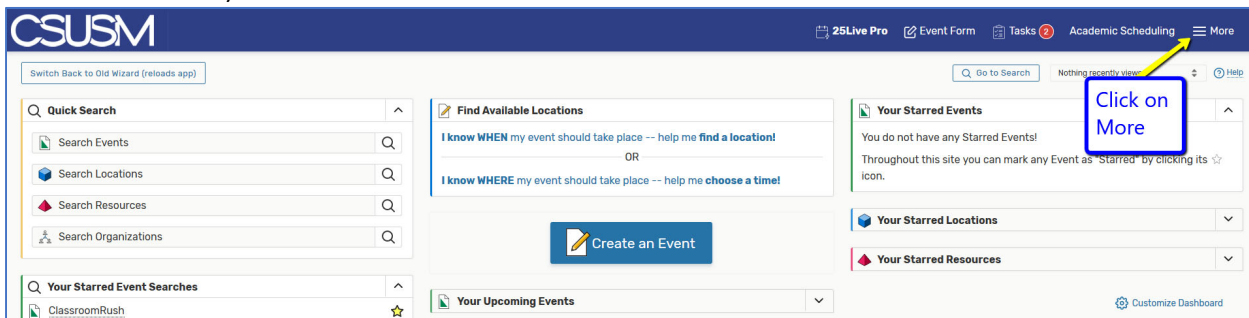
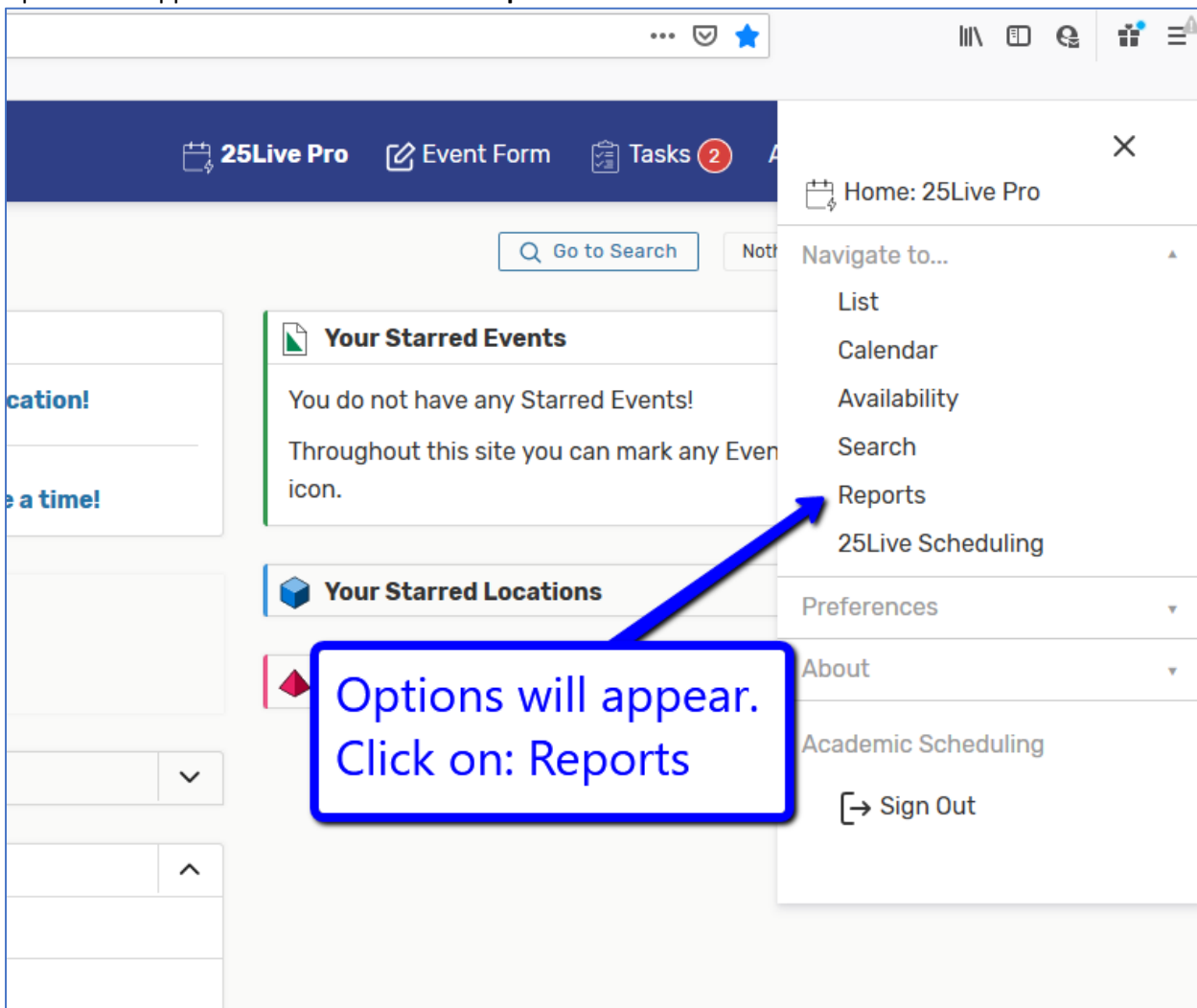


How to Run the Space Availability by Meeting Pattern Report in 25Live

1. Go to 25Live. Start by going to www.csusm.edu/calendar 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**.



5. The reports window will show.

Click on **Location Reports**

Click on the **drop down menu** and then on **Space Avail by Meeting Pattern (custom)**

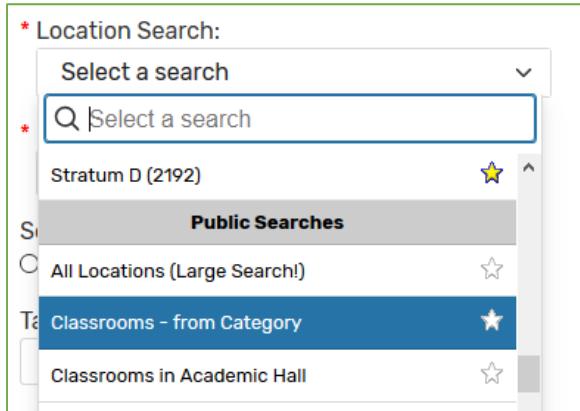
The screenshot shows the CSUSM Reports interface. At the top, there is a navigation bar with 'CSUSM' and a button 'Switch Back to Old Wizard (reloads app)'. Below this is the 'Reports' section with tabs for 'Starred Reports', 'Event Reports', 'Location Reports', 'Resource Reports', and 'Other Reports'. The 'Location Reports' tab is selected. A dropdown menu is open, showing a search bar and several report options. The option 'Space Avail by Meeting Pattern (custom)' is highlighted with a blue box and a callout. Other options include 'Daily Room Sheet', 'Location Listing', 'Space Avail by Meeting Pattern (IntCust)', 'Space Avail by Mtg Pattern Excel Custom', and 'Space Avail by Mtg Pattern XLS (IntCust)'. A callout also points to the dropdown arrow.

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

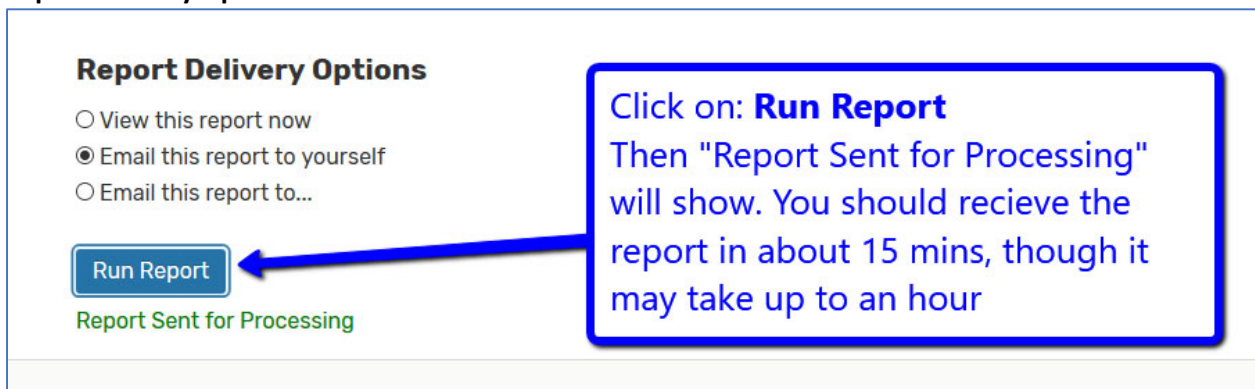
The screenshot shows the configuration page for the 'Space Avail by Meeting Pattern (custom)' report. It includes an 'About This Report' section, 'Parameters' (Date range, Space search, Pad Time, Sort by Capacity, Target Pattern Duration), 'Data Included', and 'Select Report Parameters' (Start Date, End Date, Location Search, Pad Time, Sort by Capacity, Target Pattern Duration). The 'Report Delivery Options' section includes 'View this report now', 'Email this report to yourself', and 'Email this report to...'. A 'Run Report' button is at the bottom. Callouts point to the 'Start Date' field (Tue Jan 21 2020), 'End Date' field (Fri May 08 2020), 'Location Search' dropdown (Classrooms - from Category), 'Pad Time' field (10), 'Sort by Capacity' radio buttons (Yes selected), and 'Email this report to yourself' option.

- **Start Date** – the first date of the semester (not the first date of the class)
- **End Date** – the last date of instruction (not the last day of the class. Do NOT use finals week!)

- **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.



- **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.**