



KxConferencing

Conference Room Occupancy

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KxConferencing

Conference Room Occupancy in Commercial Searches

KxConferencing>General>Commercial searches> Conference Room Occupancy

Choose the criteria in order to see the conference rooms you wish to see

Choose a date range

The report initially uses all possible columns

Drag a column header here to group by that column													
Event Ref	Conference Room Name	Conference Room Start Date	Conference Room Start Time	Conference Room End Date	Conference Room End Time	Layout	Event Title	Event Type	Conference Room Status	Room Locked	Added By	Conference Room Notes	
4567	Scott Wilson Theatre	11/26/2023	8:30 AM	11/20/2025	5:45 PM	Boardroom	Occupancy report trial	Adventure Camp		No	System Administrator		
4554	Scott Wilson Theatre	03/11/2024	8:30 AM	03/26/2026	5:45 PM	Boardroom	Police leadership programme - stage 4 (senior leaders) PK	Leadership - Stage 4		No	Philippa Kelly		
4550	Scott Wilson Theatre	08/01/2025	9:00 AM	08/01/2025	4:00 PM	Boardroom	Kx training	Residential Conference (100-250 people)		No	Sharon Summer		
4551	Scott Wilson Theatre	08/04/2025	9:00 AM	08/04/2025	5:00 PM	Boardroom	Save the Bell Conference	Day Meeting (Confining to One Room)		No	Brene Pike		
4552	Scott Wilson Theatre	08/07/2025	9:00 AM	08/12/2025	5:00 PM	Boardroom	Saved by the Bell Conference	Day Meeting (100-250 people)		No	Brene Pike		
4553	Scott Wilson Theatre	08/14/2025	9:00 AM	08/14/2025	5:00 PM	Boardroom	Kx training	Conference (0-100)		No	System Administrator		
4551	Scott Wilson Theatre	08/15/2025	8:45 AM	08/15/2025	5:15 PM	Boardroom	Training	Day Meeting (Confining to One Room)		No	System Administrator		
0	Scott Wilson Theatre	08/28/2025	9:00 AM	08/28/2025	5:00 PM	Boardroom	Out of Service (Planned)			No	Sharon Summer		
4556	Scott Wilson Theatre	09/29/2025	9:00 AM	10/03/2025	5:00 PM	Boardroom	Health and Safety Training	Conference (100-250 people)		No	Sarah Sanford		
4560	Scott Wilson Theatre	10/03/2025	9:00 AM	10/24/2025	5:00 PM	Boardroom	Training	Group Booking		No	Sharon Summer		
5000	Scott Wilson Theatre	10/23/2025	9:00 AM	10/24/2025	5:00 PM	Boardroom	Similar Event	Residential Conference (0-100)		No	Sharon Summer	is this a meeting room note or de	

Click on the LAYOUT button

You can see the columns used and choose what columns you require

Column Chooser



Column	Summary
<input checked="" type="checkbox"/> Event Ref	▼
<input checked="" type="checkbox"/> Conference Room Name	▼
<input checked="" type="checkbox"/> Conference Room Start Date	▼
<input checked="" type="checkbox"/> Conference Room Start Time	▼
<input checked="" type="checkbox"/> Conference Room End Date	▼
<input checked="" type="checkbox"/> Conference Room End Time	▼
<input checked="" type="checkbox"/> Layout	▼
<input checked="" type="checkbox"/> Event Title	▼
<input checked="" type="checkbox"/> Event Type	▼
<input checked="" type="checkbox"/> Conference Room Status	▼
<input checked="" type="checkbox"/> Room Locked?	▼
<input checked="" type="checkbox"/> Added By	▼
<input checked="" type="checkbox"/> Conference Room Notes	▼
<input checked="" type="checkbox"/> Added On	▼
<input checked="" type="checkbox"/> Max Occupants for Layout	▼
<input checked="" type="checkbox"/> Actual Occupants	▼

Untick the columns not needed

Column Chooser



Column	Summary
<input checked="" type="checkbox"/> Event Ref	▼
<input type="checkbox"/> Conference Room Name	▼
<input checked="" type="checkbox"/> Conference Room Start Date	▼
<input type="checkbox"/> Conference Room Start Time	▼
<input checked="" type="checkbox"/> Conference Room End Date	▼
<input type="checkbox"/> Conference Room End Time	▼
<input checked="" type="checkbox"/> Layout	▼
<input checked="" type="checkbox"/> Event Title	▼
<input type="checkbox"/> Event Type	▼
<input type="checkbox"/> Conference Room Status	▼
<input type="checkbox"/> Room Locked?	▼
<input type="checkbox"/> Added By	▼
<input type="checkbox"/> Conference Room Notes	▼
<input type="checkbox"/> Added On	▼
<input type="checkbox"/> Max Occupants for Layout	▼
<input checked="" type="checkbox"/> Actual Occupants	▼

Click on Toggle row to get the rows different colours for easier reading.

Move the columns to the position your require

Event Ref	Conference Room Start Date	Conference Room End Date	Layout	Event Title	Actual Occupants	
=	=	=	=	=	=	
45672	11/26/2023	11/20/2025	Boardroom	Occupancy report trial	5	
45543	03/31/2024	03/26/2026	Boardroom	Police leadership programme – stage 4 (senior leaders) PK	5	
45508	08/03/2025	08/03/2025	Boardroom	Kx training	10	
45514	08/04/2025	08/04/2025	Boardroom	Jones Electric Company Meeting	25	
45526	08/07/2025	08/12/2025	Boardroom	Saved by the Bell Conference	25	
45530	08/14/2025	08/14/2025	Boardroom	Kx training	5	
45531	08/15/2025	08/15/2025	Boardroom	Training	4	
0	08/28/2025	08/28/2025	Boardroom	Out of Service (Painted)		
45590	09/29/2025	10/03/2025	Boardroom	Health and Safety Training	50	
45609	10/16/2025	10/17/2025	Boardroom	Kx training	10	
45629	10/23/2025	10/24/2025	Boardroom	Simba's Event	10	
45656	11/01/2025	11/01/2025	Boardroom	Kx training	10	
45645	11/04/2025	11/04/2025	Classroom	Kx training	10	
45653	11/06/2025	11/06/2025	Boardroom	Adventure camp November 2025	10	
45647	11/10/2025	11/10/2025	Classroom	Kx training copy	10	
45648	11/17/2025	11/17/2025	Classroom	Kx training copy	10	
45646	11/20/2025	11/20/2025	Classroom	Kx training copy	10	
45650	12/01/2025	12/01/2025	Classroom	Kx training copy	10	
45651	12/08/2025	12/08/2025	Classroom	Kx training copy	10	
45652	12/15/2025	12/15/2025	Classroom	Kx training copy	10	

Print and email report. Export to excel