

Occupancy of rooms in hours

403 hours available per 31 day month
374 hours available per 30 day month
364 hours available per 28 day month

HM extraction 1st to 1st of month, Each room exported to Excel, Autosum Occupancy column, underneath = above cell /60
(divided by 60 mins for hours usage figure)

Go to the Protection tab and uncheck Locked option and click Ok. Now select only the cells or columns, rows that you want to protect. Right click and choose For

2018					May '18		June '18		July '18		Aug '18		Sept '18		Oct '18		Nov '18		Dec '18	
	Hours	%	Hours	%	Hours	%	Hours	%	Hours	%	Hours	%	Hours	%	Hours	%	Hours	%	Hours	%
SCR	0		0		0		0		0		0		0		0		0		0	
LCR	0		0		0		0		0		0		0		0		0		0	
HALL	0		0		0		0		0		0		0		0		0		0	
YR (includes ILEAP Licence Agreement usage)	0		0		0		0		0		0		0		0		0		0	
TOTAL hrs / Average %	HallMaster Booking System not yet in place				TOTAL all rooms		421.5	26%	428.25	29%	357.5	22%	161.75	10%	415.65	28%	500.5	31%	490	33%
Studio					Radio		0%		0%		0%		0%		20	5%	23.5	6%	12	3%
Radio					Radio		0%		0%		0%		0%		0%		0%		43.5	11%
Broadcasting																				

2019	Jan (31Days)			Feb (28Days)			March (31Days)			April (30Days)			May (31Days)			June (30Days)			July (31Days)			Aug (31Days)			Sept (30Days)			Oct (31Days)			Nov (30Days)			Dec (31Days)		
	Jan'19			Feb '19)			March '19			April '19			May '19			June '19			July '19			Aug '19			Sept '19			Oct '19			Nov '19			Dec'19		
		Hours	%		Hours	%		Hours	%		Hours	%		Hours	%		Hours	%		Hours	%		Hours	%		Hours	%		Hours	%		Hours	%			
SCR		63.5	16%		65.5	18%		88	22%		67.5	18%	↑	95	24%	-	58.75	16%	↑	61.5	15%	↑	26	6%	↑	70.75	19%	↑	100.5	25%	↑	104.5	28%	↓	53.5	13%
LCR		138.75	34%		130.5	36%		153.25	38%		112	30%	↑	119.75	30%	↑	113.5	30%	↑	93.25	23%	↑	55.5	14%	↑	103.75	28%	↓	106	26%	↓	104.25	28%	↓	62.75	16%
HALL		111	28%		124.5	34%		134	33%		101.5	27%	↑	131	33%	↑	145.5	39%	↑	119	30%	↑	56.5	14%	↑	130.5	35%	↓	136	34%	↑	128.5	34%	↑	103.5	26%
YR (includes ILEAP Licence Agreement Usage)		158.25	39%		142.75	39%		165.25	41%		131.75	35%	↑	168.75	42%	↑	153	41%	↓	138	34%	↑	84.5	21%	↓	133.25	36%	↓	142	35%	↓	151.5	41%	↓	126	31%
TOTAL hrs / Avereage %		471.5	29%		463.25	32%		540.5	34%		412.75	28%	↑	514.5	32%	↑	470.75	31%	↑	411.75	26%	↑	222.5	14%	↑	438.25	29%	↓	484.5	30%	↓	488.75	33%	↓	345.75	21%
Studio		29.25	7%		23	6%		25	6%		16.5	4%		15	4%		2	1%		0	0%		0	0%		1.5	0%		2.5	1%		3.5	1%		0	0%
Radio																																				
Broadcasting		47.5	12%		57	16%		62	15%		72.5	19%		74	18%		99.75	27%		97.5	24%		81.5	20%		67.5	18%		74	18%		85	23%	↑	80.5	20%

2020	26/03/20 Full Lockdown #1 - 04/07/20																											pckdown #2 05/11/20 x 4 w								
	Jan '20			Feb '20			March '20			April '20			May '20			June '20			July '20			Aug '20			Sept '20			Oct '20			Nov '20			Dec '20		
		Hours	%		Hours	%		Hours	%		Hours	%		Hours	%		Hours	%		Hours	%		Hours	%		Hours	%		Hours	%		Hours	%			
SCR	↑	100.25	25%	↑	100	27%	51.5	13%	0	0%	0	0%	0	0%	5	1%	32.5	8%	59.75	16%	55	14%	66	18%	82	20%										
LCR	↓	117	29%	↓	113	31%	53.5	13%	0	0%	0	0%	9	2%	15	4%	13	3%	83.75	22%	107.5	27%	39.25	10%	67.5	17%										
HALL	↑	122.25	30%	↑	141.5	39%	81	20%	0	0%	0	0%	0	0%	14	3%	33.5	8%	122.5	33%	127	32%	8.5	2%	50	12%										
YR (includes ILEAP Licence Agreement usage)	↓	151	37%	↓	141	39%	72.25	18%	0	0%	0	0%	0	0%	0	0%	9	2%	34	9%	39.5	10%	34.5	9%	31	8%										
Court			0%			0%	0%		0%	0			34	9%	47	12%	61	15%	58	16%	56	14%	9	2%	57.5	14%										
TOTAL hrs / Average %	↑	490.5	30%	↑	495.5	34%	258.25	16%	0	0%	0	0%	9	1%	34	2%	149	5%	358	20%	385	20%	157.25	10%	288	14%										
Studio	↓	0	0%	↓	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%										
Radio																																				
Broadcasting	↑	84	21%	↑	83	23%	84.5	21%	0	0%	0	0%	0	0%	63.5	16%	69	17%	68	18%	62	15%	0	0%	0	0%										