

<b>Field</b>	<b>Definition</b>
<b>Name</b>	The persons first and last name
<b>Email</b>	The persons email address
<b>Department</b>	All departments that the person is associated with. If a user is associated with more than one department, the department names will be separated by commas.
<b>Groups</b>	List of all user groups the person is a part of.
<b>Access schedules</b>	The access schedule(s) a person is associated with.
<b>Location</b>	The building where the desk or space reservation(s) took place. This field will be empty when the person has no activity in "All buildings" or no activity in the specific building selected during the timeframe.
<b>Total desk reservations</b>	The total number of reservations assigned and flex during that period.
<b>Assigned desk reservations</b>	The # of assigned seat reservations* out of the total # desk reservations.
<b>Flex reservations</b>	The # of flex reservations out of the total # desk reservations.
<b>Desk checkins</b>	The # of flex and assigned reservations that the assignee/reservee has checked into.
<b>Auto-cancelled desks</b>	The # of flex reservations that were automatically released because the desk was not confirmed and <a href="#">abandoned desk protection</a> is enabled.
<b>Space reservations</b>	The # of space reservations where the person is the host.
<b>Space check-ins</b>	The # of space reservations where the person is the host that were confirmed.
<b>Auto-cancelled meetings</b>	The # of space reservations that were released because the space was not confirmed.
<b>Joined office (no desk)</b>	The number of times the employee clicked "Join the office", <b>but did not have or create a desk reservation for that day</b> . This signifies intent to come into the office.
<b>Joined office (assigned desk)</b>	The number of times the employee clicked "Join the office", and had an assigned desk. This signifies intent to come into the office.