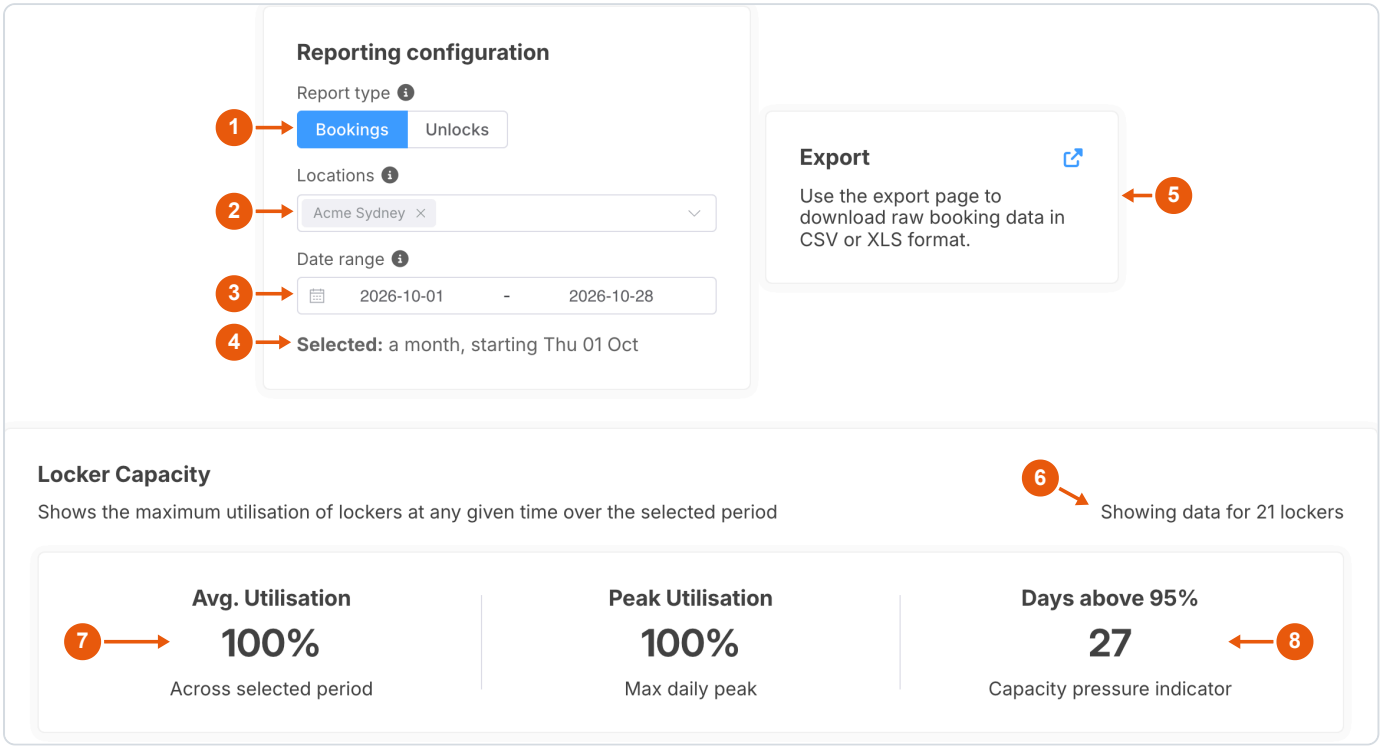
Reporting: Quick Guide

Yellowbox Partner Dashboard, sidebar > **Reporting**. Charts of how your lockers are used: how full they get, which days and hours are busiest, and how people open them.

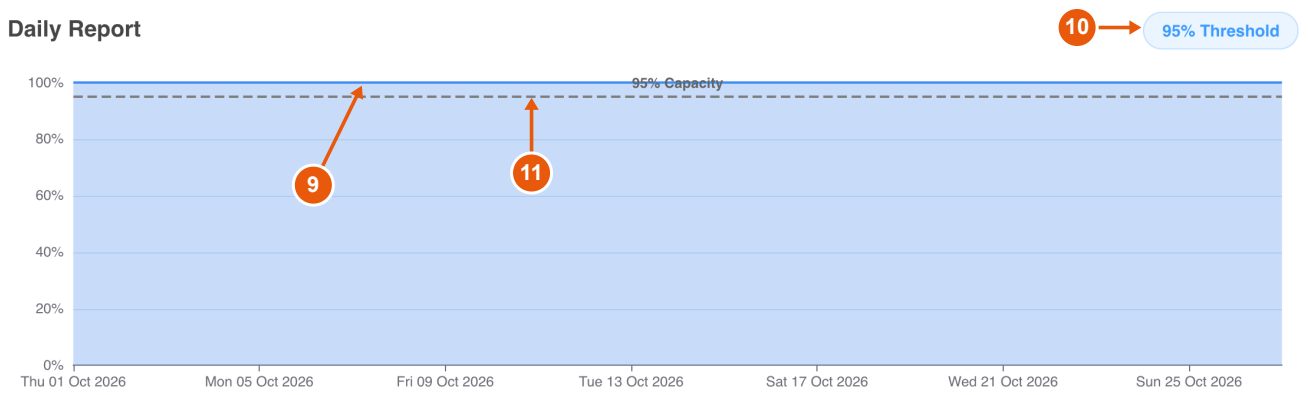
Choose what to report on



1. **Report type**: *Bookings* (lockers being taken) or *Unlocks* (lockers being opened).
2. **Locations**: pick one or more locations, up to 25 at a time.
3. **Date range**: pick a start and end date, or a shortcut such as *Last month* or *This Year*. Future dates can't be chosen.
4. A plain-English summary of the period you picked.
5. **Export** opens the **Data Export** page to download the raw records as a spreadsheet.
6. How many lockers the charts cover. It counts up while the data loads.
7. **Avg. Utilisation** and **Peak Utilisation**: on average, and at the busiest moment, what share of your lockers were taken.
8. **Days above X%**: how many days went over your threshold (next page). Shown only once a threshold is set.

Locker Capacity is shown for Bookings only. Switch to *Unlocks* and the page starts straight at the usage charts.

Locker Capacity chart and threshold

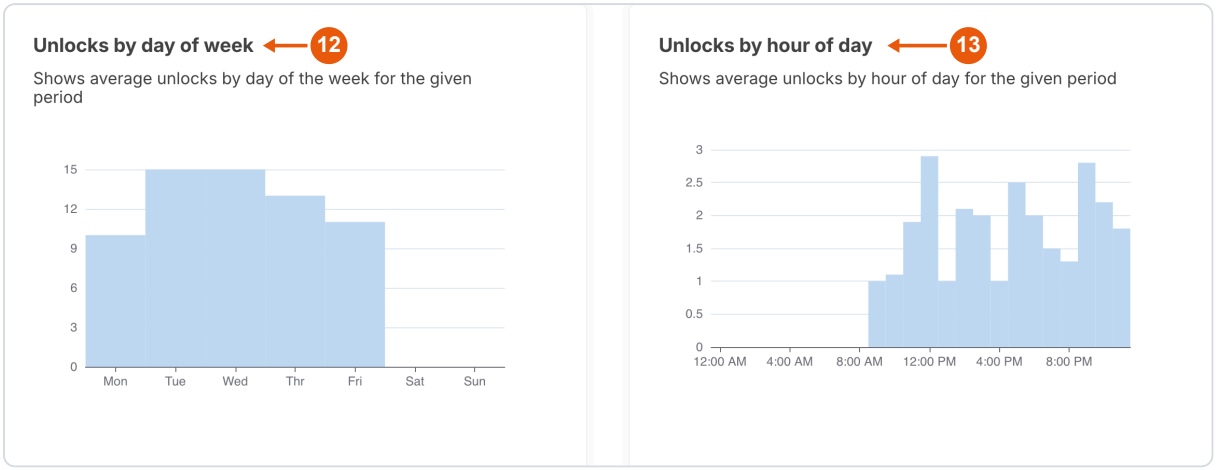


9. The **Daily Report**: the highest share of lockers in use on each day. Pick a single day and it shows each hour instead.
10. **Add Threshold**: enter a percentage (1 to 100), for example 95, to mark when the lockers are close to full. The button then shows the threshold; click it again to remove it.
11. The threshold appears as a dashed line, and the **Days above** count (number 8) appears above the chart.

Planning tip: many days above a 90 or 95% threshold usually means people are turned away or wait for a locker. That is a good sign the location needs more lockers, or shorter booking rules.

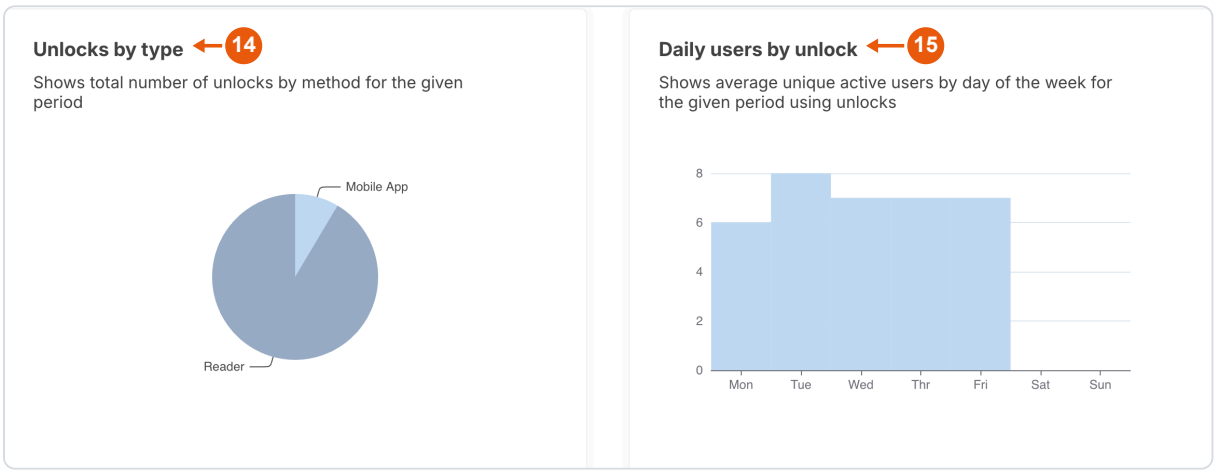
Usage charts

Below the capacity section are the usage charts. They count bookings or unlocks, depending on the report type. The first is the **Daily Usage Report**: the total for each day in the period. Then:



12 **By day of week**: the average for each weekday. Shows which days are busiest.

13 **By hour of day**: the average for each hour. Shows the busiest times of day, for example the morning arrival peak.



14 **By type**: the total split by how it was done, for example the mobile app, a card on the reader, the web app, the kiosk, or a manager on this dashboard. For bookings this is a best estimate: a booking whose method can't be told is counted as Mobile App.

15 **Daily users**: the average number of different people active on each weekday.

Tips

- **Your choices are remembered** on this computer and browser, so the page opens on the same report next time.
- **"No locations selected"** or **"No data in the selected range"**: pick at least one location, or widen the date range.
- **Need the underlying records?** Use **Export** (number 5) to go to the Data Export page.
- **Can't see Reporting?** It is a permission your organisation admin turns on for your role on the **Manager Access** page.

Screenshots use sample data.