Space Availability by Meeting Pattern Report in 25Live

- 1. Go to 25Live. Start by going to <u>www.csusm.edu/calendar</u> and click on the "25Live Event Portal" button at the top of the screen.
- 2. When you get to the 25Live, select "Sign In" on the top right and use your campus credentials to log in.
- 3. Once you are signed in (and your name appears on the top right, similar to "Academic Scheduling" in the screenshots below) click on **More**



4. Options will appear under More. Click on Reports.

SUSM		🛱 25Live Pro 🛛	🖄 Event Fo	orm 🔠 Tasks	다. Home: 25Live Pro	×
			Q 60	o to Search Not	Navigate to List	
Quick Search	^	Find Available Locations		Your Starred Ev	Calendar	
Search Events	Q	I know WHEN my event should take place	9	You do not have	Availability	,
		help me find a location!		Throus hout thi	Search	
Search Locations	Q	UR		Event as "Star	Reports	
Search Resources	Q	help me choose a time!	ce		User Settings	
📩 Search Organizations	Q			Your Starred Lc	Go to Tool	
				Your Starred Re	About	
Your Starred Event Searches	^	🥖 Create an Event			Academic Scheduling	
Brenda_Dumas					[→ Sign Out	
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ClassroomRush	☆	Your Event Drafts	^			
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Your Starred Location Searches	~	No Event Drafts in which you are the				

5. The reports window will show. Click on Location Reports. Then Click on the drop down menu and then on Space Avail by Meeting Pattern (custom)



6. The options for the Space Availability by Meeting Pattern report need to be indicated:

CSUSM	븝 25Live Pro 🕜 Event Form 闥 Tasks Academic Scheduling ☰More
Reports	Q Go to Search Nothing recently viewed C Help
Starred Reports Event Reports Location Reports Resource Reports	Other Reports
Space Avail by Meeting Pattern (custom) 🛠 📿	
About This Report	Select Report Parameters
Space Availability by Meeting Pattern	* Start Date: Mon Aug 30 2021
This report shows the spaces available, within the specified date range, for each standard meeting pattern defined in the MeetingPatterns.xml file (or for just those meeting patterns with the duration you specify).	* End Date:
The MeetingPatterns.xml file may be edited to specify the standard meeting patterns particular to your institution. Schools hosting your Series25 database onsite can find this file in the reports/ws folder of your Series25 WebServices installation. If your installation is hosted by CollegeNET, email support@collegenet.com to request a copy of the file.	* Location Search: Classrooms - from Category
 Parameters Date range. Space search (a saved space search to specify the spaces to evaluate). Pad Time (the number of minutes to add to the end time of each meeting pattern before evaluating availability). Sort by Capacity (Sort results by room capacity; by default, sorting is alphanumeric by space short name). 	10 ▲ Always: 10 Sort by Capacity: ● Yes ● Yes ○ No ← Target Pattern Duration: ●
 Target Pattern Duration optional (the duration in minutes of the standard meeting patterns to consider; leave field empty to consider all patterns in MeetingPatterns.xml). 	Report Delivery Options
 Data Included Only spaces returned by the space search are evaluated for inclusion. Only standard meeting patterns defined in the MeetingPatterns.xml file are considered. 	 View this report now Email this report to yourself Email this report to
	Run Report

- Start Date the first date of the semester (not the first date of the class) Fall 2021 Start: Aug 30, 2021
- End Date the last date of instruction, not the last day of the class. Do NOT use finals week!
 Fall 2021 End: Dec 11, 2021
- Location Search go to Public Searches and select "Classrooms from Category" for the broadest search of available rooms. You can also use one of your own searches if you have them.

*	Location Search:	
	Select a search	\sim
*	Q Select a search	
	Stratum D (2192)	☆ ^
S.	Public Searches	
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0	All Locations (Large Search!)	\$
C Ta	All Locations (Large Search!) Classrooms - from Category	☆ ★

- Pad Time 10. Always use 10.
- Sort by Capacity you do not need to do this, but it is recommended

• Report Delivery Options:



7. You are done. Wait for report to appear in your inbox.