

Addendum: Room by Day Report

Suppose you want to look at all the bookings in a specific building for a specific timeframe, or even all the bookings on campus for a certain day (this is something that Security and Facilities use frequently). You can access the Room by Day Report and use whatever criteria you need to produce a report.

From the VIU main page, choose "Faculty and Staff" and then "Registration/Student Records".

Under "Room Booking Information, choose "Room Bookings by Day Report".

Room Booking Information

- Find a room
- Room Bookings Report
- Room Bookings by Day Report
- Maintain Room Information

Choose the campus you want from the drop-down list. You can select one building, a selection of buildings (by using the CTRL key), or all buildings on a given campus, which appears at the top of the drop-down list.

Campus: **Nanaimo** ▼

Building(s): All Nanaimo Buildings ▲
 100: Office Building
 110: Heavy Mechanical / Carpentry Shop
 115: Electrical Technologies Complex
 130: Welding Shop ▼

Use the calendars to select the date range that you want.

Low Date:

High Date:

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Use the drop-down lists below the calendars to select the time range that you want.

Earliest Time: *First Day:* 08:00

Latest Time: *Last Day:* 24:00

Click the "Get Bookings by Day Spreadsheet" button.

The spreadsheet will open in Excel. Because the data appears in a spreadsheet, you can sort and filter in whatever way you prefer in order to display the information in the most relevant way for your purposes.

Date	Building	Room	Start Date	End Date	Days	Days	Times	Activity
2016-07-11	110	100	2016-06-20	2016-08-11	53	MTWR	08:00 - 12:00	HMTA 202 I16N01
2016-07-12	110	100	2016-06-20	2016-08-11	53	MTWR	08:00 - 12:00	HMTA 202 I16N01
2016-07-13	110	100	2016-06-20	2016-08-11	53	MTWR	08:00 - 12:00	HMTA 202 I16N01
2016-07-14	110	100	2016-06-20	2016-08-11	53	MTWR	08:00 - 12:00	HMTA 202 I16N01
2016-07-11	110	102	2016-05-30	2016-07-14	46	MTWR	08:00 - 15:00	CARP 203 I16N01
2016-07-11	110	102	2016-02-01	2016-08-26	208	MTWRF	11:00 - 15:00	CPTY 110T S16N01
2016-07-12	110	102	2016-05-30	2016-07-14	46	MTWR	08:00 - 15:00	CARP 203 I16N01
2016-07-12	110	102	2016-02-01	2016-08-26	208	MTWRF	11:00 - 15:00	CPTY 110T S16N01
2016-07-13	110	102	2016-05-30	2016-07-14	46	MTWR	08:00 - 15:00	CARP 203 I16N01
2016-07-13	110	102	2016-02-01	2016-08-26	208	MTWRF	11:00 - 15:00	CPTY 110T S16N01
2016-07-14	110	102	2016-05-30	2016-07-14	46	MTWR	08:00 - 15:00	CARP 203 I16N01
2016-07-14	110	102	2016-02-01	2016-08-26	208	MTWRF	11:00 - 15:00	CPTY 110T S16N01