

Resource pools: Reporting cycle

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The Reporting cycle of a [Resource pool](#) determines how often the statistics for the pool will be reset. You define the Reporting cycle when you [create a new Resource pool](#).

The reporting cycle can be monthly, quarterly, or go on continuously. Select the reporting cycle you use in your organization to ensure your scheduling stats are fully aligned with your business metrics.

Note:

Once you have defined a Reporting cycle for a new Resource pool, it cannot be changed.

Requirements

To define the Reporting cycle of a new Resource pool, you must be a [OnceHub Administrator](#).

How to set the Reporting cycle for a new Resource pool:

1. Go to **Booking pages** in the bar on the left.
2. Select **Resource pools** on the left (Figure 1).

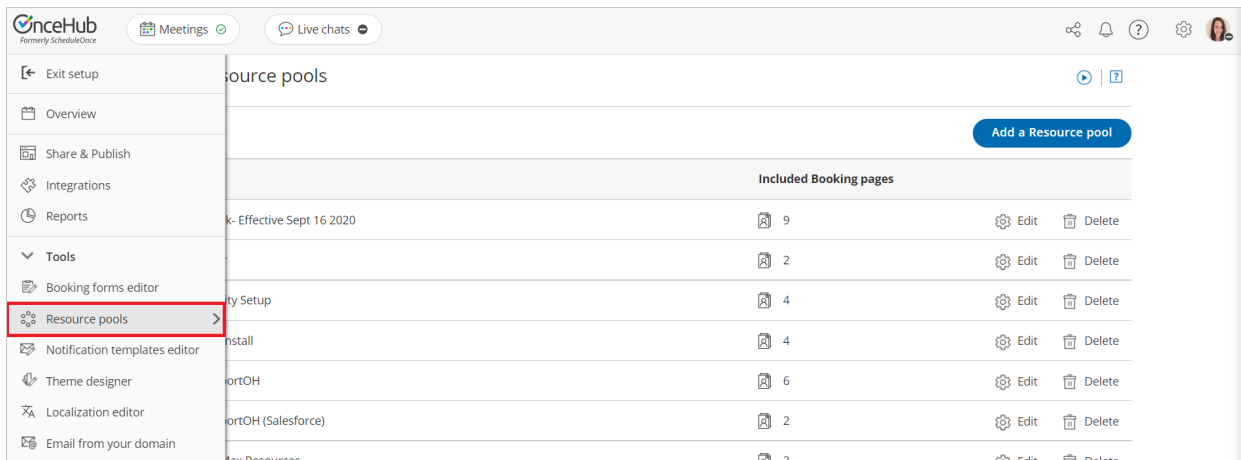


Figure 1: Resource pools

3. Click the **Add a Resource pool** button to [create a new Resource pool](#).
4. The **New Resource pool** pop-up appears (Figure 2).

New Resource pool ▶ | ? x

A resource pool is a group of Booking pages to which bookings can be dynamically assigned.

Name*

Distribution method

- Round robin ⓘ
- Pooled availability ⓘ
- Pooled availability with priority ⓘ

Reporting cycle ⓘ

Cycle restarts

[Cancel](#) [Save & Edit](#)

Figure 2: New Resource pool pop-up

- After defining the Resource pool's **Name** and **Distribution method**, choose the **Reporting cycle** for your Resource pool. If the Reporting cycle of the Resource pool is **Every calendar month** or **Every calendar quarter**, you'll be required to define the time zone that will be used every Reporting cycle to reset the statistics for your pool.
- Once you have defined the Resource pool's properties, click **Save & Edit**. You will be redirected to the [Resource pool Overview](#) section where you will be able to continue the setup.