

Room Utilisation Live Reporting User Guide

Please use this link <https://cu.dilax.com/enumeris>

Login using your details (to request login credentials please email BIG@admin.cam.ac.uk).



The Dashboard:

Live Data - The Occupancy Overview - you can select sites and run report of live data.

Utilisation Reports – provides frequency, occupancy and utilisation data using HESA definitions. Full utilisation reporting is only available for rooms using the Micad Room Booking System.

Usage Reports - provides occupancy, capacity and booking detail information using 4 elements.

Suggested Report:

1. Select **Cambridge Report** from the Dashboard. Work through the tabs:
2. Select **Date** – choose your date range using one of the options
3. Select **Time** – if you need a specific time enter this into 'select anytime'
4. Select **Buildings/Room** – select individual room if required at room level.
5. Select Report Type - **Utilisation or Usage**.
6. When you are happy with your selection click **Create Preview** at the bottom of the page.

This will now download the report into Excel. This may take a few moments.

7. When asked if you want to open or save the report Click **Open**.
8. In Excel, at the top of the screen you will see this message click **Enable Editing** – the content of the report will now load.

	A	B	C	D	E	F	G	H	I	J	K	L	M
10	Sum		492	178	202	667	646	207	733	765	850	609	327

9. You now have your report which you can save locally or delete. If you return to Enumeris your report criteria will still be in place if you wish to run further reports.