



# Space Manager

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## Overview of Space Manager

The **Space Manager** app enables facility managers to configure integrated devices such as Cisco Catalyst, Cisco Meraki, Cisco WebEx, and Cisco IoT devices and sensors in your workspace to provide access to real-time occupancy data like meeting room capacity and availability. This app also displays environment-related telemetry such as ambient temperature, humidity, air quality, and noise on 3D rich maps for the meeting room, floor, or building.

- In the **Devices** section, you can view the configured devices and their telemetry details on rich maps
- In the **Space Management** section, you can view the count of configured meeting rooms or workspaces and their details such as number of associated devices. You can also add or remove devices from the selected workspace.
- In the **User Management** section, you can view a listing of all **Space Manager** users and their assigned roles. You also have the option to invite users to a specific workspace.
- In the **Room Occupancy Reports** section, you can configure, view, and download reports containing the occupancy data for a workspace (building or floor).

The **Space Manager** app is tied to the **ACT** license in Cisco Spaces.

## Manage Devices Using Space Manager

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- Step 1** Log in to [Cisco Spaces](#).
- Step 2** In the Cisco Spaces **Dashboard** > **ACT Apps** section, click the **Space Manager** app tile. The **Space Manager** window appears.
- Step 3** In the left pane, click **Devices**.

- Step 4** Choose between **WebEx Devices** and **Non-WebEx Devices** by clicking the corresponding tab.  
For signage-specific instructions, select the desired procedure by clicking one of the links listed below:
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## Manage Workspaces using Space Manager

In the **Space Manager** app, you can view information about various workspaces in a building or floor in the **Space Management** page.

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- Step 1** In Cisco Spaces, choose **Dashboard** > .  
The **Space Manager** window is displayed.
- Step 2** In the left navigation pane, click **Space Management**.
- Step 3** In the **Space Management** page, a table listing configured workspaces is displayed.
- Step 4** Navigate to the configured location using the hierarchy drop-down at the top of the page.
- a) To filter the records, click any one of these options: **Workspaces without devices**, **Workspaces with Temperature**, or **Workspaces with all sensor types**.  
To reset the filter, click **All Workspaces**.
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## Manage Users using Space Manager

- Step 1** In Cisco Spaces, choose **Dashboard** > .  
The **Space Manager** window is displayed.
- Step 2** In the left navigation pane, click **User Management**.
- Step 3** In the **User Management** window, click the **Users** tab.
- a) To invite other Cisco Spaces users to use the **Space Manager** app, click **Invite User**.  
Specify the following and then click **Send Invitation**:
- User's email address associated with their Cisco Spaces account
  - Role depending on the user's access privilege. You can choose between **Read Write User** (full access) or **Read Only User** (read-only access).
- Note** To see user roles available in **Space Manager**, in the **User Management** window, click the **Roles** tab.
- Location from the **Location Hierarchy** available in Cisco Spaces. Click **Choose Locations** to see all locations.
- b) To delete an existing user, in the **Users** table, select the desired user(s) and click **Delete**.  
The **Users** table is displayed listing available users and their assigned roles.
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# Configure Occupancy Reports using Space Manager

In the Space Manager app, you can configure, view, and download Room Occupancy Reports for a floor or building. This report provides the aggregated people count every 15 minutes in different rooms for the chosen floors and buildings.

Room Occupancy Reports contain information such as the building name, floor number, room name, room capacity, and peak people count in the room.

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- Step 1** In Cisco Spaces, choose **Dashboard** > .  
The **Space Manager** window is displayed.
- Step 2** In the left navigation pane of the **Space Manager** window, click **Room Occupancy Reports**.
- Step 3** In the **Room Occupancy Reports** window, click **Create New Report**.  
The **Report Parameters** wizard is displayed.
- Step 4** In the **Select Report Level** section, click to choose one among **Buildings**, or **Floors**.
- Step 5** Click **Next**.  
The **Locations** pane is displayed.
- Step 6** In the **Locations** pane, expand the hierarchy to navigate to the desired location, and select the corresponding check box.
- Note** Alternatively, in the **Locations** pane, you can search for the desired **Building**, or **Floor**.
- The selected locations are displayed in the right side of the pane.
- Step 7** Click **Next**.  
The **Date Range** pane is displayed.
- Step 8** In the **Select Date Range** section, you can either specify a date range or choose a cadence for the occupancy report.
- a) **Specify Date Range**: Choose this option if you need a report for a fixed time period and select the **Start Date** and **End Date** from the date picker.
- Note** The dates are based on the selected location's local time zone.
- b) **Recurring Report**: Choose this option if you want to generate a recurring occupancy report and specify the cadence by choosing one among the following options:
- **Weekly**: This report contains data for the last completed week (Sunday to Saturday).
  - **Bi-weekly**: This report contains data for the last completed two weeks.
  - **Monthly**: This report will contain data for the last completed month.
- Step 9** Specify the **Reporting Time Interval** by choosing one of these options: **15 minutes**, **30 minutes**, or **60 minutes**.
- Step 10** Click **Next**.  
The **Report Filters** pane is displayed.
- Step 11** In the **Report Filters** pane, you can specify the following criteria for the occupancy report:
- a) Under **Filter By Specific Day(s)**, you can either select specific days of the week, or **All Days of the Week**.
- Note** You must select at least one day. If not, the following error message is displayed:
- Atleast one day must be selected to generate a report.**

- b) Under **Filter By Specific Hours**, you can either choose **Full Day (24 Hrs)** or specify the **Start Time** and **End Time**.
- c) Under **Filter By Capacity of Room(s)**, choose the desired room capacity.

**Note** You must select at least one room capacity group. If not, the following error message is displayed:

**At least one capacity group must be selected to generate a report.**

- d) Choose **Skip Empty Rows** to exclude entries for those intervals where there is no data.

**Step 12** Click **Create Report**.

### What to do next

From the **Space Manager** left navigation pane, go to **Room Occupancy Reports**. In the **Report History** page, you can perform the following actions:

- Download configured reports by clicking **Download** (for reports configured for a fixed date range) or **Download Recent** (for recurring reports) corresponding to the report name in the table.
- Edit configured reports by navigating to the ellipsis icon (...) corresponding to the desired report in the table and clicking **Edit**.
- [View Occupancy Reports in Space Manager](#)

## View Occupancy Reports in Space Manager

**Step 1** In Cisco Spaces, choose **Dashboard** > .  
The **Space Manager** window is displayed.

**Step 2** In the left navigation pane, click **Room Occupancy Reports**.

**Step 3** In the **Report History** page, click the desired **Report Name**.  
The detailed report is displayed.

**Step 4** In the **Reports** pane, you can view the following details:

- **Report Name:** This can be edited and is also updated in the **Report History** table.
- **Buildings:** This is displayed in an occupancy report configured for buildings and indicates the total building count included in this report.
- **Floors:** This is displayed in an occupancy report configured for floors and indicates the total floor count included in this report.
- **Rooms:** This displays the total room count in the buildings or floors included in this report.
- **Reporting Interval:** The frequency at which the room data is reported.
- **Showing <reporting period> data:** The cadence for the report which can be one among weekly, bi-weekly, monthly, or a fixed interval.
- **Additional Filters:** The days, timings, and room capacity based on which the data in the report is filtered.

- A table listing the individual rooms (**Workspace**) along with the corresponding **Floor** and **Building** details, the assigned room capacity, the peak people count in the room, the **Date** and **Interval Start Time (Local)** as per the specified reporting criteria.
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### What to do next

You can edit and download individual **Room Occupancy Reports** both from the **Report History** table or while viewing the specific report.

