



USER MANUAL

RoomWizard Analytics
Console

Steelcase

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Order number 12-0000507

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Welcome

Understand Your Space

The RoomWizard Analytics Console makes it easy to better understand your space. The console is free to download, simple to use, and focuses on 5 key reports. Each report provides insight and data into the utilization of a room, group of rooms, or all rooms enabling you to maximize the value of your real estate.

About This Manual

This Manual describes how to use the RoomWizard Analytics tool, to allow you to better understand your space.

Setup of the RoomWizard Analytics Console

Installation

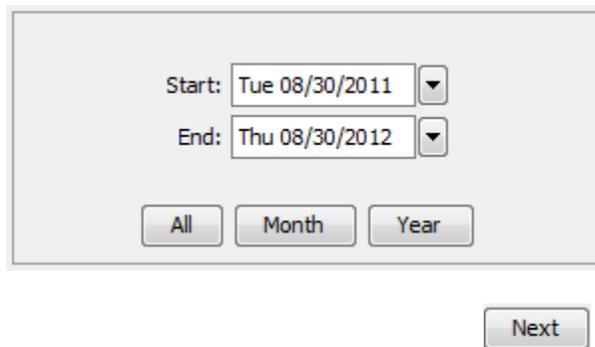
The Analytics console needs to be copied onto your PC or Mac System. Hardware requirements are minimal, less than 50MB of disk space and 100MB of free RAM.

Using the RoomWizard Analytics Console

Simply double click on the RoomWizard Analytics application icon to start the program.

Step 1: Select the date range

When the Analytics tool starts, a dialog box will appear that prompts you to select a date range. The Analytics console will connect to RoomWizards on your network and will pull in data for the selected date range. The default date range is set at 1 year. Click the “Next” button in the lower right corner to advance.



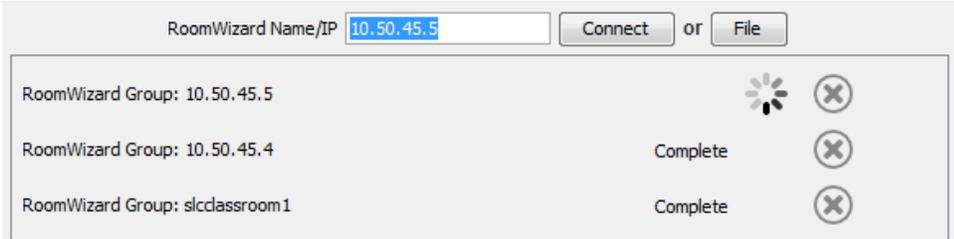
The screenshot shows a dialog box with two date selection fields. The 'Start' field is set to 'Tue 08/30/2011' and the 'End' field is set to 'Thu 08/30/2012'. Below these fields are three buttons: 'All', 'Month', and 'Year'. At the bottom right of the dialog box is a 'Next' button.

Step 2: Connect to RoomWizards

The Analytics console can connect to any RoomWizard group on your network. Your PC or Mac must be connected to the same network as your RoomWizards to connect to them successfully. To connect to a RoomWizard enter the hostname or IP address of any RoomWizard on your network. You can connect

to multiple groups of RoomWizards to pull in more data. Data from RoomWizard CSV files can be uploaded using the “File” button.

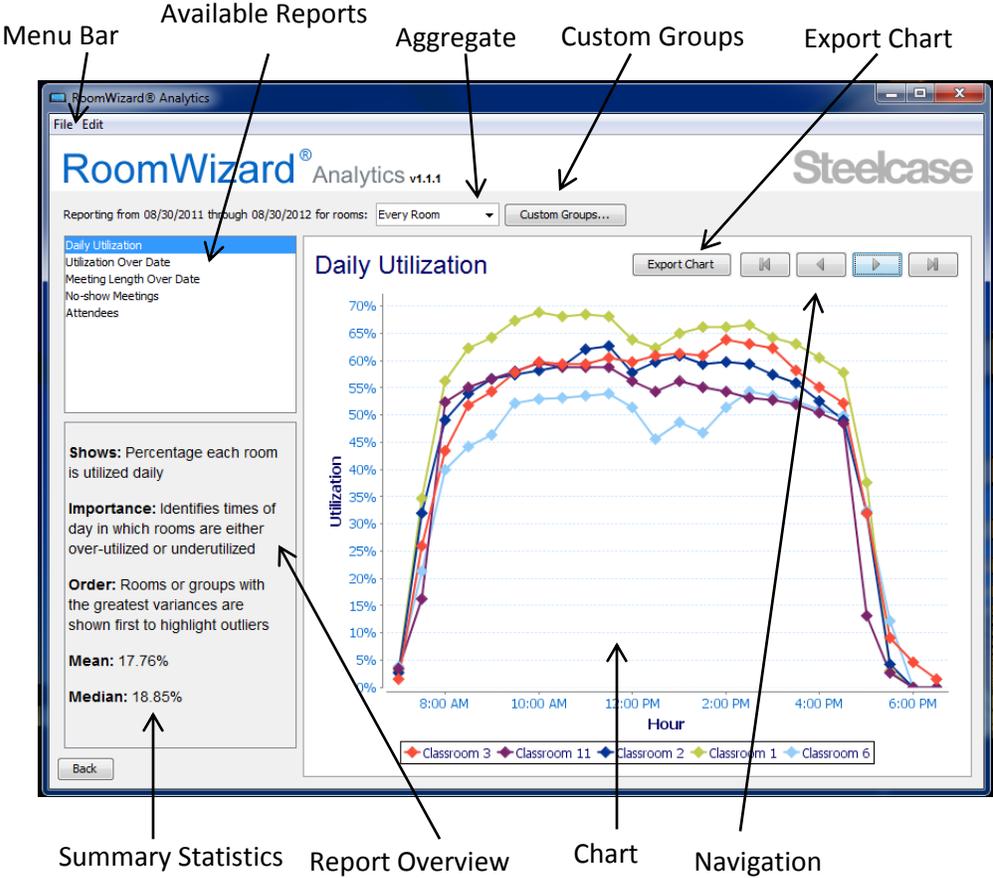
Note: Connecting to a single RoomWizard will pull data from all RoomWizards within that group. RoomWizard groups are configured using the administration web pages or with the RoomWizard Administrative Console.



The load time will vary based on the network speed, quantity of RoomWizards in the group, and the date range selected.

Click the “Next” button in the lower right corner to advance.

Step 3: Analyze reports



Menu Bar: File and Edit: Save the chart as an image file, export data to a CSV file, print graph, quit, and copy chart.

Available reports: Select the report to view

Aggregate: Select to view “All Rooms”, “Every Group”, “Every Room”, “New Group” or individual groups or rooms. “All Rooms” shows the aggregated data of all RoomWizards in the data set. “Every Group” compares the different groups included in the data set. “All Rooms” compares the individual RoomWizards within the data set.

Custom Groups: Create custom groups to analyze desired sets of RoomWizards. Custom groups can be saved and used in the future to make weekly, monthly, or yearly reporting easier.

Export Chart: Export a PNG file to drop into presentations.

Summary Statistics: Automatically calculates the mean and median of the data set.

Report Overview: Explains what each report shows, why the report is an important, and the logic behind the order the rooms are shown on the chart

Chart: Shows a visual representation of the data set. The image can be exported as a PNG file.

Navigation: Move forward and backward to view data for different RoomWizard or groups of RoomWizards. The order of the RoomWizards listed is explained in the Report Overview box.

Report Overview

Daily Utilization: Shows the percentage of time each room is utilized on average daily. This report can be used to identify times of day and rooms that are over-utilized or underutilized.

Utilization Over Date: Shows the percentage each room is occupied over time. This report can be used to identify months or weeks that are over-utilized or underutilized.

Meeting Length Over Date: Shows the average meeting length over time. This report demonstrates how rooms are being used as the location, size, furniture, and technology in the room can influence the length of scheduled meetings.

No-show Meetings: Shows the percentage of “no-show” meetings. Often meetings are scheduled but no one shows up. RoomWizard can automatically release these reservations and capture how often they occur.

Attendees: Shows the average number of attendees in a meeting. Often small groups meet in large rooms which results in inefficient utilization.

Warranty

This software is provided as-is, with no warranty of any kind. Steelcase shall not be liable for consequential or incidental damages arising from any product defect including without limitation any liability for products not being available for use or for lost data or software.

Technical Support

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