There are a number of occupancy and head count reports and transactions in ARCHIBUS that might sound very similar. The following document should serve to clarify these transactions and give you a better understanding of the data.

**1: View Available Rooms (by UT Occupancy Count):**

* This tasks shows rooms with available capacity, that is, where the employee capacity of the room is currently greater than the number of employees occupying the room.
* Restrictions:
	+ There is a calculation in this task that tells it to show room records where employee capacity as indicated on the room record (i.e. rm.cap\_em) is greater than the occupancy count of the room. If a room has an employee capacity of 0 then it will be automatically excluded from the report results since 0 (i.e. the employee capacity) will never be greater than the occupancy, which should logically also be 0.

**2: View Assignable Vacant Rooms (by Headcount):**

* This task shows rooms with employee capacity of 1 or more where no one is currently occupying that room.
* Restrictions:
	+ Records from Room Category table (i.e. rmcat) where the “Assignable?” field (i.e. occupiable) is equal to “1” or “Yes.”
	+ Room records with “0” in the “Employee Capacity” (i.e. cap\_em) field on the Rooms table (i.e. rm) are *excluded*. Rooms with no capacity logically would be vacant, but should be excluded from this list as it gives a false indication of how much vacant square footage is available by including rooms where no employee would be located.

**Note:** In both of these views, the occupancy numbers are calculated from the custom UT Room Occupancy table (i.e. ut\_rmocc). This is ideal, as the Room Occupancy table contains *both* primary and secondary office locations. Therefore, you get an accurate count of all employees in a room, whether it be their primary office or a secondary locations. There is an “Employee Count” field in the rooms table (i.e. rm.count\_em), but the values in that field are misleading as they *only* take into account primary room assignments.

**3: Highlight Assignable Vacant Rooms (by Head Count):**

* This is a floor-plan driven report, and therefore is only relevant for those buildings and floors for which drawings exist in the system.
* This report will highlight rooms on a floor plan that fit the following criteria:
	+ The room is categorized as assignable (i.e. all rooms with a room category beginning with “01.xxx”)
	+ The value of the “Occupancy Count” field (i.e. count\_em) is 0 in the ut\_occupancy\_helper table (values for this table are fed by the ut\_rmocc table)

**4: Highlight Assignable Vacant Rooms (by Vacancy Flag):**

* This is a floor-plan driven report, and therefore is only relevant for those buildings and floors for which drawings exist in the system.
* This report will highlight rooms on a floor plan that fit the following criteria:
	+ The room is categorized as assignable (i.e. all rooms with a room category beginning with “01.xxx”)
	+ The “Room Use” code assigned to the room is “0210” (i.e. “Vacant”)
* **Note:** this report does not take into account capacity or occupancy numbers. The driver of “vacancy” in task is the assignment of the “Room Use” code “0210” (i.e. “Vacant”).