



UW Facilities IT

FMS: Employee Space Administrator Guide

UNIVERSITY *of* WASHINGTON

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INTRODUCTION

Congratulations! If the technical team sent you the link to this document, that means you are a Space Administrator.

What is a Space Administrator?

Great question! Within **FMS: Employee**, a *Space Administrator* is responsible for managing spaces (also referred to as *resources*). At UW, this role might be filled by an office manager, administrative assistant, floor or building manager, or someone in a similar position.

In FMS: Employee, Space Administrators have the ability to:

- View users' private reservations to access relevant details
- Edit or delete any reservation, regardless of who created it
- Enable or disable booking access for specific spaces
- Assign users to spaces permanently
- Approve or deny reservation requests for spaces
- Generate reports that provide key insights about the managed space.

Each Space Administrator has elevated access to their assigned unit and is responsible for managing its resources. However, they **do not** have the ability to edit resources outside of the floor they are assigned to.

For example, if Clara Thomas were a Space Administrator for UW's Facilities Information Technology (IT) unit (Building 1, 13th floor), she would only be able to edit resources within that specific space. She would **not** have administrative access to resources managed by UW Finance (Building 0, 4th and 5th floors), Transportation, the Department of Literature, or other units.

Purpose of This Guide

This guide is designed to help Space Administrators perform the functions listed above so they can successfully manage their spaces. It assumes some basic proficiency with **Resource Scheduler**.

If you are new to this tool, please refer to our **Beginner's Guide**, which can be found at: <https://facilities.uw.edu/files/media/beginners-guide-to-fms-employee.pdf>.

ADMIN'S BEST FRIEND: RESOURCE SCHEDULER

FMS:EMPLOYEE FEATURES MATRIX							
These tables list Features across the various modules of the FMS:Employee suite as of the Resource Scheduler 2024.1.2 Release.							
Module / Feature	Find-a-Room	RSO	Bidirectional Exchange 365	RSWeb ¹	Map View	Now Space	FMS: Now
Required Prompts	✓	✓		✓	✓		
Prompts	✓*	✓		✓	✓*		
Email Confirmation			✓*	✓	✓*	✓*	✓*
Autorelease Reminder	✓	✓*		✓*	✓*	✓*	✓*
Autorelease Lost Space	✓	✓*		✓*	✓*	✓*	✓*
Capacity Restriction	✓	✓	N/A	✓	✓	✓	✓
Setup Styles	✓	✓		✓			
Hoteling	✓	✓		✓	✓	✓	✓
Filter by Amenity	✓	✓		✓		✓*	✓*
Proxy Booking	✓	✓	✓*	✓			
Services	✓	✓		✓			
Custom Tabs		✓		✓			
Required Attendees		✓		✓			
Check In				✓	✓	✓	✓*
Reservation Category	✓	✓		✓	✓		

Features Legend
✓ = Fully supported | ✓* = Partially supported, please see notes

The image above is a visual representation of the features within **FMS: Employee**. Each program within **FMS: Employee** has its own strengths; however, for administrators, the most powerful tool is **Resource Scheduler** (FM: Systems 2024, p. 4).

When getting started as a Space Administrator, we recommend primarily using **Resource Scheduler** (<https://uw.resourcescheduler.net/resourcescheduler/default.asp>). **Resource Scheduler (RS Web)** is a comprehensive tool that offers some of the necessary features for a Space Administrator to effectively manage their spaces.

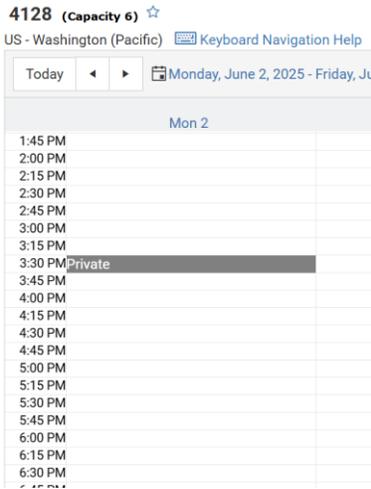
Some functions, however, are only available in **Map View**. This document will specifically highlight those cases as they arise.

While Find-a-Room (Outlook Integration), and FMS: Now are excellent tools for end users, they lack certain features essential for long-term space management.

PRIVATE RESERVATIONS

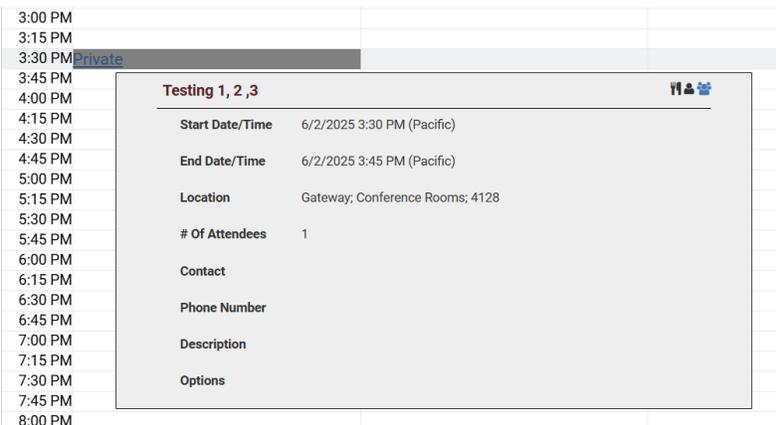
HOW TO VIEW PRIVATE BOOKINGS

After logging into Resource Scheduler, certain calendar events may be labeled **Private** within some resource schedules (see image below).



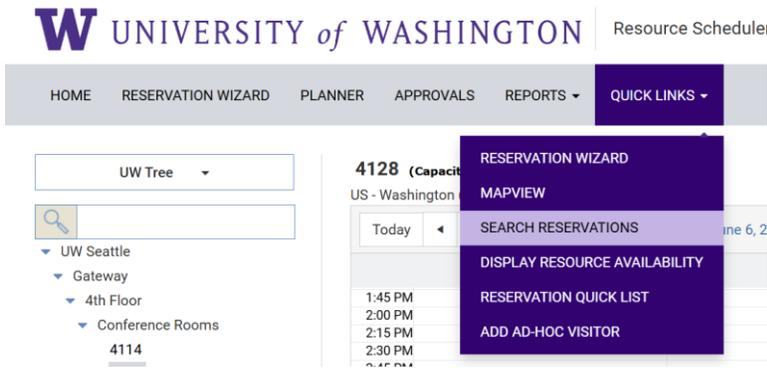
With **Space Administrator** permissions, booking details become accessible by hovering over the event or selecting the **Private** label. Selecting the label opens a pop-up window displaying the same information.

- **Note:** If ad blockers are enabled in the browser, the pop-up window may not function as expected. Disabling ad blockers, if possible, can help ensure full functionality.



SEARCH RESERVATIONS PRIVATE EVENTS

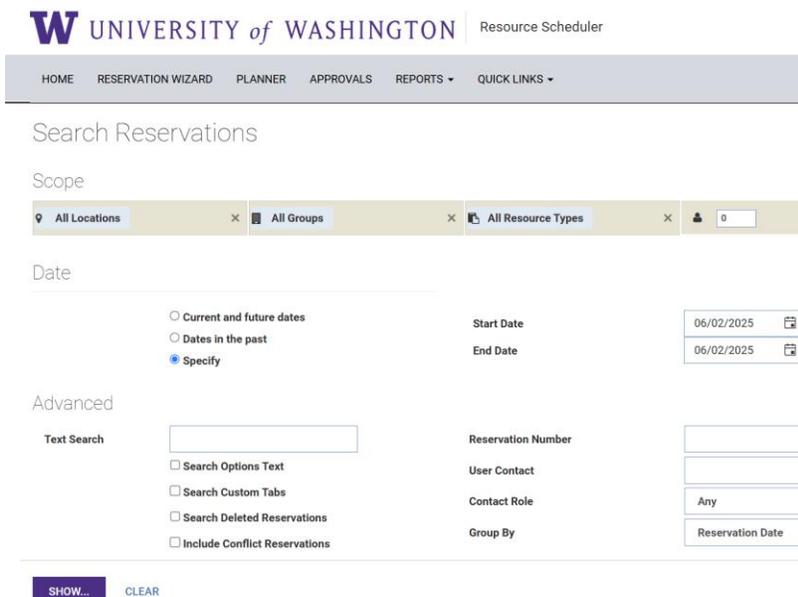
In **Resource Scheduler**, navigate to **Quick Links > Search Reservations**.



On the **Search Reservations** page, enter relevant details in the fields of interest, including the Text Search, User Contact, and Reservation Number text boxes.

To search only for private events, use the **Text Search** box and type **Private**.

- **Note:** At least one of the fields of interest must be filled in to perform a search. If none are entered, a pop-up error message will appear, provided that ad blockers are disabled.



This will generate search results based on the information entered on the Search Reservations page. In the screenshot below, one private event is listed. Click on **Private** to view more details.

W UNIVERSITY of WASHINGTON | Resource Scheduler

HOME RESERVATION WIZARD PLANNER APPROVALS REPORTS QUICK LINKS

Text Search Results (US - Washington (Pacific) Time Zone)

Title	Start Date	End Date	Description	Region	Location	Group
Very Important Meeting	6/2/2025 12:00 AM	6/2/2025 1:00 AM		UW Seattle	Gateway	4th Floor: Shared Offices
Ji Kim	6/2/2025 12:00 AM	6/2/2025 1:00 AM		UW Seattle	Gateway	4th Floor: Workspaces
Linda Moran	6/2/2025 7:00 AM	6/2/2025 2:15 PM		UW Seattle	Gateway	4th Floor: Workspaces
Tyler Taaithuak	6/2/2025 7:00 AM	6/2/2025 3:30 PM		UW Seattle	Gateway	4th Floor: Workspaces
Nerissa Pineda	6/2/2025 7:00 AM	6/2/2025 5:00 PM	test	UW Seattle	Gateway	4th Floor: Workspaces
Chong Yi Lucas	6/2/2025 7:30 AM	6/2/2025 4:30 PM		UW Seattle	Gateway	4th Floor: Workspaces
Meeting	6/2/2025 10:00 AM	6/2/2025 12:00 PM		UW Seattle	Gateway	4th Floor: Huddle Rooms
Work station	6/2/2025 1:00 PM	6/2/2025 1:15 PM		UW Seattle	Gateway	4th Floor: Workspaces
Private	6/2/2025 3:30 PM	6/2/2025 3:45 PM	Private	UW Seattle	Gateway	4th Floor: Conference Rooms
Testing SS team meeting	6/2/2025 6:00 PM	6/2/2025 7:00 PM		UW Seattle	Gateway	4th Floor: Conference Rooms

A pop-up window with all the details of the selected booking will appear. Click **CANCEL** if no changes are needed. Otherwise, proceed to the next section.

Testing 1, 2,3 ID: -1999997943 US - Washington (Pacific) CANCEL SAVE MORE

06/02/2025 03:30 PM To 03:45 PM Repeat...

Details Advanced Scheduling Options History

Host [More...](#)

Invite (1) Attendees

Description

Grey # Of Attendees Private Flag for Follow-up

Setup Time Cleanup Time

ADD RESOURCES + REMOVE ALL

Gateway - Conference Rooms

4128 (6)

RESERVATIONS – EDIT/DELETE OTHER USER’S BOOKINGS

EDIT OTHER USER'S BOOKINGS

Like editing your own reservation, click on the desired reservation within the **Calendar/Tree View** or the **Search Reservations** window. Some of the fields that can be edited include, but are not limited to:

The screenshot shows a reservation editing form for a meeting titled "Yurika M. Harada". The form includes the following fields and options:

- 1**: Meeting Name/Title: "Yurika M. Harada".
- 2**: Date/Time: "06/03/2025" at "04:00 PM" to "05:00 PM".
- 3**: Host: "Yurika M. Harada".
- 4**: Invite: "Yurika M. Harada" (1 Attendees).
- 5**: Description: A large text area for event details.
- 6**: # Of Attendees: "4".
- 7**: Setup Time: "0" and Cleanup Time: "0".
- 8**: Repeat... button.
- 9**: Private checkbox and Flag for Follow-up checkbox.

Additional interface elements include "CANCEL", "SAVE", "MORE", "ADD RESOURCES +", "REMOVE ALL", and a resource selection window showing "Gateway - Conference Rooms" with "4128 (6)" and a "SWAP RESOURCE" button.

- 1. Meeting Name/Title:** If booking a hoteling desk, it is generally recommended to leave this as the user’s name. Otherwise, update it with an appropriate meeting name.
- 2. Date/Time:** Controls the date and time of the event.
- 3. Host:** Indicates who the event belongs to.
- 4. Invite:** Sends event information to the host and any additional participants added by the host or a Space Administrator.
- 5. Description:** Provides details about the event. This is an optional field.

- 6. **# of Attendees:** A required field. Users cannot overbook a resource.
- 7. **Setup/Cleanup Time:** Not commonly used, but useful for scheduling time to set up AV equipment or other room preparations.
- 8. **Repeat...:** Allows the host or Space Administrator to turn a singular event into a recurring event.
- 9. **Private:** Marks the event as private. Not generally recommended, as it can make it harder for coworkers to locate each other.

If the **Repeat** option is selected, the pop-up window will update to allow recurrence settings. Choose the appropriate recurrence pattern for the event.

At the bottom of the screen, select **Treat recurring schedule as separate bookings** if the events should not be created as a meeting series. Click **SUBMIT** to confirm.

- **If no changes were made, click RETURN.** This returns to the previous pop-up window, not the calendar view.

Recurring

Yurika M. Harada | Jun 3, 2025 4:00 PM - Jun 3, 2025 5:00 PM | US - Washington (Pacific)
Gateway; Conference Rooms; 4128

Daily, until 06/03/2025 

Recurring

Every 1 Day(s)

Every Weekday

Weekly, until 06/01/2026 

Recurring

Every 1 Week(s)

Sunday Monday

Tuesday Wednesday

Thursday Friday

Saturday

Ad hoc

Date 06/03/2025  [Add](#)

Treat recurring schedule as separate bookings

SUBMIT

RETURN

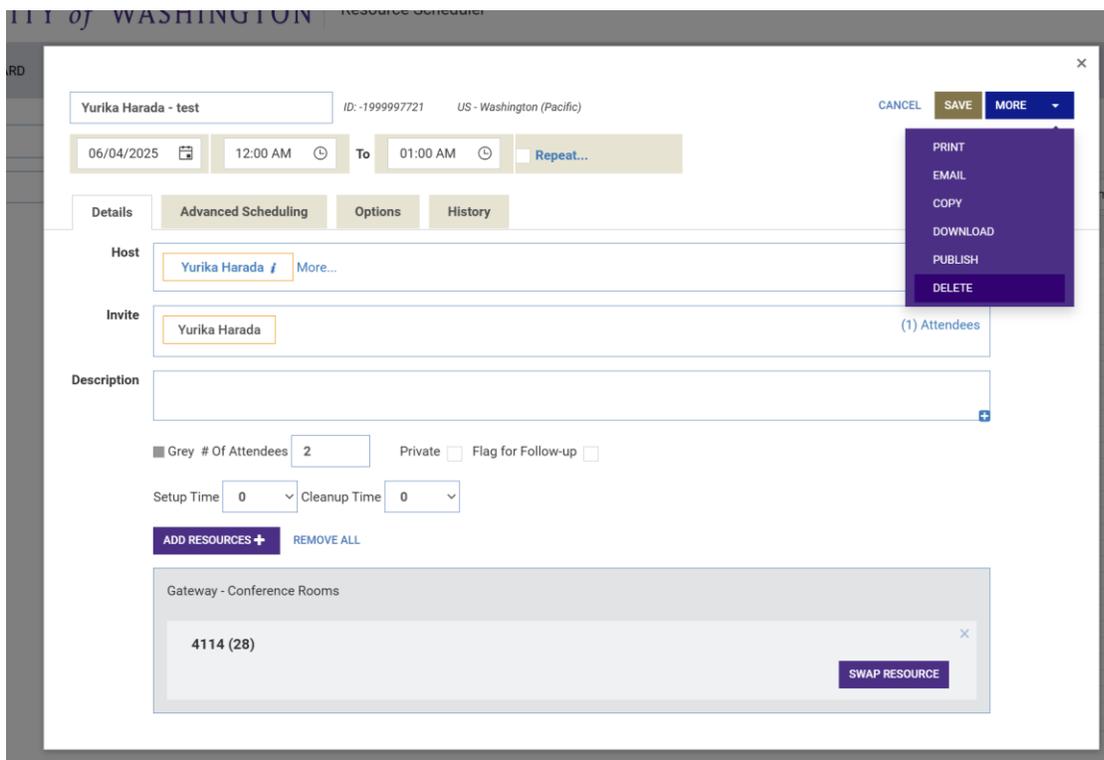
Once all the desired changes are made, click the golden **SAVE** button in the top-right corner of the pop-up window. If no changes are made, click **CANCEL**.



DELETE OTHER USER'S BOOKINGS

It may be wise to communicate with the user why their booking is being deleted before following through this section.

Like deleting your own reservation, select the desired reservation within the Calendar/Tree View or the Search Reservations window. Once the pop-up appears, choose **MORE > DELETE**.



A small pop-up window will appear, confirming whether the booking should be deleted. Click **OK** to proceed. This will delete the booking.

uw.resourcescheduler.net says

Continue with delete of this schedule?



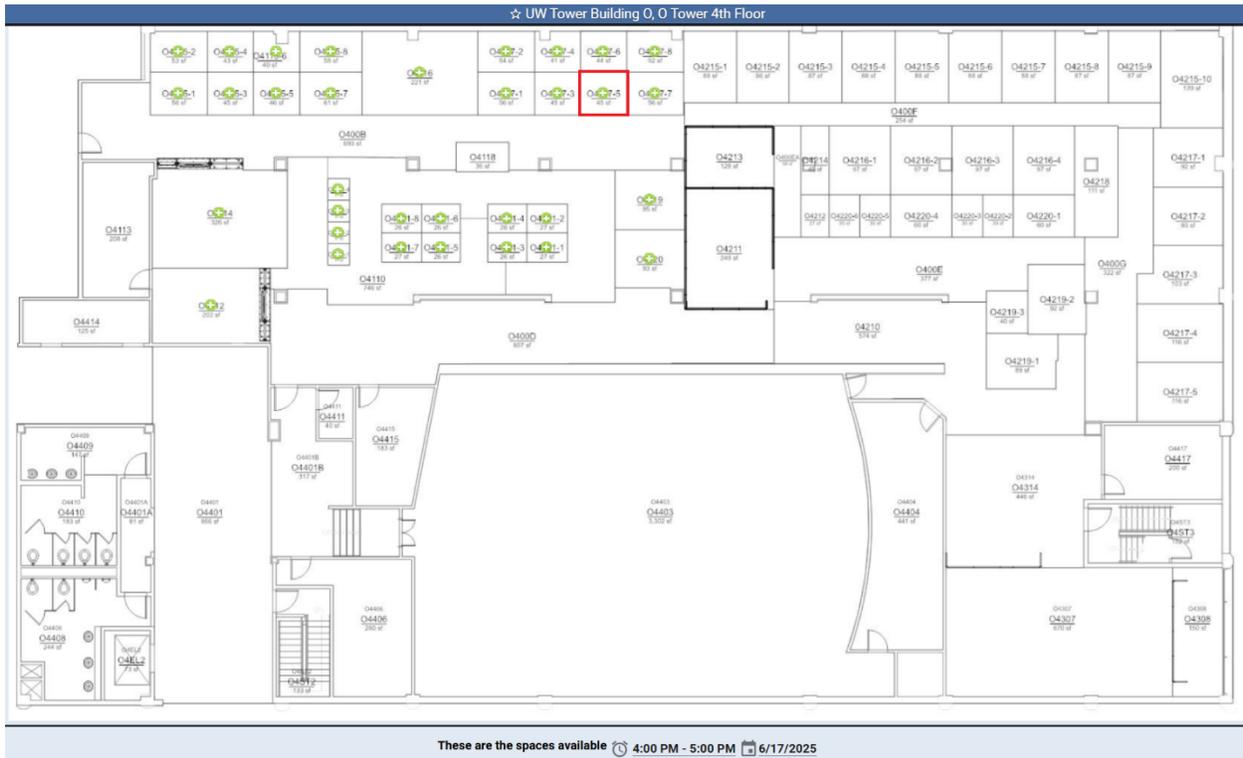
DEFINING SPACE AVAILABILITY

Sometimes, a resource may need to be made non-bookable. This could be due to maintenance and repairs, renovations, temporary space holds, or other appropriate reasons. It is up to the Space Administrator to use their discretion in determining when to disable or re-enable booking for a space.

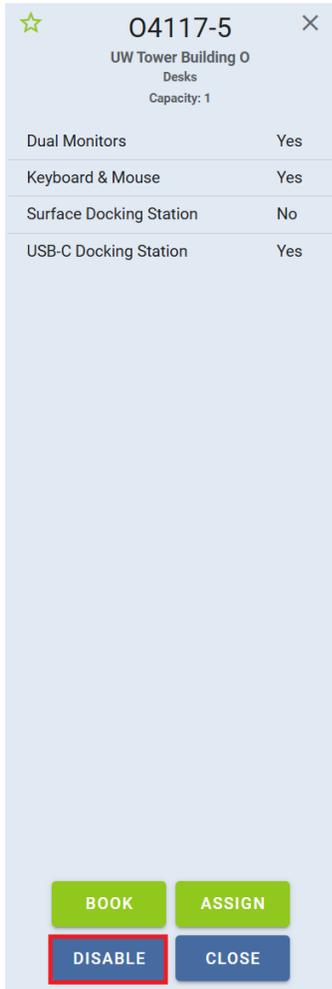
This section will cover the technical steps to ensure that regular users can only book spaces that the Space Administrator has made available.

DISABLE A SPACE

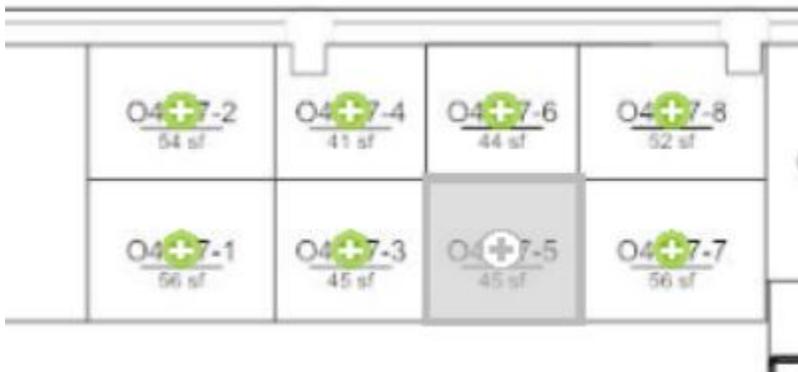
Ensure that a Space Administrator is logged in to [Map View](#). Navigate to the desired building and floor, then click on the appropriate resource.



When the resource information screen appears on the left-hand side, click the **DISABLE** button.

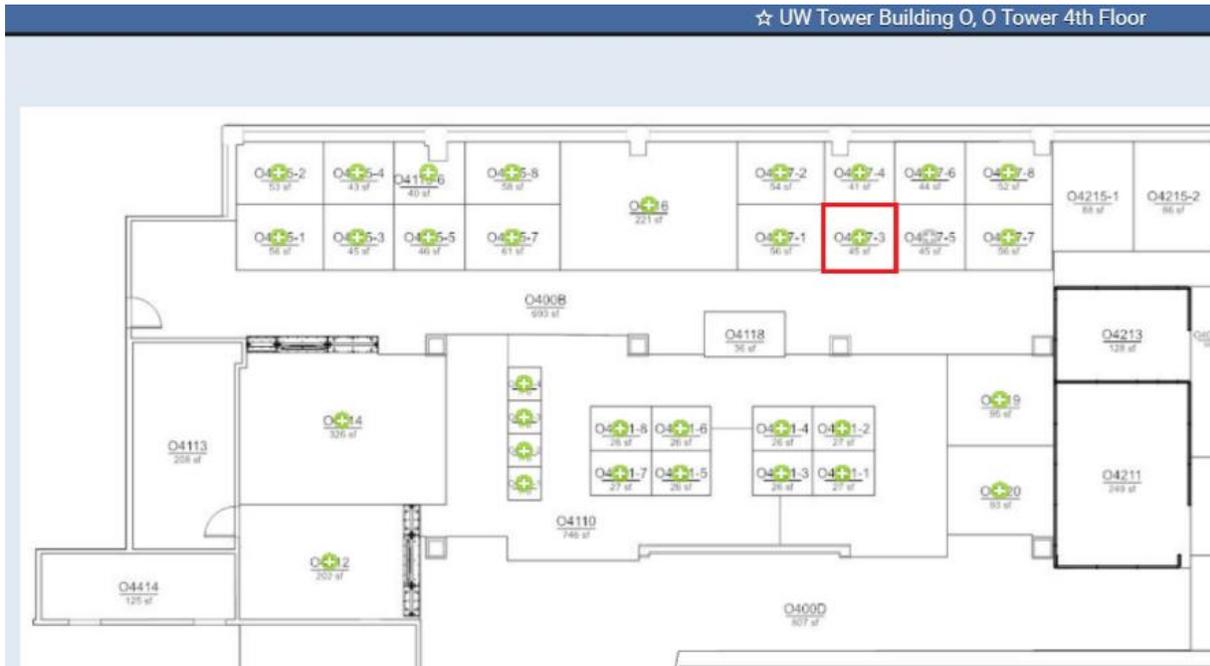


This action will cause the resource to appear grayed out. This means the resource is no longer bookable by any end users.

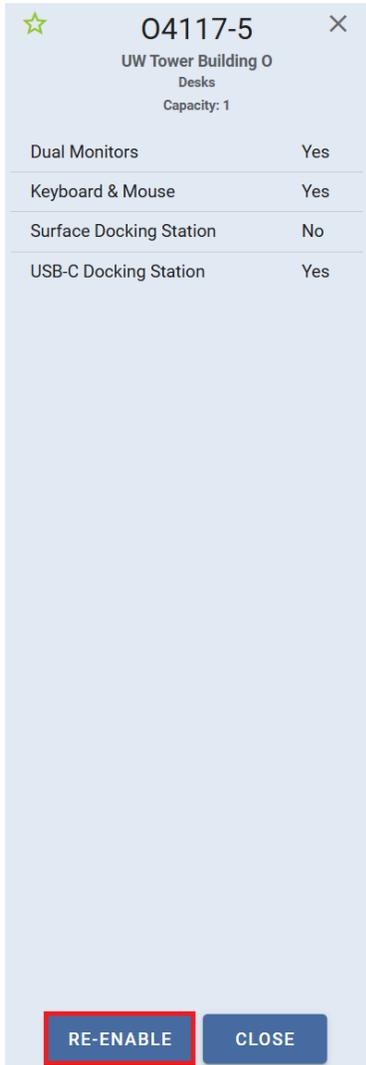


RE-ENABLE A SPACE

Ensure that a Space Administrator is logged in to [Map View](#). Navigate to the desired building and floor, then click on the appropriate resource.



When the resource information screen appears on the left-hand side, click the **RE-ENABLE** button.



This action will make the resource bookable by end users again.



ASSIGN USER TO SPACES

Some employees may regularly be on campus during standard business hours. In these cases, a Space Administrator may opt to use the **Map View** feature in **FMS: Employee** to permanently assign those individuals to a dedicated office. Note that this feature applies only to non-meeting spaces. Meeting spaces cannot be assigned in this way.

If the employee leaves the university, the system also enables Space Administrators to easily remove the assignment.

ASSIGN A USER TO A SPACE

Ensure that a Space Administrator is logged in to [Map View](#). Navigate to the desired building and floor, then click on the appropriate resource.



When the resource information screen appears on the left-hand side, click the **ASSIGN** button.

The screenshot shows a resource information card for 'T1331-1' located in 'UW Tower Building T'. The card lists various desk features and their availability. At the bottom, there are four action buttons: 'BOOK', 'ASSIGN', 'DISABLE', and 'CLOSE'. The 'ASSIGN' button is highlighted with a red border.

Feature	Availability
Dual Monitors	Yes
Keyboard & Mouse	Yes
Surface Docking Station	No
USB-C Docking Station	Yes
Adjustable Height	No
HP Ultra Slim Docking Station	No
Desktop PC	No

Buttons: BOOK, **ASSIGN**, DISABLE, CLOSE

Begin typing the person's name or email address. When their information appears in the selection box, click to select it.

The screenshot shows a mobile application interface for configuring a desk. At the top, there is a star icon, the desk ID 'T1331-1', and a close button. Below this, the location 'UW Tower Building T' and 'Desks' are listed, along with 'Capacity: 1'. A table lists various desk features and their status:

Dual Monitors	Yes
Keyboard & Mouse	Yes
Surface Docking Station	No
USB-C Docking Station	Yes
Adjustable Height	No
HP Ultra Slim Docking Station	No
Desktop PC	No

Below the table, a search box is highlighted with a red border, containing the text 'Jay Dahlstrom (jamesd26@uw.edu)'. Below the search box, there is a section labeled 'Assign To...' with a close button and the name 'Jay Dah'. At the bottom, there are two buttons: 'ASSIGN' and 'CANCEL'.

Use the **ASSIGN** button.

☆ T1331-1 ✕

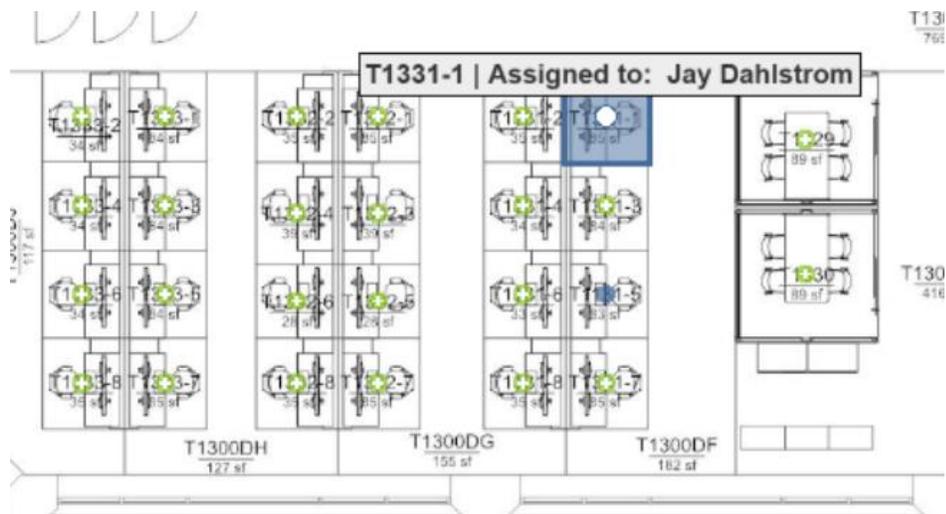
UW Tower Building T
Desks
Capacity: 1

Dual Monitors	Yes
Keyboard & Mouse	Yes
Surface Docking Station	No
USB-C Docking Station	Yes
Adjustable Height	No
HP Ultra Slim Docking Station	No
Desktop PC	No

Assign To... ✕
Jay Dahlstrom

ASSIGN CANCEL

This action will complete the seating assignment.



REMOVE AN ASSIGNMENT

Ensure that a Space Administrator is logged in to [Map View](#). Navigate to the desired building and floor, then click on the appropriate resource.



Make sure the user assigned to the space is the one who needs to be removed.

☆

T1331-1

UW Tower Building T
Desks
Capacity: 1

Assigned to: Jay Dahlstrom

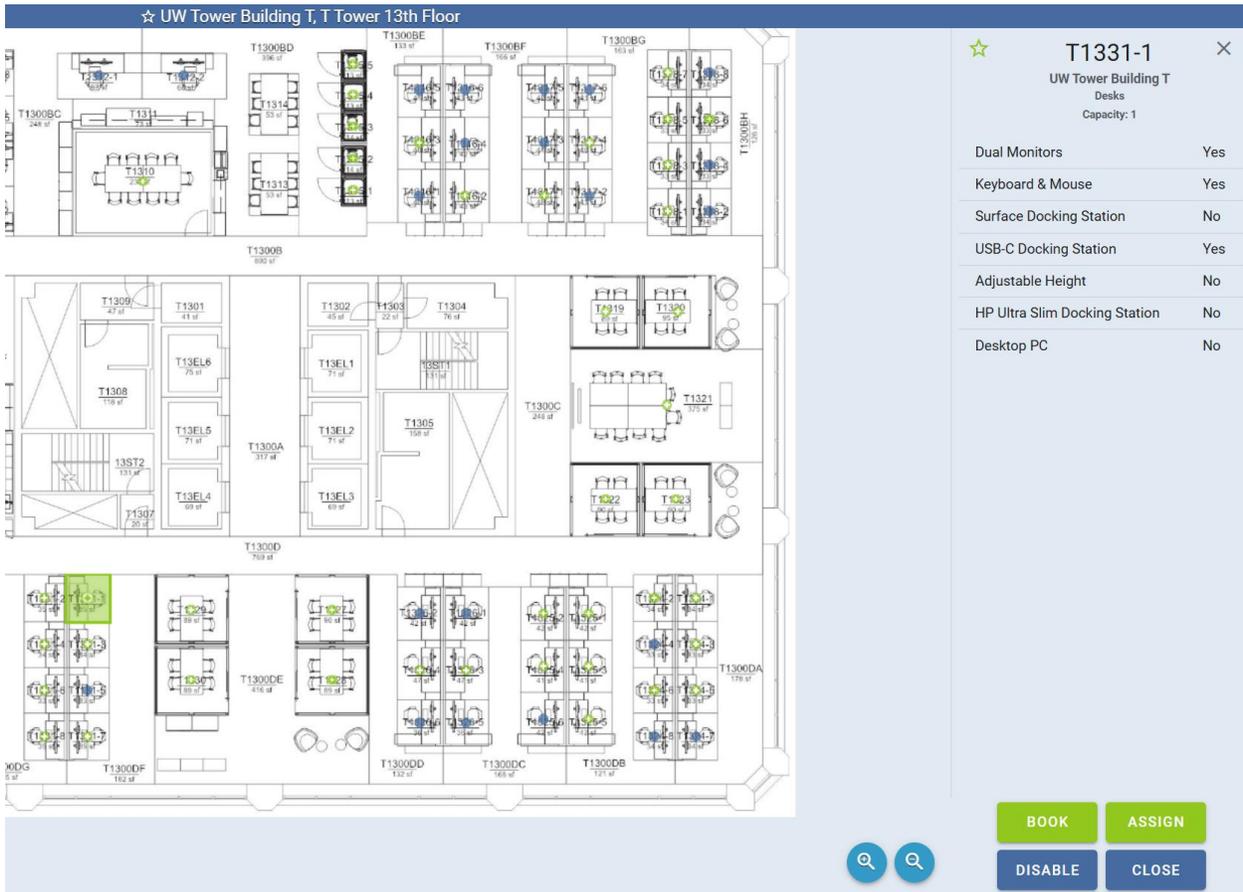
✕

Dual Monitors	Yes
Keyboard & Mouse	Yes
Surface Docking Station	No
USB-C Docking Station	Yes
Adjustable Height	No
HP Ultra Slim Docking Station	No
Desktop PC	No

Once you've confirmed the details, scroll to the bottom of the left-hand panel and select the **UNASSIGN** button.



This action will remove the user from their permanent seating assignment.



UW Tower Building T, T Tower 13th Floor

T1331-1
UW Tower Building T
Desks
Capacity: 1

Dual Monitors	Yes
Keyboard & Mouse	Yes
Surface Docking Station	No
USB-C Docking Station	Yes
Adjustable Height	No
HP Ultra Slim Docking Station	No
Desktop PC	No

MANAGE REQUESTED BOOKINGS

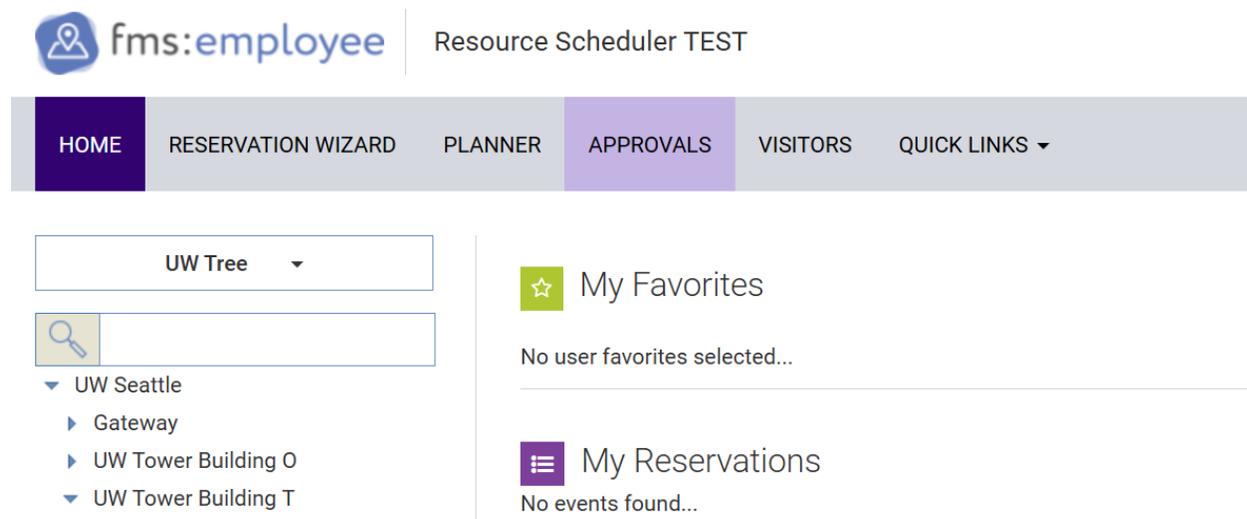
As a Space Administrator, you can designate whether a resource's bookings require an approval process. If approval is needed for a specific huddle room or conference room, please email the Facilities IT Helpdesk at uwftech@uw.edu to enable this feature for those spaces.

Once a resource is set to require approval, follow the steps below to accept a user's booking. Please note that any bookings made prior to this change will remain in the system and are considered pre-approved.

VIEW APPROVALS

In Resource Scheduler, click the **APPROVALS** tab.

• **Note:** The remainder of this tutorial uses our test environment, as there are currently no resources in production that require approval at the time of writing and editing this document.



The screenshot shows the fms:employee Resource Scheduler TEST interface. The navigation menu includes HOME, RESERVATION WIZARD, PLANNER, APPROVALS (selected), VISITORS, and QUICK LINKS. The main content area is divided into two columns. The left column has a dropdown menu for 'UW Tree' and a search bar with a magnifying glass icon. Below the search bar is a list of locations: UW Seattle (expanded), Gateway, UW Tower Building O, and UW Tower Building T. The right column has two sections: 'My Favorites' with a star icon and the text 'No user favorites selected...', and 'My Reservations' with a list icon and the text 'No events found...'.

If necessary, use the dropdowns to adjust the date range and location of the pending approval requests, then click the purple **Display** button.

HOME RESERVATION WIZARD PLANNER **APPROVALS** VISITORS QUICK LINKS ▾

Pending Requests

All Locations ▾ From 06/18/2025 📅 To 06/28/2025 📅 **Display**

- All Locations
- Gateway
- UW Tower Building O
- UW Tower Building T

This will display all reservations that match the criteria selected in the previous step.

Pending Requests

UW Tower Building T ▾ From 06/18/2025 📅 To 06/28/2025 📅 **Display**

Pending Internal Requests

User Name ▾	Requested ▾	Description ▾	Date and Time ▾
	6/18/2025 9:45 AM US - Washington (Pacific)	Testing Reservation Approvals...	6/20/2025 1:30 PM - 3:30 PM US - Washington (Pacific)
	6/18/2025 9:48 AM US - Washington (Pacific)	Testing Reservation Approvals...	6/23/2025 1:15 PM - 3:15 PM US - Washington (Pacific)

Reservations can be sorted by any column in the Pending Request view. To sort by a specific column, click the arrow next to the desired column, then click the purple **Display** button.

Description ▾ **Date and Time** ▾

To view more details about a reservation, either hover over the blue-highlighted **Description** to see a small information box or click on it to open a pop-up

window with additional details.

The screenshot shows a navigation bar with 'APPROVALS' selected. Below it, the 'Pending Requests' section has filters for 'UW Tower Building T', a date range from '06/18/2025' to '06/28/2025', and a 'Display' button. A table lists pending internal requests with columns for 'User Name', 'Requested', 'Description', 'Date and Time', and 'Location'. A pop-up window titled 'Testing Reservation Approvals' displays details for a reservation on 6/20/2025 from 1:30 PM to 3:30 PM at 'UW Tower Building T; Conference Rooms; Adams (T1327)'. It lists 3 attendees, 4 monthly requests, and a description. A 'CLOSE' button is at the bottom.

In the new pop-up window, the Space Administrator can make any necessary edits. For more details on editing a reservation, refer to the [Edit Other User's Bookings](#) section. If edits are made to the reservation, click the golden **SAVE** button; otherwise, proceed to the next step.

The screenshot shows a browser window titled 'Resource Scheduler - Reservation Details - Google Chrome' with the URL 'uwuat.resourcescheduler.net/resourcescheduler/schedDtl.asp?NoApprove=1&ID=-1999999521'. The reservation is for 'Testing Reservation Approvals' (ID: -1999999521) at 'US - Washington (Pacific)'. It is scheduled for 06/23/2025 from 01:15 PM to 03:15 PM. The description is 'Hi friend - from space admin!'. There are 3 attendees, and the reservation is private. The interface includes tabs for 'Details', 'Advanced Scheduling', 'Options', and 'History'. At the bottom, a resource 'UW Tower Building T - Conference Rooms' is shown with a specific booking for 'Adams (T1327) (4) - Pending' and a 'SWAP RESOURCE' button.

To exit, click **CLOSE** on the small information box or the **X** in the pop-up window.



CANCEL

SAVE

MORE



Accept Bookings

When back on the main Approval screen, click the **Approval** button.

Pending Requests

UW Tower Building T From 06/18/2025 To 06/28/2025 Display

User Name	Requested	Description	Date and Time	Location	Resource	Action
	6/18/2025 9:45 AM US - Washington (Pacific)	Testing Reservation Approvals...	6/20/2025 1:30 PM - 3:30 PM US - Washington (Pacific)	UW Tower Building T	Adams (T1327)	<input checked="" type="checkbox"/>

Deny Bookings

When back on the main Approval screen, click the **Deny** button.

Pending Requests

UW Tower Building T From 06/18/2025 To 06/28/2025 Display

User Name	Requested	Description	Date and Time	Location	Resource	Action
	6/18/2025 9:48 AM US - Washington (Pacific)	Testing Reservation Approvals...	6/23/2025 1:15 PM - 3:15 PM US - Washington (Pacific)	UW Tower Building T	Adams (T1327)	<input checked="" type="checkbox"/>

Powered By FM:Systems

If deleting the request is the intended action, click **OK** on this screen.

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Continue with delete of Request?



GENERATE KEY REPORTS

Resource Scheduler includes several out of the box reports. This section will primarily focus on two reports frequently requested by current Space Administrators: **Actual vs. Planned** and **Room No-Show**.

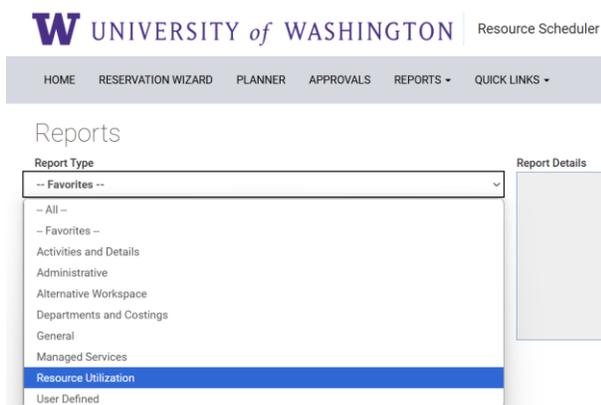
Space Administrators have access to reports for the buildings, floors, and resource types they manage. For example, Sam Harris manages the 3rd and 4th floor resources in Smith Hall. When he navigates to the Reports section, he will see all available out of the box reports. However, when using the dropdowns, he will notice that he can only view the resources he oversees. He will not be able to access reports for areas outside his scope, such as the 1st floor of Savory Hall.

GO TO REPORTS SECTION

Ensure that a Space Administrator is logged in to [Resource Scheduler](#). In Resource Scheduler, navigate to **REPORTS>REPORTS**.

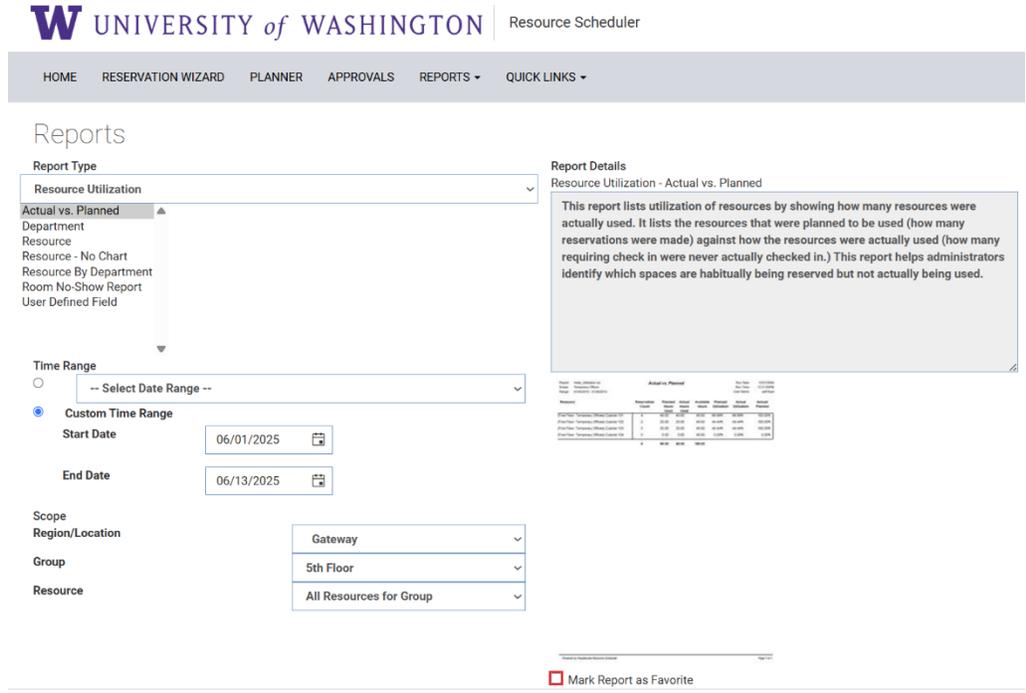


In the **Report Type** dropdown, select **Resource Utilization**.



Note: How to Favorite a Report

At the bottom of the Report screen, locate the **Mark Report as Favorite** checkbox and select it.



A pop-up window will appear. Enter a name for the report (the author chose to keep the original name for ease of recall), then click **OK**.

uw.resourcescheduler.net says

Enter a favorite name to save the report

Use the **Time Range** dropdown to select a predefined range or select **Custom Time Range** and specify a **Start Date** and **End Date**.

▼

Time Range

-- Select Date Range --

Custom Time Range

Start Date 

End Date 

Under the **Scope Region/Location** dropdown, select the desired building.

Reports

Report Type

Resource Utilization

Actual vs. Planned

Department

Resource

Resource - No Chart

Resource By Department

Room No-Show Report

User Defined Field

Time Range

-- Select Date Range --

Custom Time Range

Start Date 

End Date 

Scope

Region/Location

Group

Resource

All locations/resources

UW Seattle

Gateway

Use the **Group** and **Resource** dropdowns as needed.

- The Group dropdown controls the floor and/or resource type being viewed.
- The Resource dropdown specifies the individual resource to display. Only one resource can be selected at a time.

Reports

Report Type

Resource Utilization

Actual vs. Planned

Department

Resource

Resource - No Chart

Resource By Department

Room No-Show Report

User Defined Field

Time Range

-- Select Date Range --

Custom Time Range

Start Date 06/01/2025

End Date 06/13/2025

Scope

Region/Location

Group

Resource

All Groups

4th Floor

Conference Rooms

Dedicated Offices

Huddle Rooms

Shared Offices

Workspaces

5th Floor

Conference Rooms

Dedicated Offices

Huddle Rooms

Phone Room

Wellness Room

Workspaces

All Groups

Select a Group

On the right-hand side of the screen, use the corresponding dropdown menu to select the desired **Report Format** (Excel or PDF).

Report Format

Excel

Excel

PDF

End Hr 5 PM

For User Defined Field utilization, select field Audience

Use the dropdown fields to define the **Start Hr** and **End Hr** values.

A screenshot of a web form showing a dropdown menu for time selection. The menu is open, displaying a list of times from 12 AM to 12 AM in one-hour increments. The '5 PM' option is currently selected and highlighted. Above the menu, there are two other dropdown fields: 'Start Hr' with '12 AM' selected and 'End Hr' with '5 PM' selected. To the left of the menu, there is a label: 'For User Defined Field utilization, select field'.

Once all required fields are filled in, click the **GENERATE REPORT** button.

A screenshot of the University of Washington Resource Scheduler interface. The page title is 'UNIVERSITY of WASHINGTON Resource Scheduler'. The user is identified as 'Hello Yurika Harada'. The navigation menu includes 'HOME', 'RESERVATION WIZARD', 'PLANNER', 'APPROVALS', 'REPORTS', and 'QUICK LINKS'. The main content area is titled 'Reports' and contains several sections: 'Report Type' (set to 'Resource Utilization'), 'Report Details' (describing the report's purpose), 'Time Range' (set to 'Custom Time Range' with 'Start Date' 06/01/2025 and 'End Date' 06/13/2025), 'Scope' (set to 'Region/Location: Gateway', 'Group: 5th Floor', and 'Resource: All Resources for Group'), and 'Report Format' (set to 'PDF'). There are also dropdowns for 'Additional Criteria' (set to '12 AM'), 'End Hr' (set to '12 AM'), and 'For User Defined Field utilization, select field' (set to 'Audience'). A 'GENERATE REPORT' button is located at the bottom left, and a 'Mark Report as Favorite' checkbox is at the bottom center. The footer includes 'Powered by FM Systems'.

If **PDF** is selected as the **Report Type**, a pop-up window will appear displaying the requested report. Space Administrators can then click the download button to save a copy.

Resource	Reservation Count	Planned Hours Used	Actual Hours Used	Available Hours	Planned Utilization	Actual Utilization	Actual/Planned
(5th Floor: Workspaces) 579-2	0	0.00	0.00	240.00	0.00 %	0.00%	0.00 %
(5th Floor: Workspaces) 579-3	0	0.00	0.00	240.00	0.00 %	0.00%	0.00 %
(5th Floor: Workspaces) 579-4	0	0.00	0.00	240.00	0.00 %	0.00%	0.00 %
(5th Floor: Workspaces) 579-6	0	0.00	0.00	240.00	0.00 %	0.00%	0.00 %
(5th Floor: Workspaces) 579-7	0	0.00	0.00	240.00	0.00 %	0.00%	0.00 %
(5th Floor: Workspaces) 579-8	0	0.00	0.00	240.00	0.00 %	0.00%	0.00 %
(5th Floor: Workspaces) 579-9	0	0.00	0.00	240.00	0.00 %	0.00%	0.00 %
(5th Floor: Workspaces) 580-1	1	1.00	0.83	240.00	0.42 %	0.35%	83.00 %
(5th Floor: Workspaces) 580-3	0	0.00	0.00	240.00	0.00 %	0.00%	0.00 %
(5th Floor: Workspaces) 580-5	0	0.00	0.00	240.00	0.00 %	0.00%	0.00 %
(5th Floor: Workspaces) 580-7	0	0.00	0.00	240.00	0.00 %	0.00%	0.00 %
(5th Floor: Workspaces) 580-9	6	6.00	6.00	240.00	2.50 %	2.50%	100.00 %
	19	55.00	53.33	39,360.00			

ROOM NO-SHOW REPORT

Under Resource Utilization, click **Room No-Show Report**.



The dropdown options may change depending on which report was previously selected. Use the **Time Range** dropdown to select a predefined range or select **Custom Time Range** and specify a **Start Date** and **End Date**.

▼

Time Range

-- Select Date Range --

Custom Time Range

Start Date 

End Date 

Under the **Scope Region/Location** dropdown, select the desired building.

▼

Time Range

-- Select Date Range --

Custom Time Range

Start Date 

End Date 

Scope
Region/Location

Group

Resource

- All locations/resources
- UW Seattle
- Gateway**

Use the **Group** and **Resource** dropdowns as needed.

- The Group dropdown controls the floor and/or resource type being viewed.
- The Resource dropdown specifies the individual resource to display. Only one resource can be selected at a time.

Reports

Report Type

Resource Utilization

Actual vs. Planned

Department

Resource

Resource - No Chart

Resource By Department

Room No-Show Report

User Defined Field

Time Range

-- Select Date Range --

Custom Time Range

Start Date 06/01/2025

End Date 06/13/2025

Scope

Region/Location

Group

Resource

All Groups

4th Floor

Conference Rooms

Dedicated Offices

Huddle Rooms

Shared Offices

Workspaces

5th Floor

Conference Rooms

Dedicated Offices

Huddle Rooms

Phone Room

Wellness Room

Workspaces

All Groups

Select a Group

On the right-hand side of the screen, use the corresponding dropdown menu to select the desired **Report Format** (Excel or PDF).

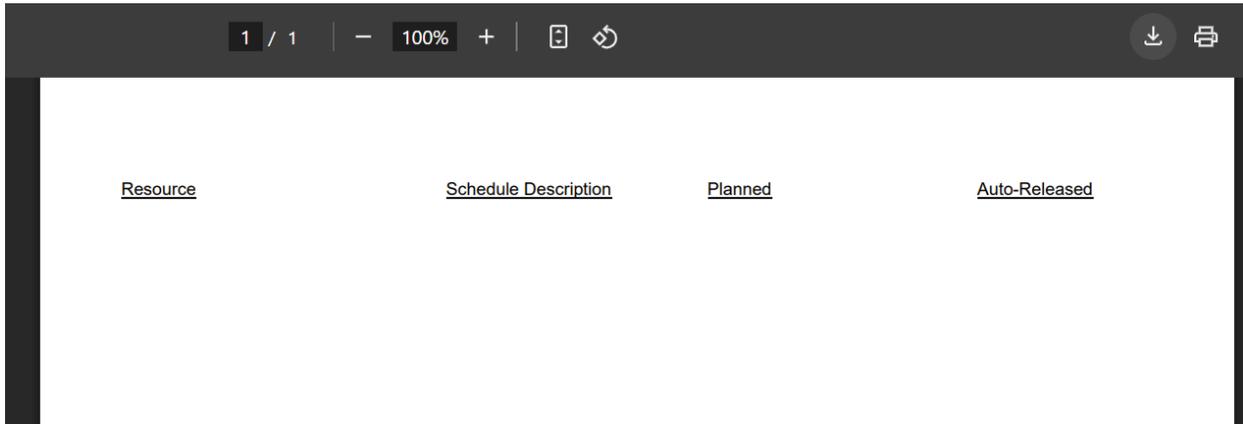
Report Format

PDF

Excel

PDF

If **PDF** is selected as the **Report Type**, a pop-up window will appear displaying the requested report. Space Administrators can then click the download button to save a copy.



REFERENCES

FM: Systems. (2024, 02 01). Employee Features Matrix. Retrieved 06 05, 2025, from <https://portal.fmsystems.com/documentation/downloads/Employee%20Feature%20Matrix.pdf>