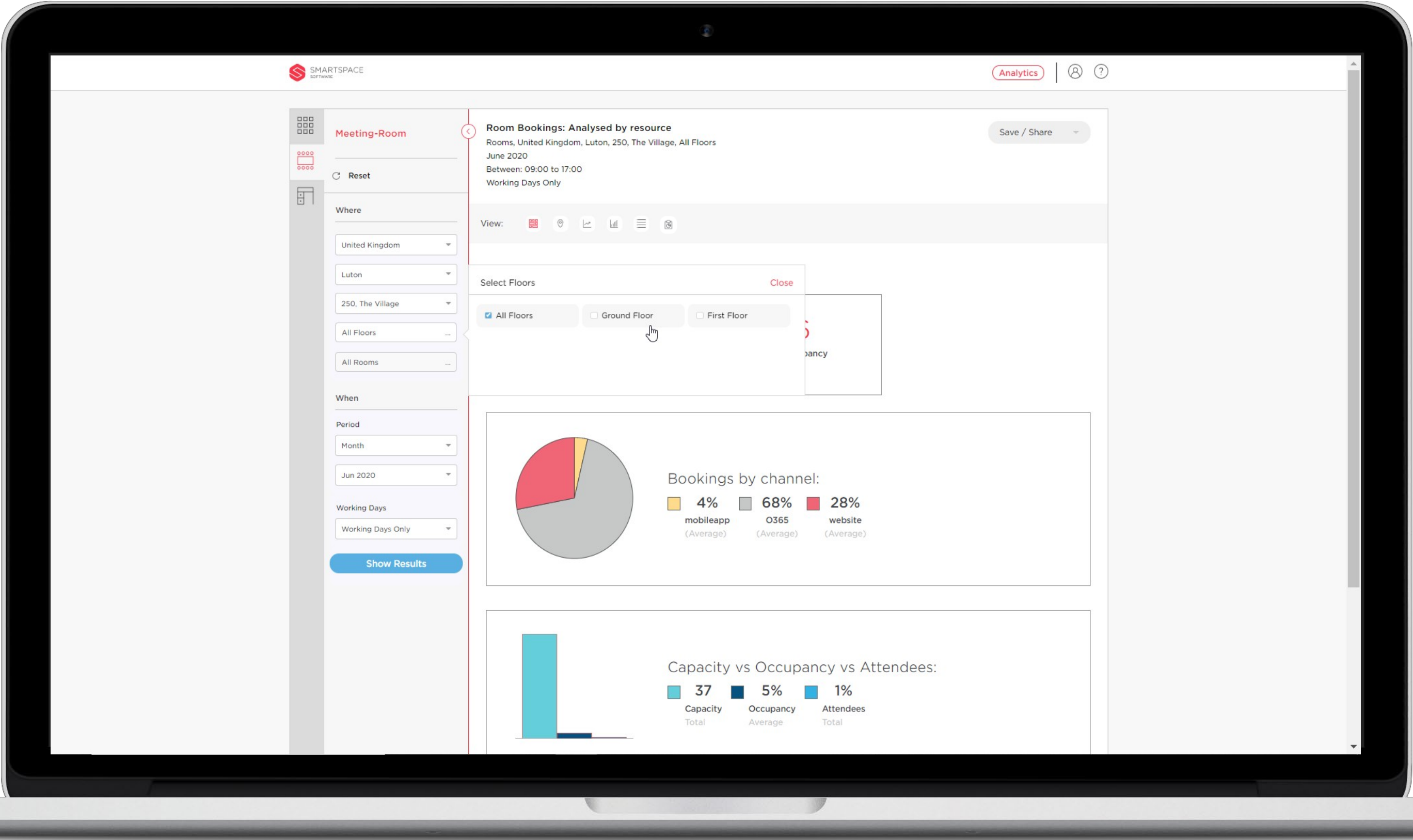
You can save a screenshot of the graphics as a PDF file using the 'Save/Share' option in the top right corner.



# Creating your Data Set - Where

Choose the resource to be analysed by selecting the Meeting Room or Hot Desk icon from the first grey panel.

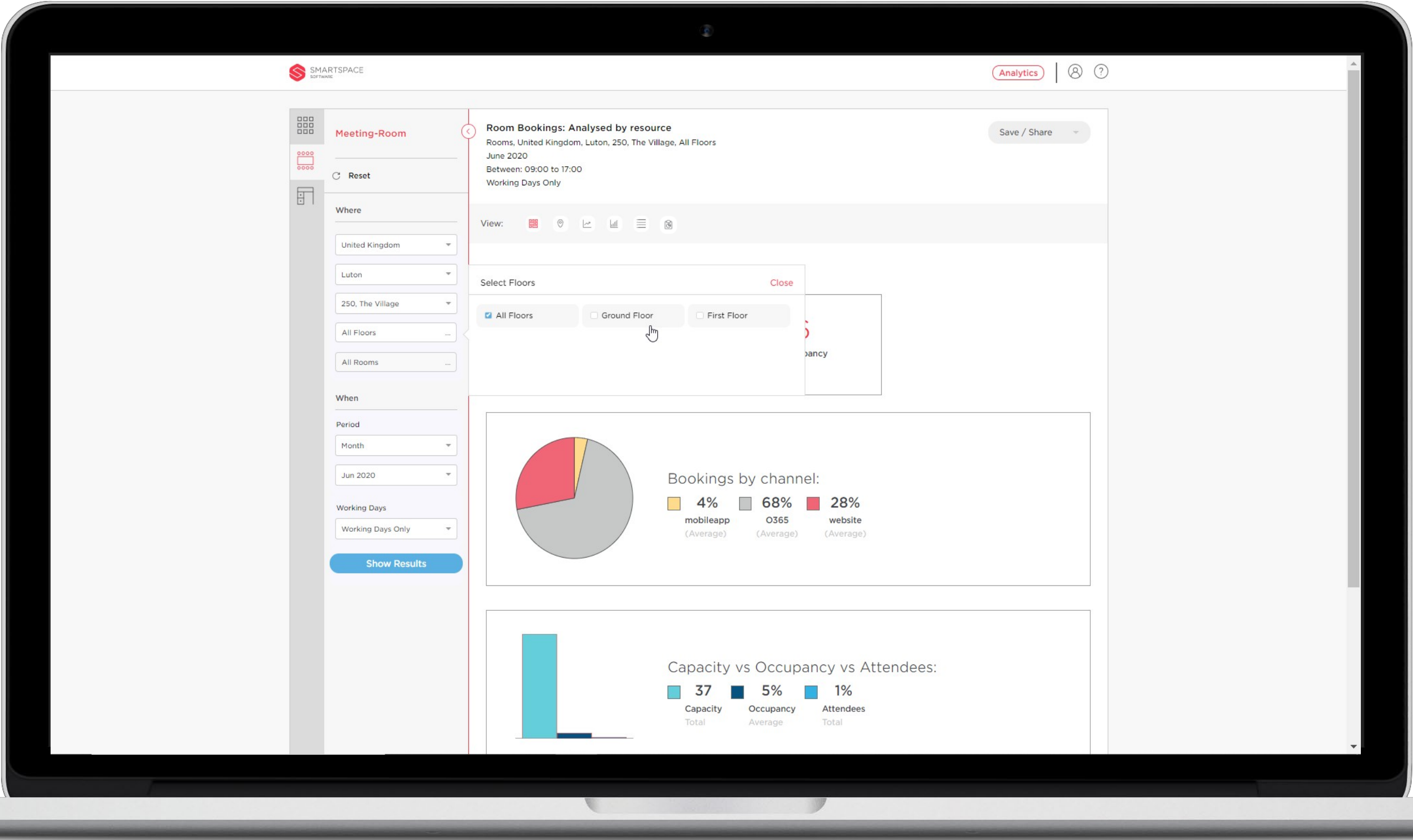
Where - Use the drop-down menu to select the location you wish to analyse.



# Creating your Data Set - Where

You can focus on entire buildings (all floors) or focus in on an individual floor or selection of floors.

If you choose to filter by one floor you can also filter by all or a selection of rooms on that floor, or all or a selection of neighbourhoods when analysing desks.



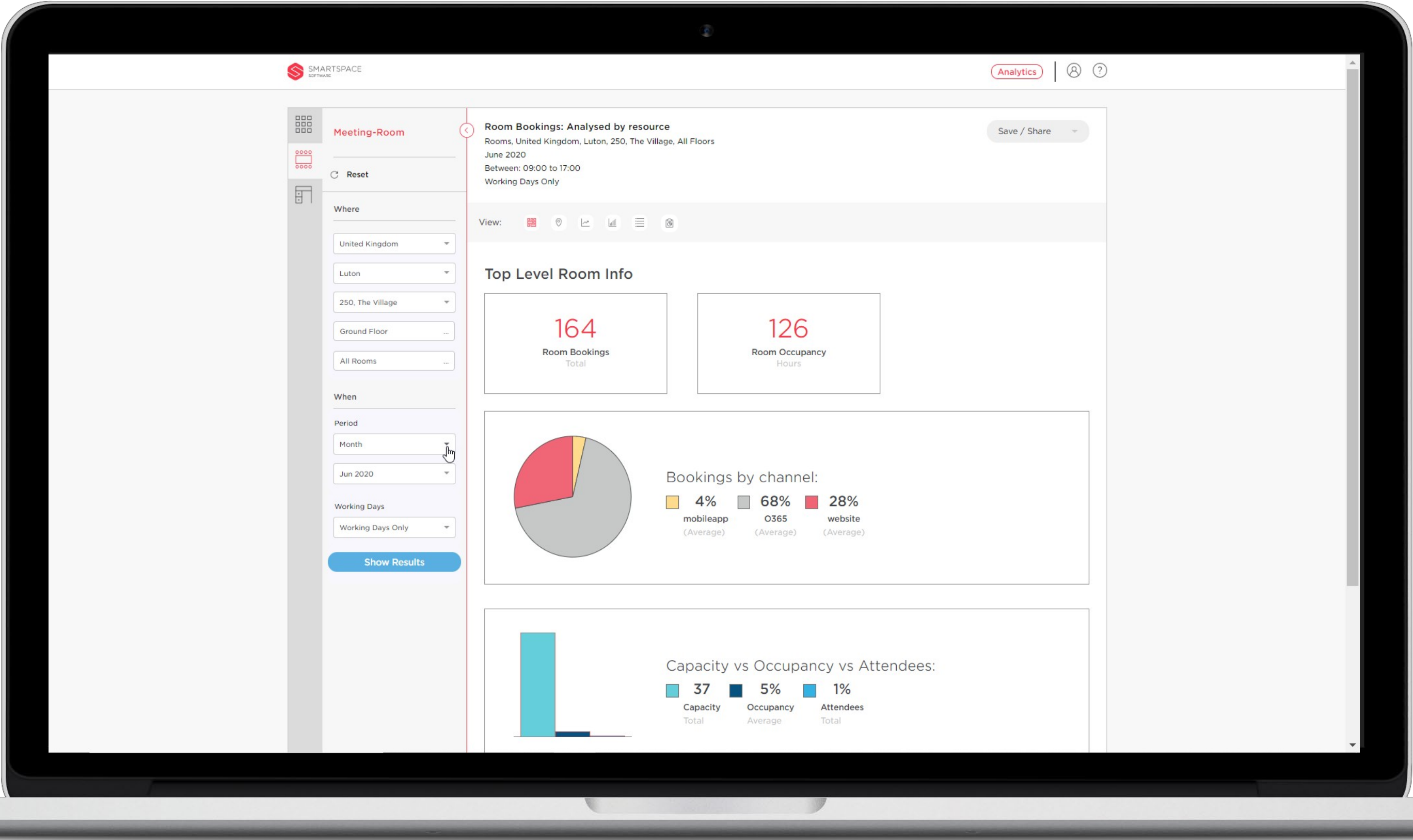
# Creating your Data Set - When

Adjust your When criteria to match your required timescale.

You can filter by:

- Year
- Month
- Week Ending
- Date range
- Date

You can also select between 'Working days' and 'Non-Working days' data. Select 'Show Results' to see the results displayed in the larger panel.

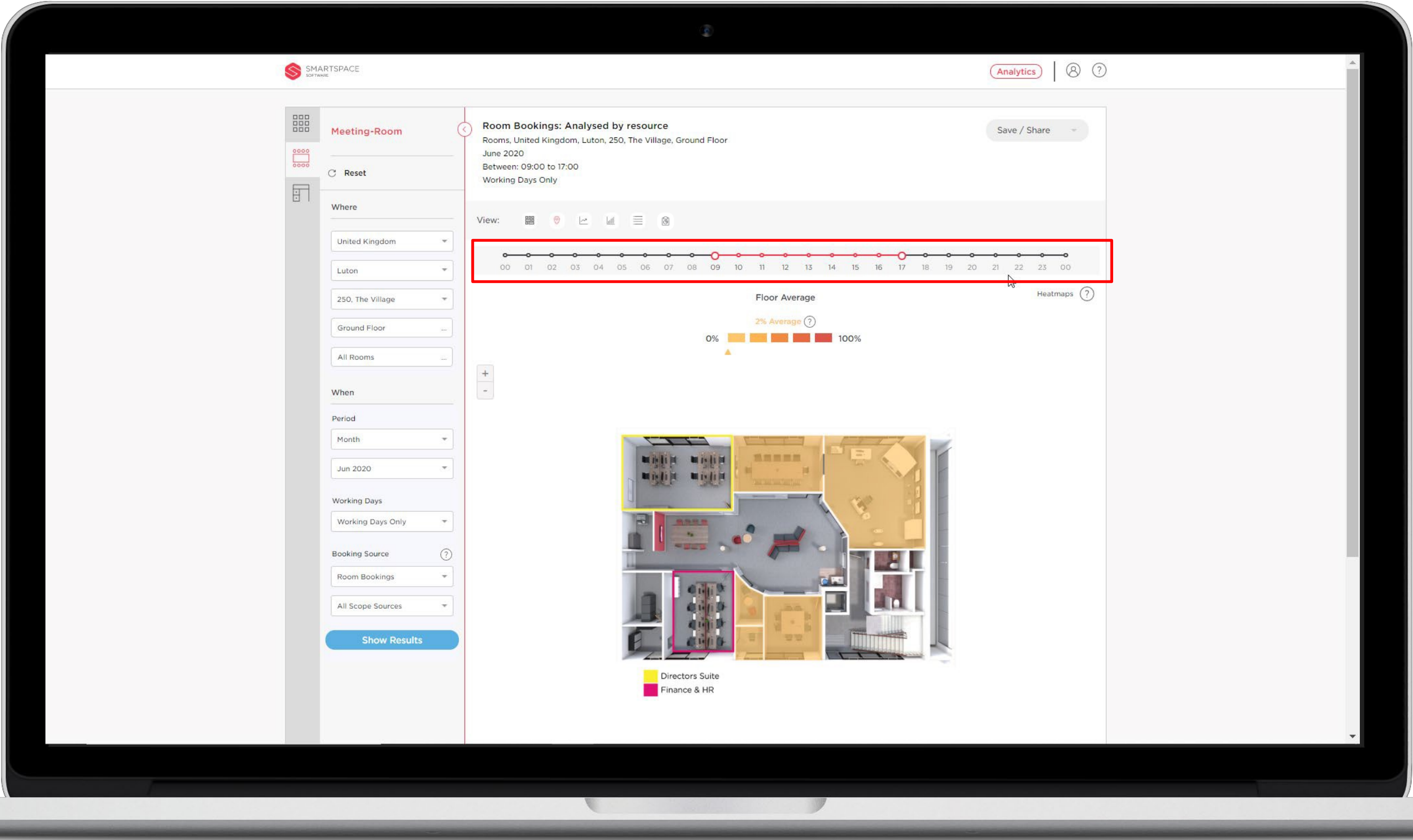




# Creating your Data Set – Timeframe

Once your report has been displayed, you will see a timeline below the view options.

To isolate a key timeframe, click on the start and end time.

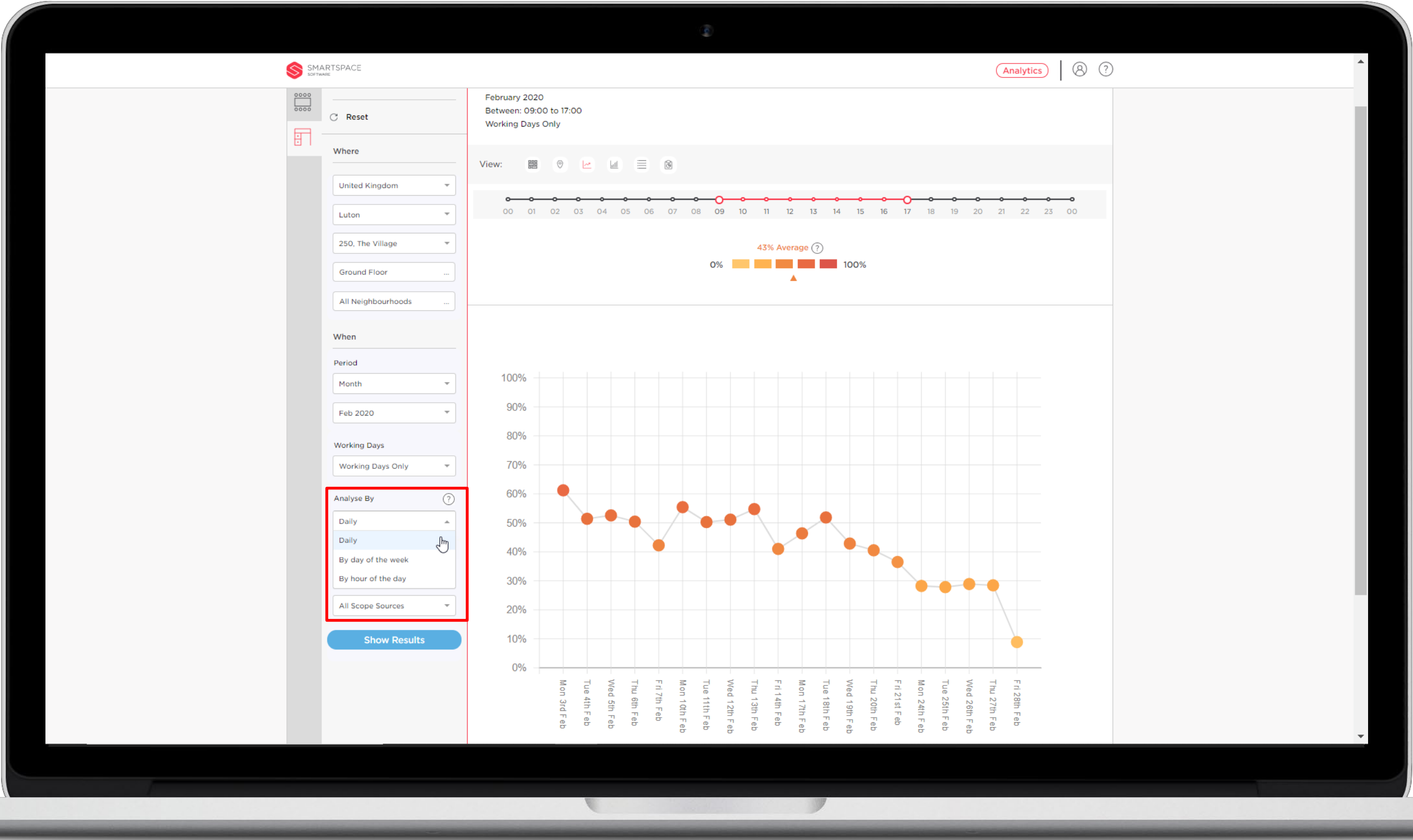




# Creating your Data Set – Analyse By

Adjust your Analyse By criteria to view trends:

- 1. By hour of the day – shows the habits of users throughout the day.
- 2. Daily – shows how the use of the rooms or desks changes across the time period.

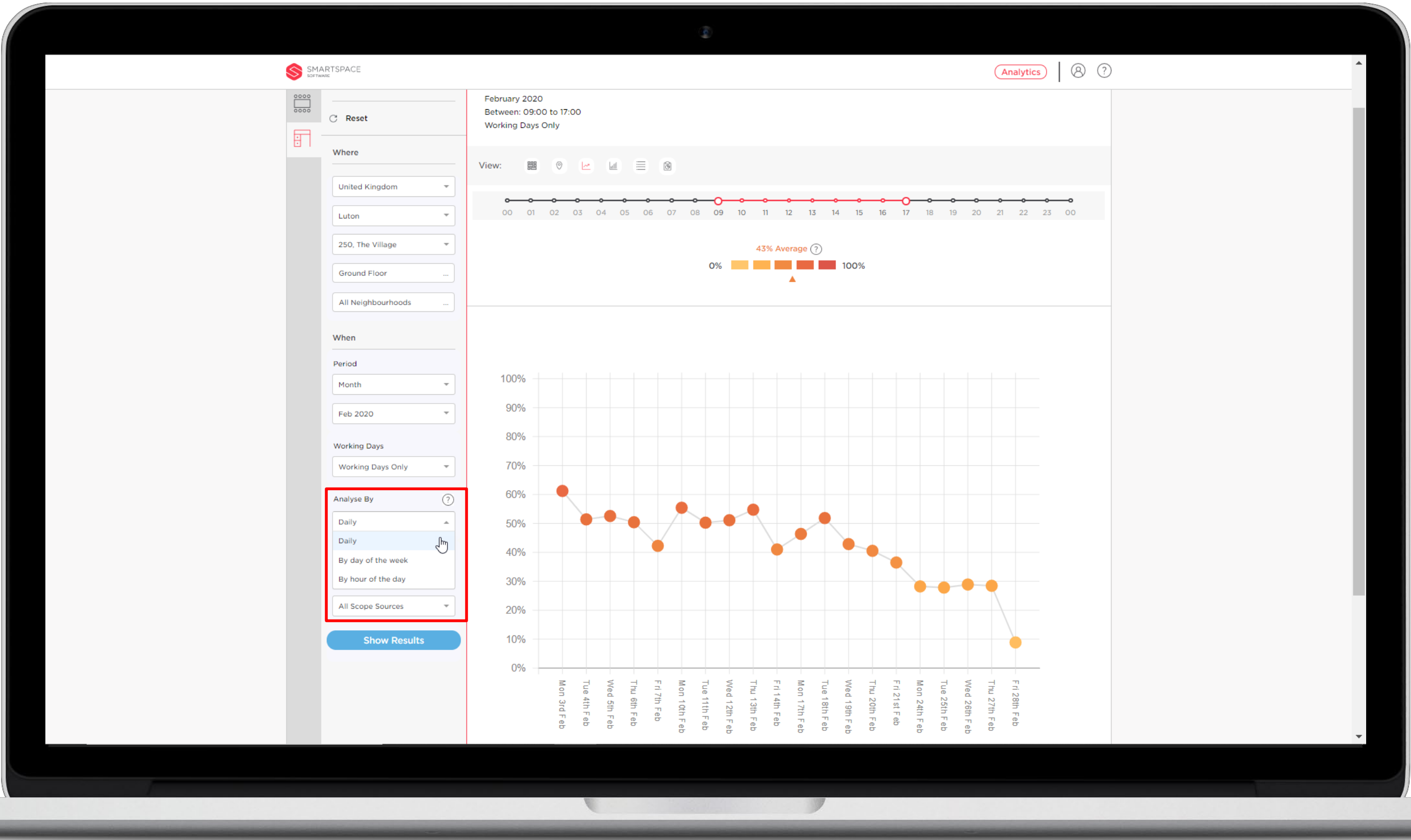


# Creating your Data Set – Analyse By

3.By day of the week – shows the average utilisation for each named days across a week, month or year.

4.Monthly – shows monthly habits of users.

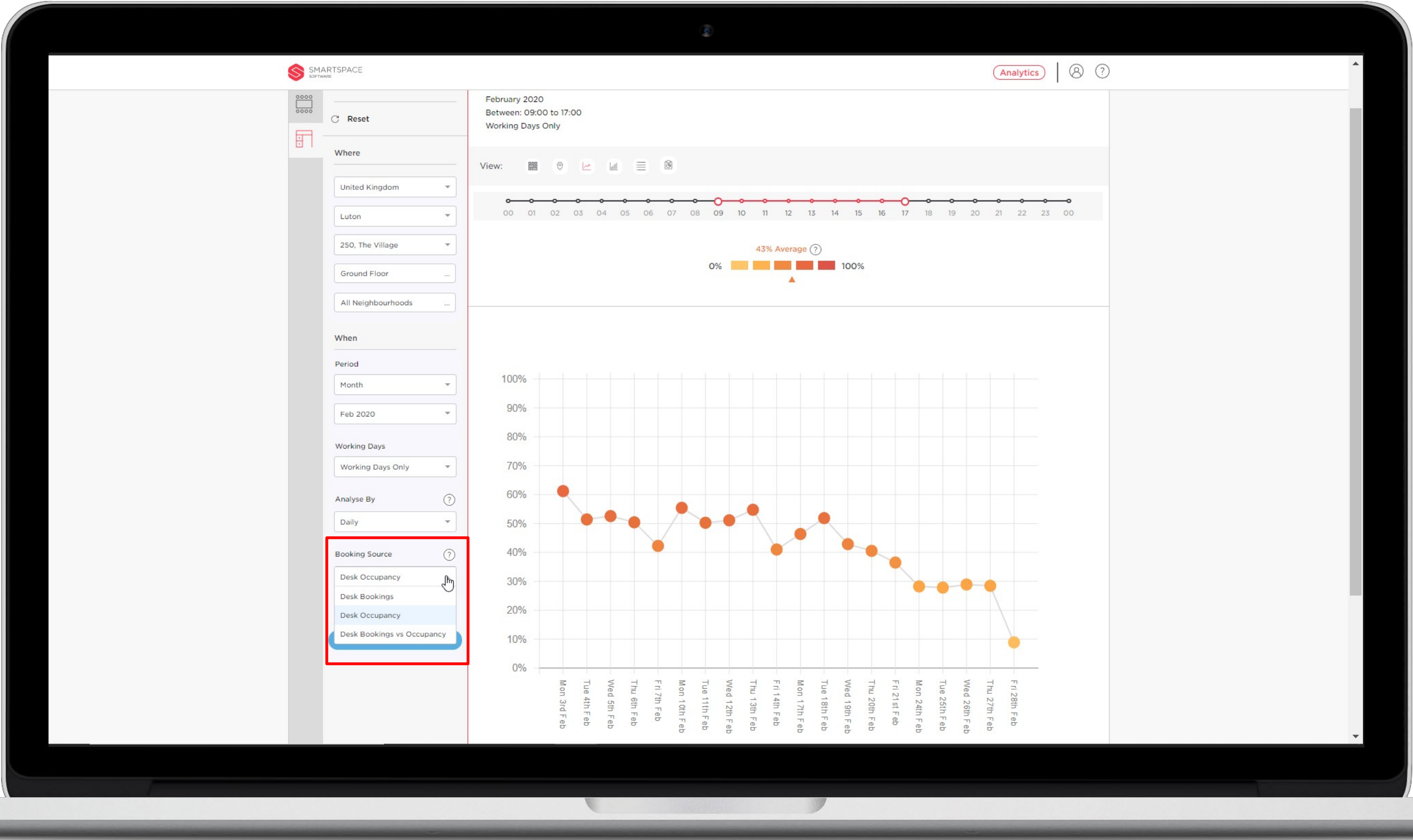
E.g. Showing peak months.



# Creating your Data Set – Booking Source

Adjust your Booking Source criteria to view data regarding:

- Resource Bookings
- Occupancy
- Bookings Vs Occupancy
- Attendees Vs Capacity (Rooms only)



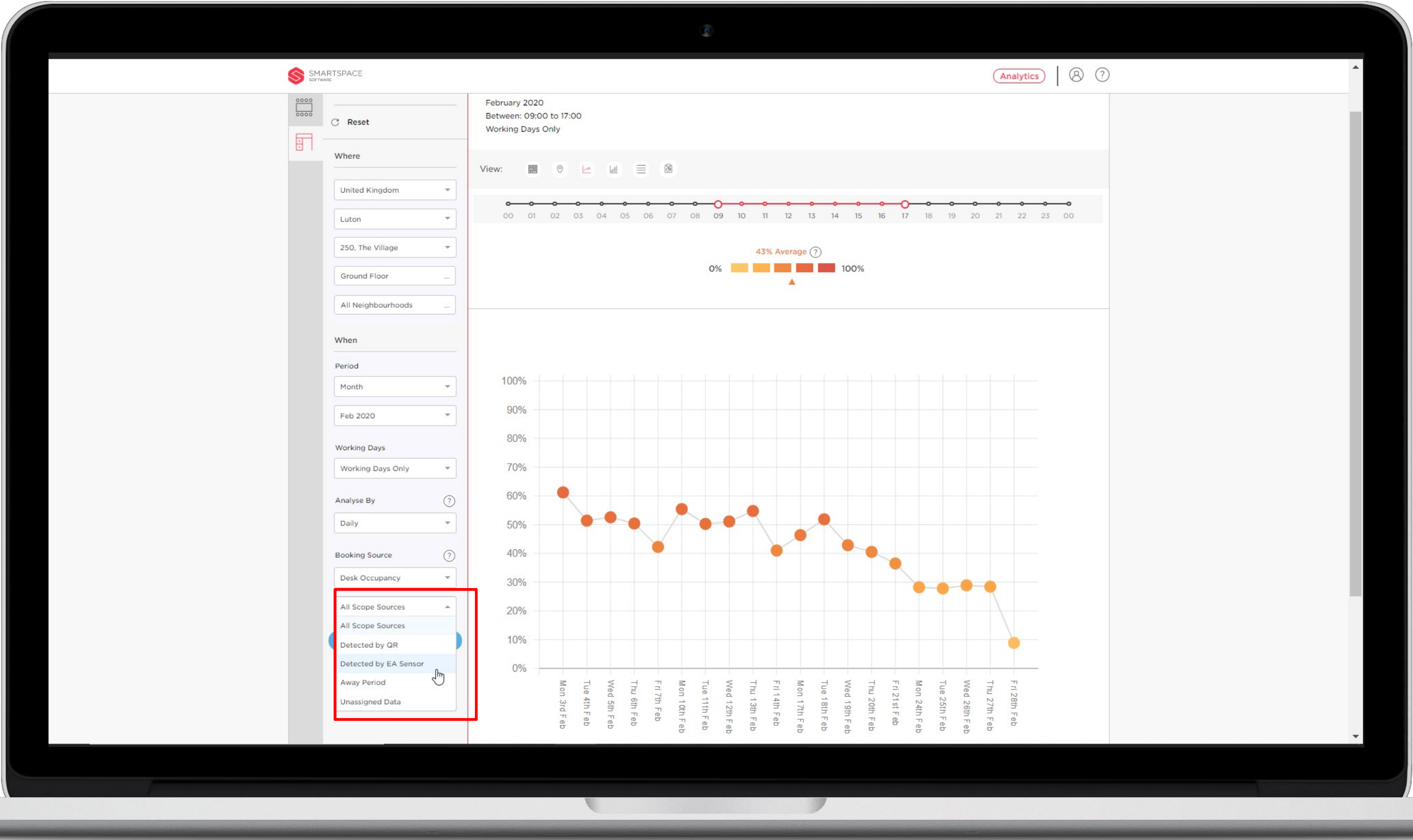


# Creating your Data Set – Booking Source

When looking at Occupancy data for desks, you will be able to filter the source of the information.

Room occupancy data is collected by EA Sensors only. The contents of this menu will depend on the sensors your organisation is using:

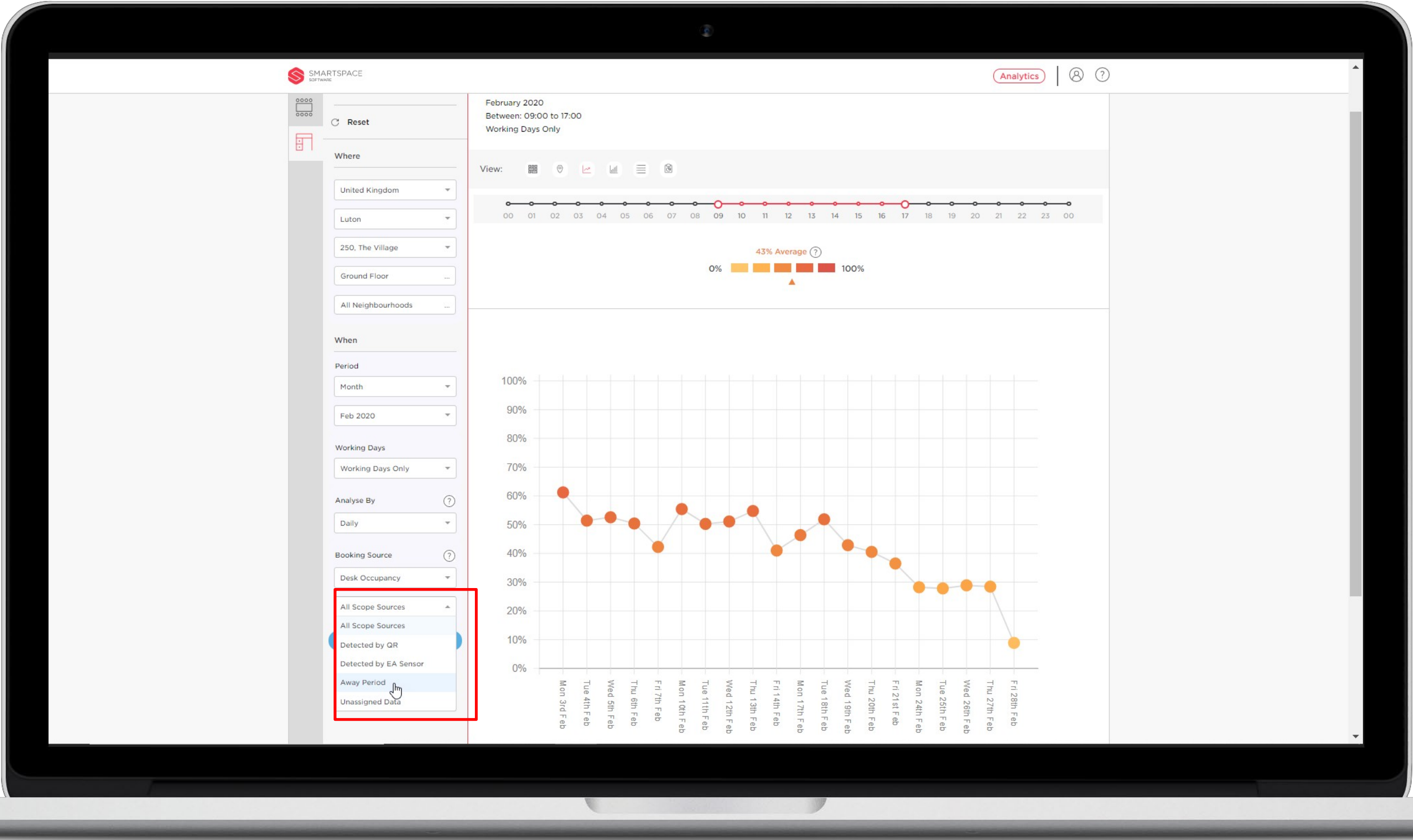
- All scope sources
- EA sensor
- PIR Sensors
- Software Sensors



# Creating your Data Set – Away Period

Away Period – captures the time a user is away from the desk. It will only capture time that falls inside of your organisations pre-configured time threshold.

When the threshold is surpassed, the system considers that the user has left their desk for the day and doesn't include it in the occupancy session.

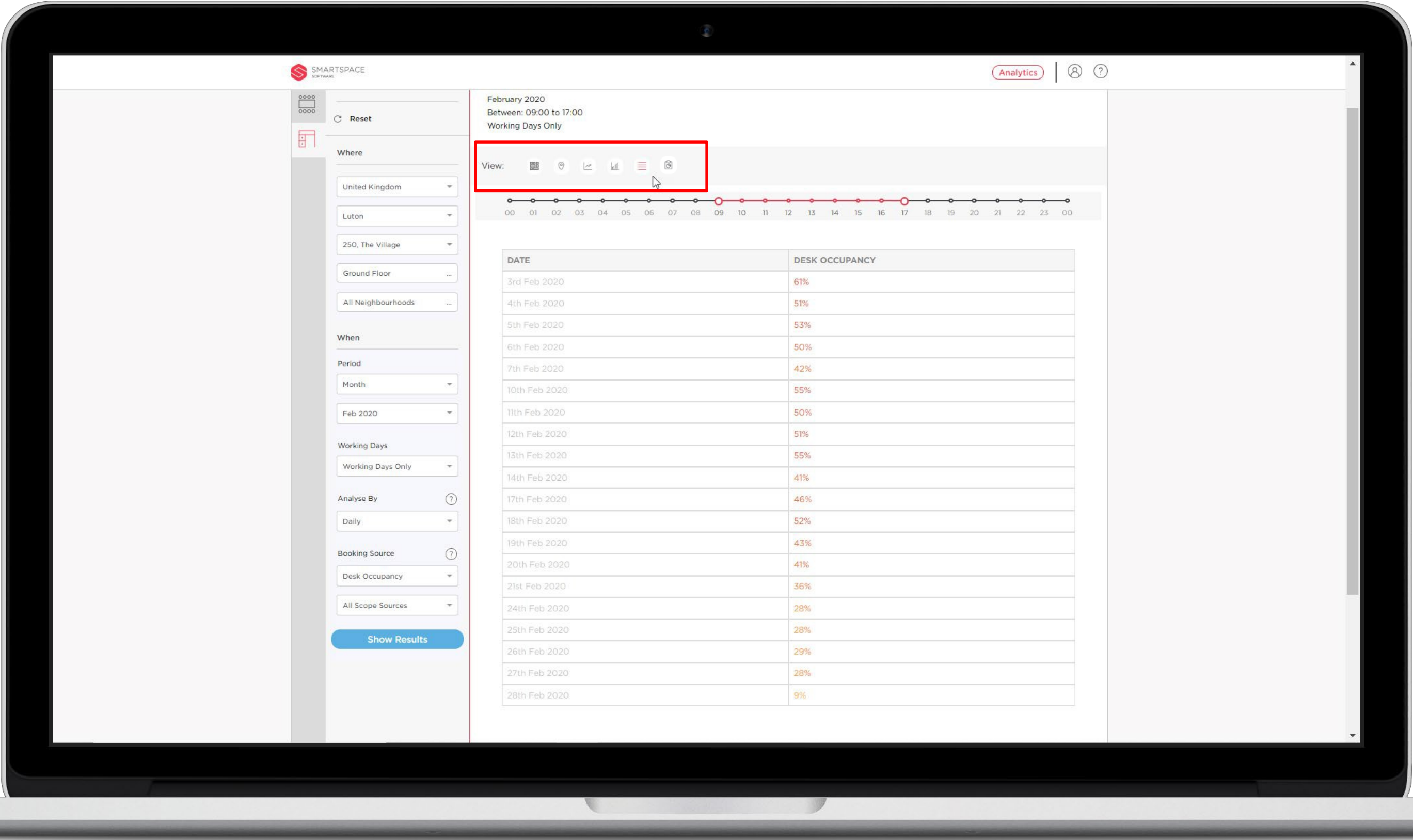


# Views

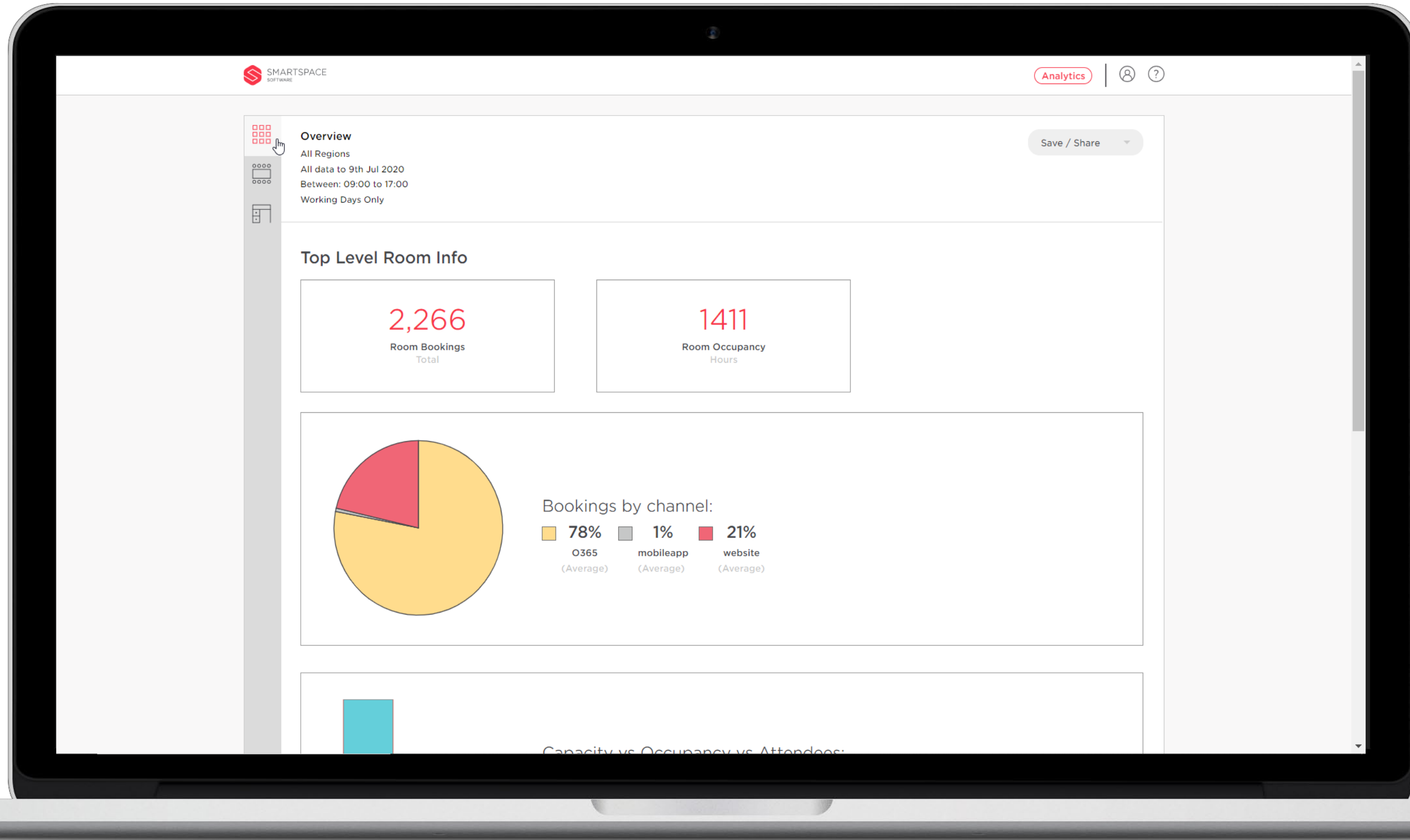
You can choose from a range of different report types.

This gives flexibility in how the information is segmented and presented.

Data points are displayed using red, orange and yellow to indicate utilisation. Red represents higher utilisation for the period/asset, yellow represents a lower utilisation.







## Overview

The Overview displays top-level resource usage statistics.

Bookings – the total number of times a resource has been booked.

Resource Occupancy in hours – the total number of hours the resource has been occupied for the selected location.

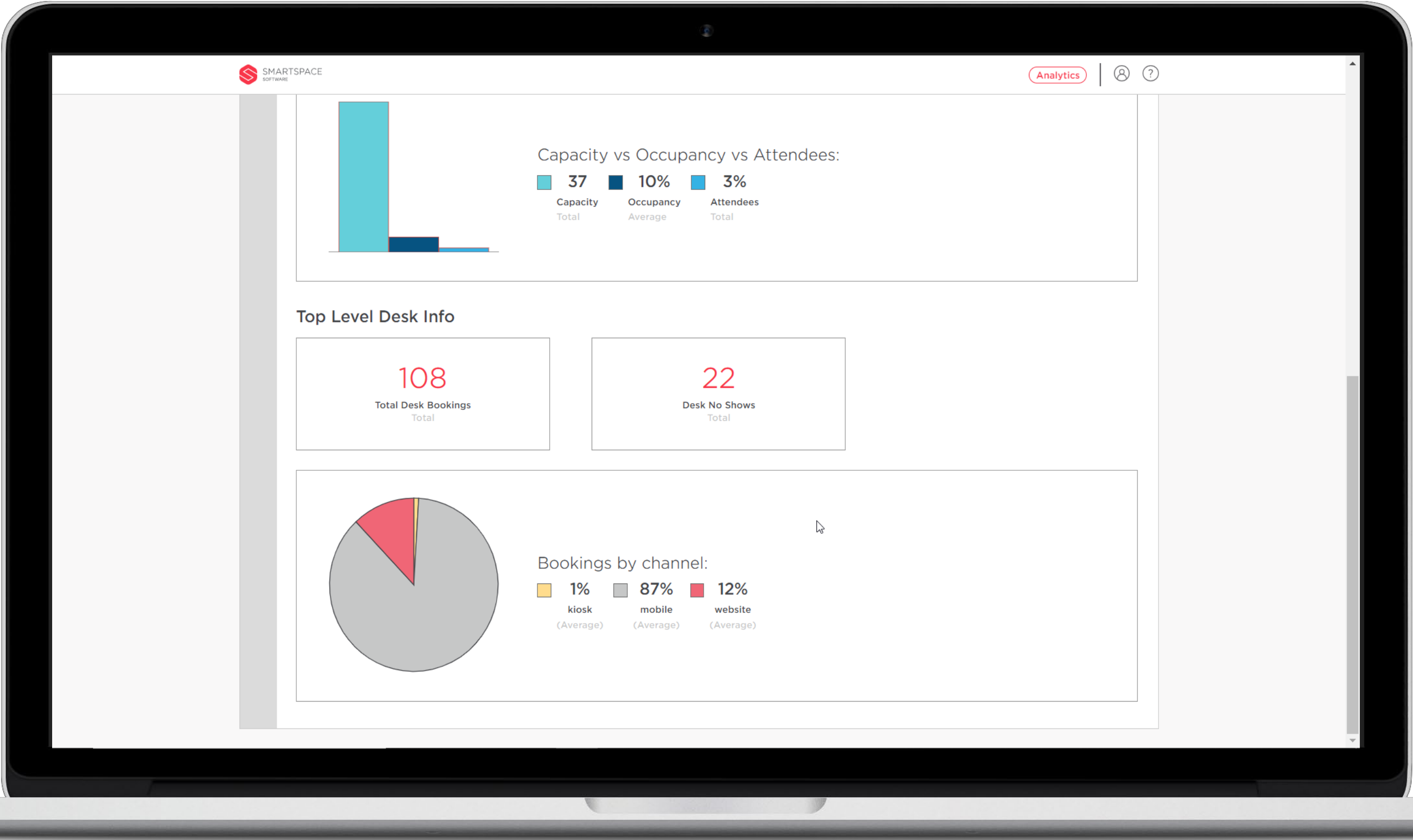
Bookings by Channel – the channels used to book resources as a percentage.

# Overview

Capacity – the total capacity of all the rooms for the selected location.

Occupancy - the average amount of time that the rooms have been occupied.

Attendees – the total number of attendees against the total capacity of all the rooms.

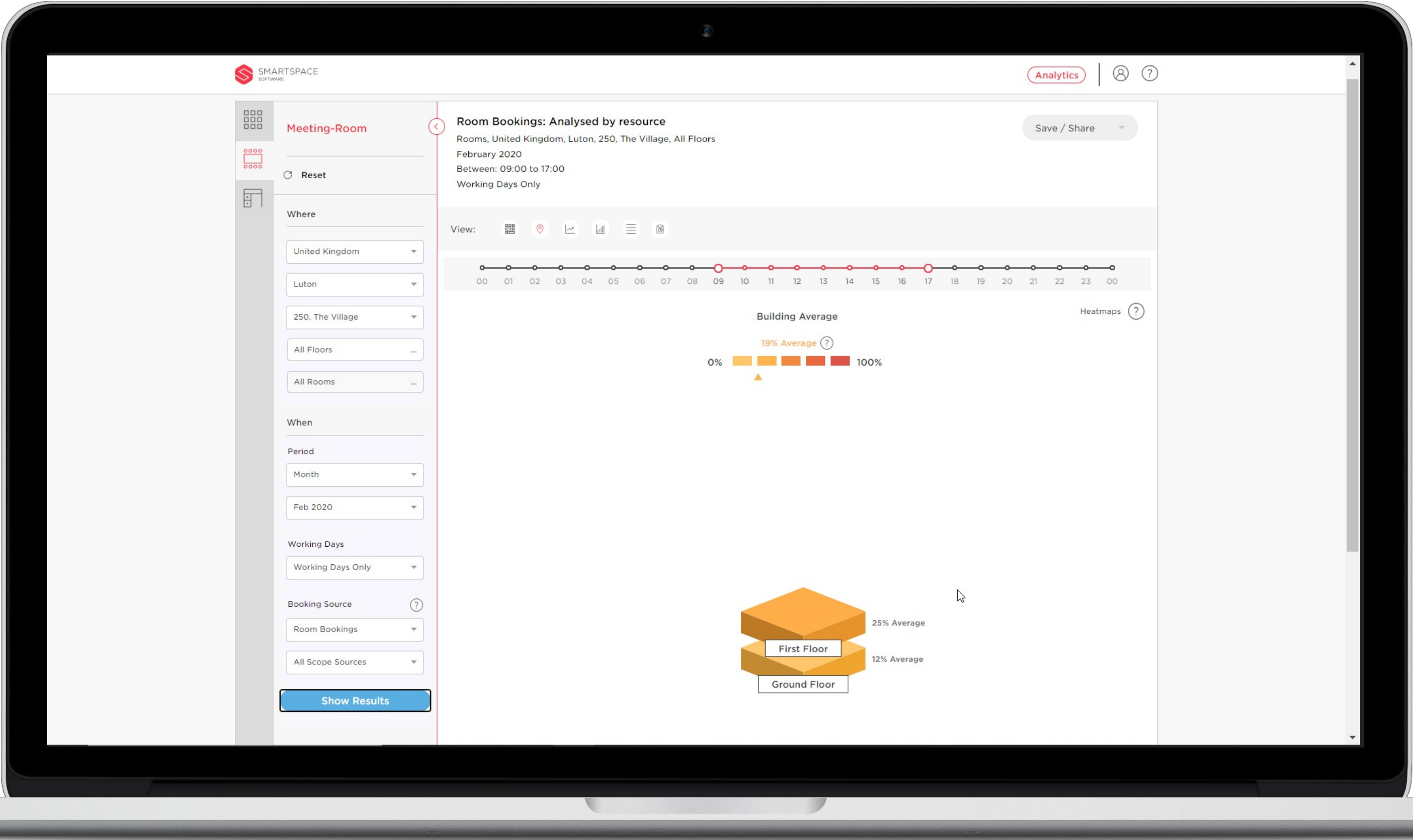


# Heat Map - Building

Heat maps default to all floors of a selected building. Users can select a specific floor in the filters to view the floor plan and any neighbourhoods that have been defined on that floor.

A timeline is displayed across the top of the screen and the time can be adjusted to include for example, times outside of normal office hours.

The building average will be displayed below the timeline.



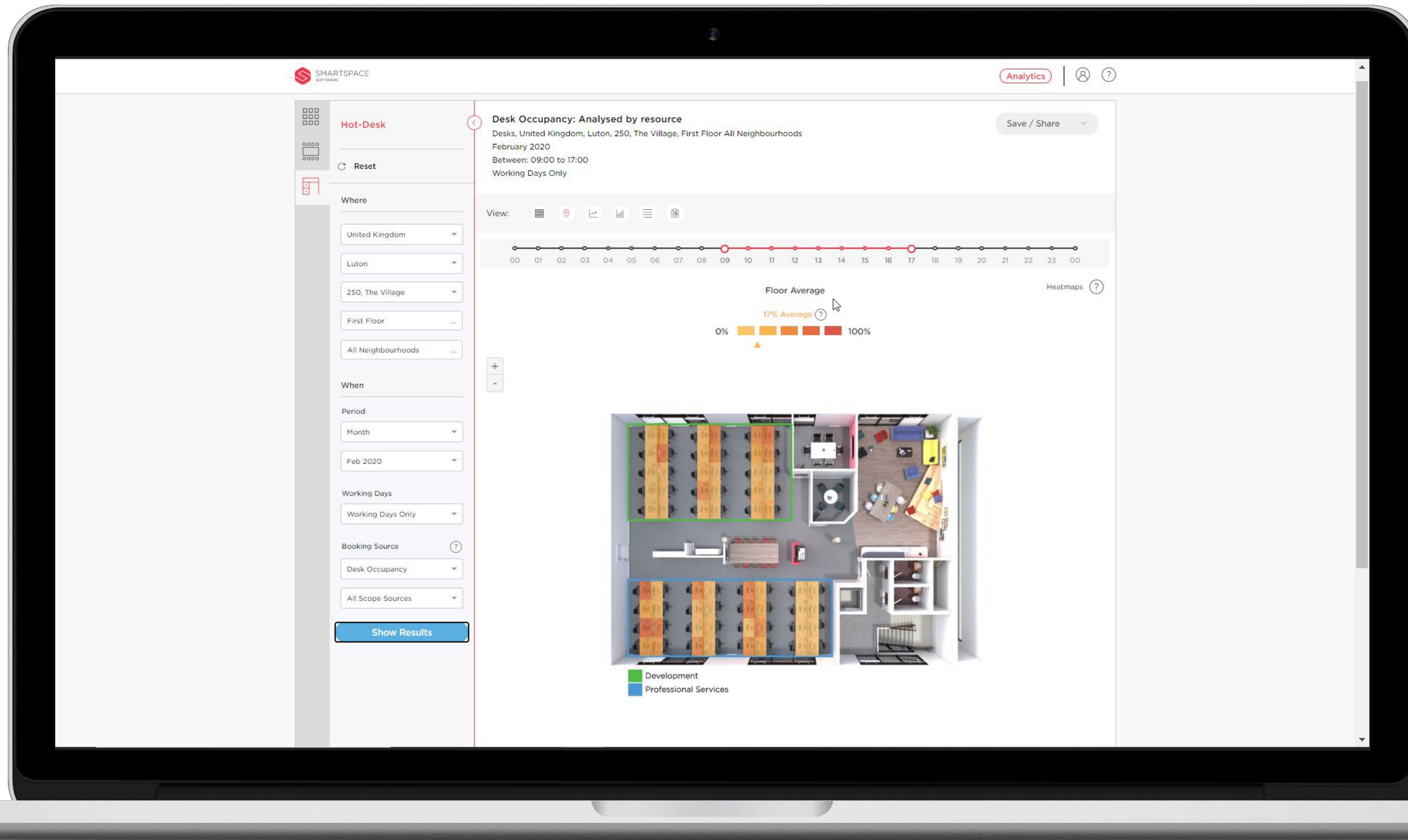


## Heat Map - Floor

Select a specific floor of the building to display a floor plan and see detailed colour coded usage across zones.

Drag the timeline to adjust the timescale. The floor average is displayed below the timeline.

Zoom in and out of the floorplan as required. The data can be downloaded in CSV format for further analysis. When printing a PDF of a heatmap use the portrait layout setting.

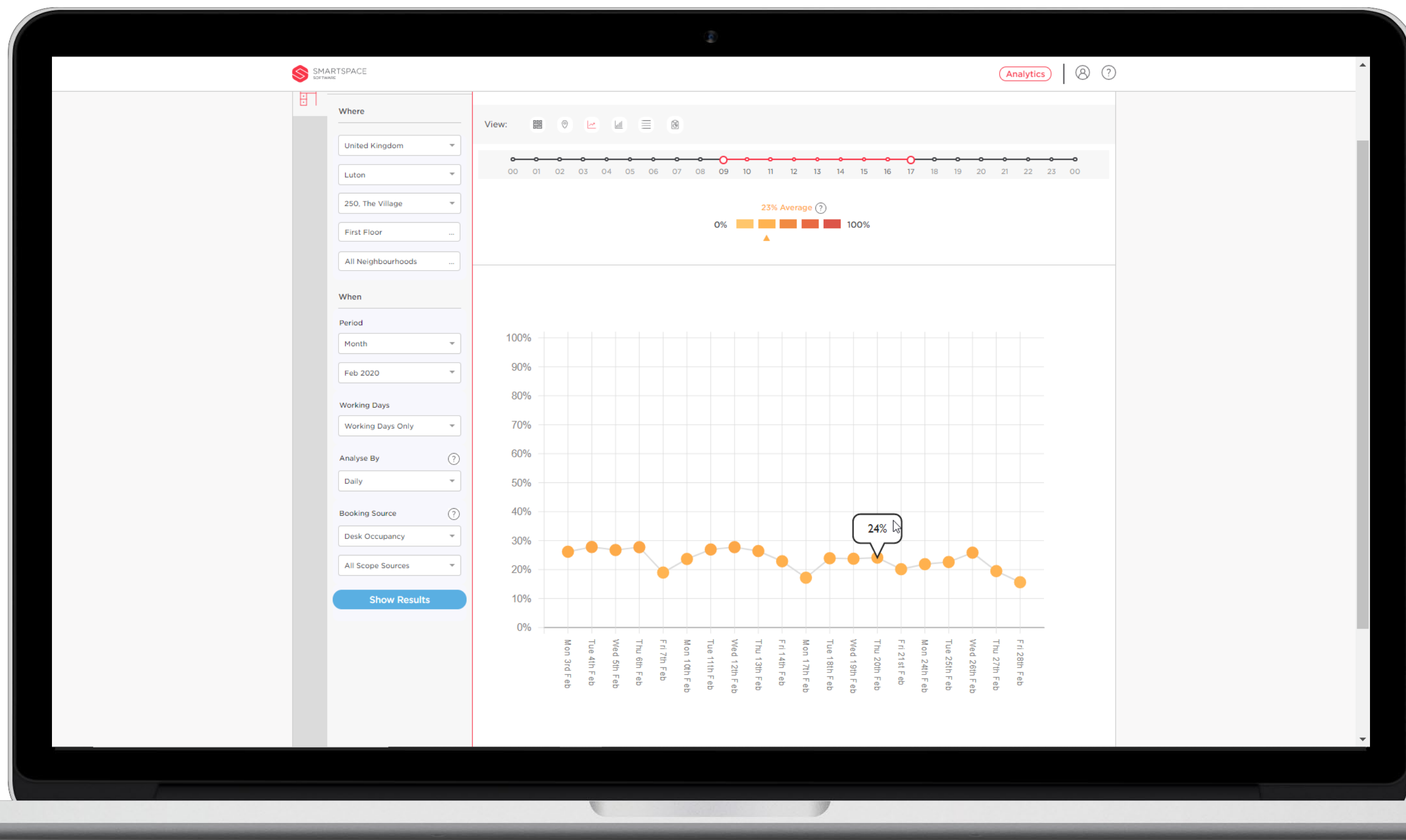


## Line Charts

Line charts are ideal for showing trends over time. They allow you to identify patterns and correlations in order to optimise occupancy and utilisation.

Use the timeline across the top to reflect your core business hours or view a snapshot of usage out of hours.

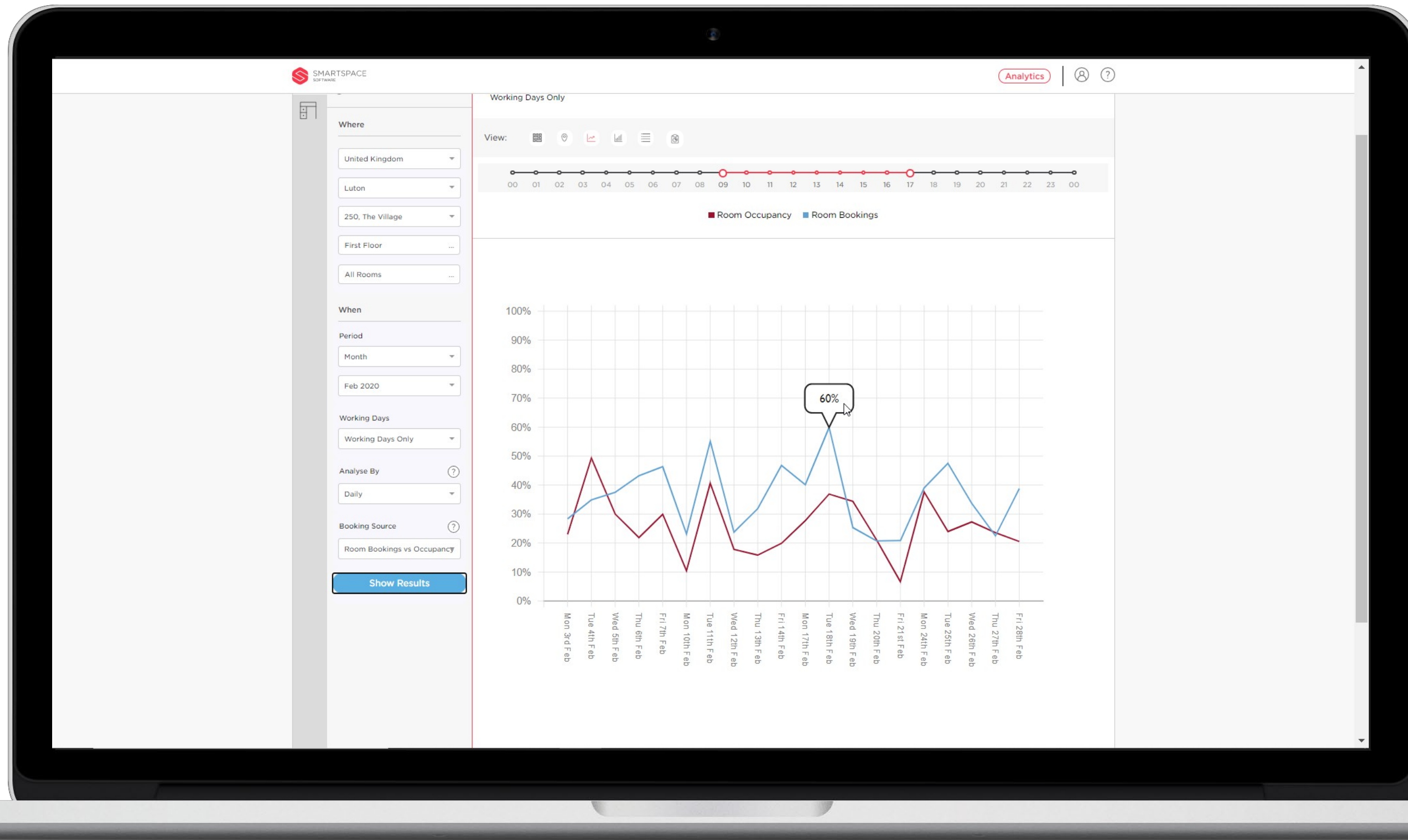
Average usage is displayed above the chart for ease of comparison.



## Line Charts

When viewing line charts you have three options to further segment the data:

1. By hour of the day – shows the habits of users throughout the day.
2. Daily – shows how the use of the rooms or desks changes across the time period.

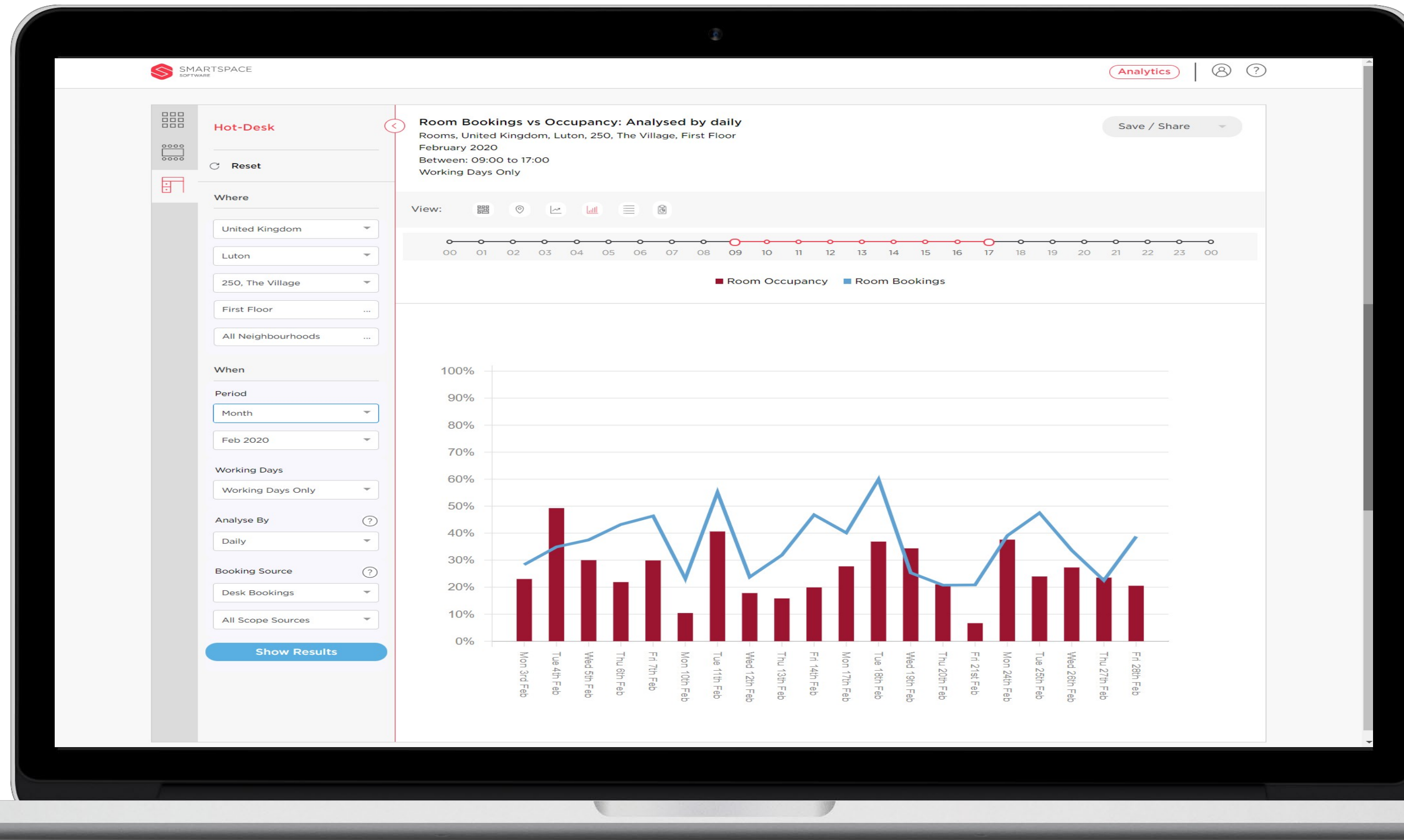




## Line Charts

3. By day of the week – shows the average utilisation for each named days across a week, month or year.

4. Monthly – shows monthly utilisation over a year.

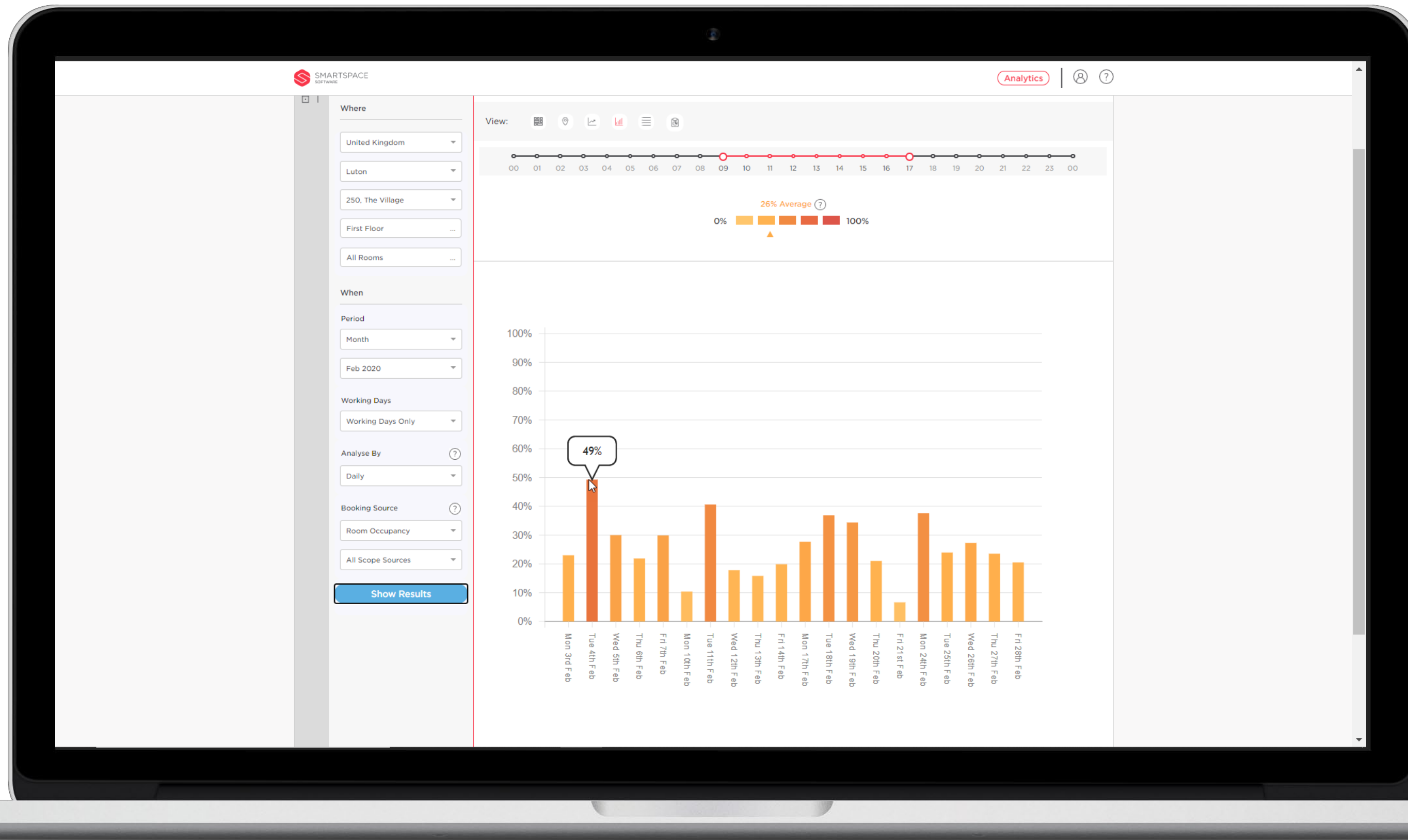


## Bar Charts

Bar charts are ideal for comparing specific data points. Your displayed bar chart will make it easy to compare usage or occupancy over a time period. The bars are colour coded to match the average display above the graph.

Use the 'Booking Source' filter to display the following types of data:

- Desk/Room Occupancy
- Desk/Room Bookings
- Bookings Vs Occupancy (if booking is enabled for resource)
- Attendees Vs Capacity (rooms only)

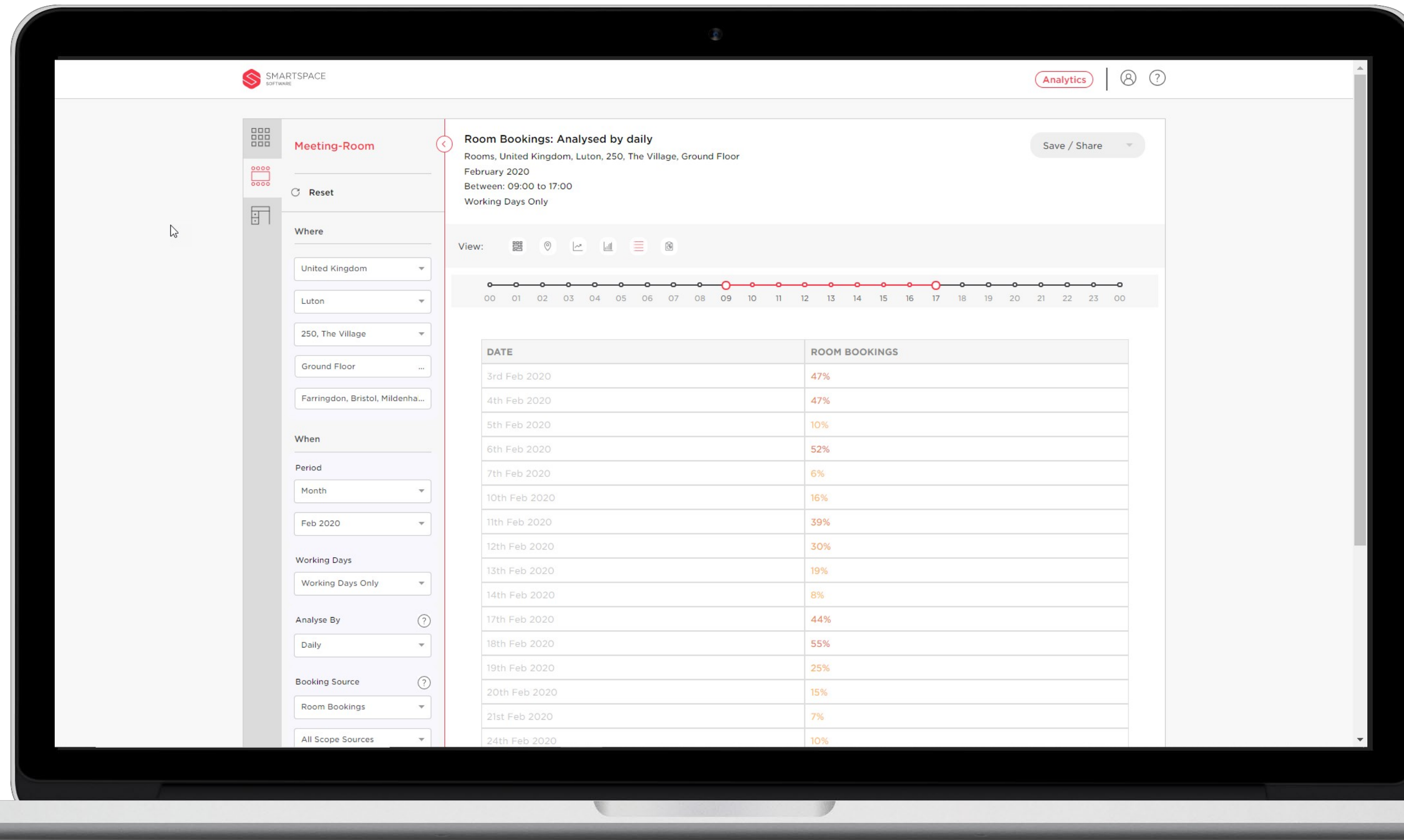


## Data Table

Provides raw data in a table format.

This data can be exported and saved as a CSV file to support further analysis.

Use the timeline across the top to adjust the time period the data represents.



## Monthly Preset Reports

The preset reports allow you to easily view and share reports for the filtered location for a given month.

Set your 'Where' and 'When' filters to the required Region, Site and Month.

Then click on the 'Monthly Reporting' icon.

You will be able to scroll through a series of charts that typically show:

- Busiest Days
- Busiest Times
- Busiest Floors
- Occupancy tendencies

Use the 'Save/Share' button to print the graphs to PDF.

The screenshot displays the SMARTSPACE SOFTWARE interface for a 'Rooms: Monthly report'. The report is for 'Rooms, United Kingdom, Luton, 250, The Village, All Floors' for 'February 2020', filtered for 'Working Days Only' between '09:00 to 17:00'. The interface includes a sidebar with filters for 'Where' (United Kingdom, Luton) and 'When' (Month, Feb 2020, Working Days Only). The main content area shows 'Top Level Room Info' with 664 Room Bookings Total and 572 Room Occupancy Hours. A pie chart titled 'Bookings by channel' shows 88% from 0365 (Average) and 12% from website (Average). A bar chart is partially visible at the bottom labeled 'Capacity vs Occupancy vs Attendees'. The URL at the bottom is <https://smartspace.smartspacesoftware.app/mis/31/reports/reporting>.



# Tool-tips

To help you leverage the most out of Analytics, several tool-tips are available within the product.

Simply click the '?' where you see it for further information.

This helps new users to understand the search filters and terminology to ensure they can take advantage of the analytical powers of this application.

