Space Availability by Meeting Pattern Custom Report (PDF)

- 1. Go to 25Live, <u>https://25live.collegenet.com/pro/wvu/</u> and log in,
 - a. Go to "Reports" under More

		🛱 25Live Pro 🕜 Event Wizard Demo User	∃ Mor
		Q Go to Search Nothing recently viewed \$	0
^	Find Available Locations	Your Starred Events	`
Q	I know WHEN my event should take place help me find a location!	your Starred Locations	
Q	I know WHERE my event should take place help me choose a time!	BMRF-H 101 Biomedical Research Facility 101 - 101 Erma	6 2
Q		CAR-B 106 Carter Hall 106	64
~	Create an Event	HSN-H 1106 Health Sciences North 1106	6 1
^ ☆	Your Upcoming Events	HSN-H 1901 Health Sciences North 1901 (Fukushima Auditorium)	21
☆	5 Events in which you are the Requestor	HSN-H 2116 Health Sciences North 2116	61
^	Your Event Drafts No Event Drafts in which you are the Scheduler	HSS-H 7601 Health Sciences South 7601	6 1
☆ ☆	No Event Drafts in which you are the Requestor	STA-D 47 Stansbury Hall 47	6 2
☆		WDB-D 116 Woodhurp Hall 116	61
☆			

	📇 25Live Pro 🕜 Event	Home: 25Live Pro	
	Q Go to Search Not	Navigate to • List	
N my event should take place help me find a location!	Your Starred Events	Calendar Availability	
OR	Your Starred Locations	Search	
RE my event should take place help me choose a time!	BMRF-H 101 Biomedical Research Facility 101 - 101 Erma	Reports Publisher	
	CAR-B 106 Carter Hall 106	25Live Scheduling	
	HSN-H 1106 Health Sciences North 1106	About •	
oming Events	HSN-H 1901 Health Sciences North 1901 (Fukushima Auditor	Demo User	
in which you are the Requestor	HSN-H 2116 Health Sciences North 2116	[→ Sign Out	
nt Drafts ^	📦 HSS-H 7601	🖒 🎝	

2. Select "Location Reports"

West Virginia University.	📇 25Live Pro 🕜 Event Wizard Demo User 🗮 More
Starred Reports Event Reports Location Reports Other Reports Other Reports	Q Go to Search Nothing recently viewed C D Hing.
Select an item V C	

3. Select "Location Avail by Meeting Pattern Custom" from the drop down.

Starred Reports Event Reports Location Apports Resource Reports Other Reports		Q. Go to Search Nothing recently viewed \$
Location Availability by Meeting Patte V		
Q Select an item		
.scation Activity Date/Time Graphic 🖞 🍐	Select Report Parameters	
acation Activity Date/Time Grid pro Pattern	* Start Date:	
ocation Activity Term Grid	Wed Apr 03 2019	
inthin the specified date range. for each standard meeting pattern defined in the section scales with the duration you specified	* End Date:	
persion Busilehidh bu Meetron Dattern	Wed Apr 03 2019	
To specify the standard meeting parterns particular to your institution. Schools nosting	Location Search:	
legenet.com to request a copy of the file.	Select a search 🗸	
acaton cisong	I Pad Time-	
Date range.	Pau mile.	
Location search (a saved location search to specify the locations to evaluate). Port Time (the number of minutes to and to the and time of each meeting option patient before evaluation availability).		
 Sort by Capacity (Sort results by room capacity; by default, sorting is alphanumeric by location short name). 	Soft by Capacity: Ves © No	
 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). 	Target Pattern Duration:	
Ind: Dpen/Close/Blackout (the option whether or not to take Open/Close or Blackout hours into account when assessing availability). Data included	Incl. Open/Close/Blackout:	
 Only locations returned by the location search are evaluated for inclusion. 		
 Only standard meeting patterns defined in the MeetingPatterns.xml file are considered. 	Report Delivery Options	
Wew Sample Report	View this report now	
	Email this report to yourself	
	Email this report to	
	Run Report	

4. Enter the first date of the relevant semester for "Start Date" and the last date of that first week for "End Date".

Select Report Parameters
* Start Date:
Wed Aug 21 2019
* End Date:
Tue Aug 27 2019
* Location Search:
Select a search 🗸
* Pad Time:
Sort by Capacity:
© Yes ◎ No
Target Pattern Duration:
Incl. Open/Close/Blackout:
Ves No
Report Delivery Options
• View this report now
Email this report to yourself
Email this report to
Run Report

- 5. For the "Location Search" there are many predefined searches. You can choose a specific building, a specific campus, or search for all rooms. In the example below, all the classrooms in the Woodburn Hall will display.
 - a. You can make individual space searches that suit your needs as well.

Select Report Parameters			
* Start Date:			
Wed Aug 21 2019			
* End Date:			
Tue Aug 27 2019			
Location Search:			
Classrooms - Woodburn			
* Pad Time:			
Sort by Capacity:			
Target Pattern Duration:			
Incl. Open/Close/Blackout: Yes No			
Report Delivery Options			
View this report now			
Email this report to yourself Email this report to			
Email this report to			
Run Report			

6. Enter "10" for Pad Time. This is simply the standard buffer time between classes.

* Start Date:
Wed Aug 21 2019
* End Date:
Tue Aug 27 2019
* Location Search:
Classrooms - Woodburn
Pad Time:
Sort by Capacity: Ves No
Target Pattern Duration:
Incl. Open/Close/Blackout: • Yes • No
Report Delivery Options
View this report now
Email this report to yourself Fracilithic ansatts
Email this report to
Run Report

- 7. Select your preferred "Report Delivery Options". "View this report now" will open the report for you.
- 8. Click "Run Report".

Select Report Parameters
* Start Date:
Wed Aug 21 2019
* End Date:
Tue Aug 27 2019
* Location Search:
Classrooms - Woodburn
* Pad Time:
10
Sort by Capacity: ◎ Yes ● No
Target Pattern Duration:
Incl. Open/Close/Blackout: Yes No
Report Delivery Options
View this report now
 Email this report to yourself Email this report to
Run Report

- 9. Another screen will open telling you that the report is running. If the download doesn't appear in a timely fashion, click on the "Refresh" link.
- 10. The report should appear as a .PDF file showing all of the available rooms at specific time periods (example below). Please note that the Downtown and Evansdale on-grid meetings patterns will BOTH show on this report. Just go to the correct meeting patterns for your campus to search for available rooms

Preparing...

Please wait ...

If the report is not loading after 30 seconds click here to refresh

Close Window

Aug 21 2019 - Aug 27 2019 Location Availability by Meeting Pattern

Location Name	Location Formal Name	Capacity	Campus Partition
(MWF) 8:00 A.M 8:50 A.M.			
WDB-D 110	Woodburn Hall 110	20	WDB-D
(MWF) 9:00 A.M 9:50 A.M.			
no spaces available for this pattern			
(MWF) 10:00 A.M 10:50 A.M.			
no spaces available for this pattern			
(MWF) 11:00 A.M 11:50 A.M.			
no spaces available for this pattern			
(MWF) 12:00 P.M 12:50 P.M.			
no spaces available for this pattern			
(MWF) 1:00 P.M 1:50 P.M.			
no spaces available for this pattern			•
(MWF) 2:00 P.M 2:50 P.M.			
no spaces available for this pattern			
(TR) 8:00 A.M 9:15 A.M.			
WDB-D G10 WDB-D G11 WDB-D G16	Woodburn Hall G10 Woodburn Hall G11 Woodburn Hall G16	35 35 35	WDB-D WDB-D WDB-D
(TR) 9:30 A.M 10:45 A.M.			
no spaces available for this pattern			
(TR) 11:00 A.M 12:15 P.M.			
no spaces available for this pattern			
(TR) 12:30 P.M 1:45 P.M.			
no spaces available for this pattern			
(TR) 2:00 P.M 3:15 P.M.			