How to get Equipment Statistics from CAD-CHECKOUT

CAD Tech Student Managers - 2025-08-20 - How-to Articles

The CAD-CHECKOUT system gathers statistics about equipment usage every night after closing.

Currently these statistics aren't integrated into the system, but they are available for you to download and manipulate with Excel to create your own interpretation of the data and graphs

Step-by-step guide

These all assume that you are an administrator on the cad-checkout system

1. Navigate to **Reports -> Item Stats**
2. Select which area you want to gather stats for, SOFA (FLMVD) or 3CAGE (The 3rd floor cage)
3. Select a start date, and an end date.
4. (optional) Select a label. This label will be added to all of your available statistics Excel files. This is useful for separating different runs of statics by Spring or Fall terms.

   This report will take a VERY long time to run. Sometimes on larger reports it may fail, just try to do it again if that happens.