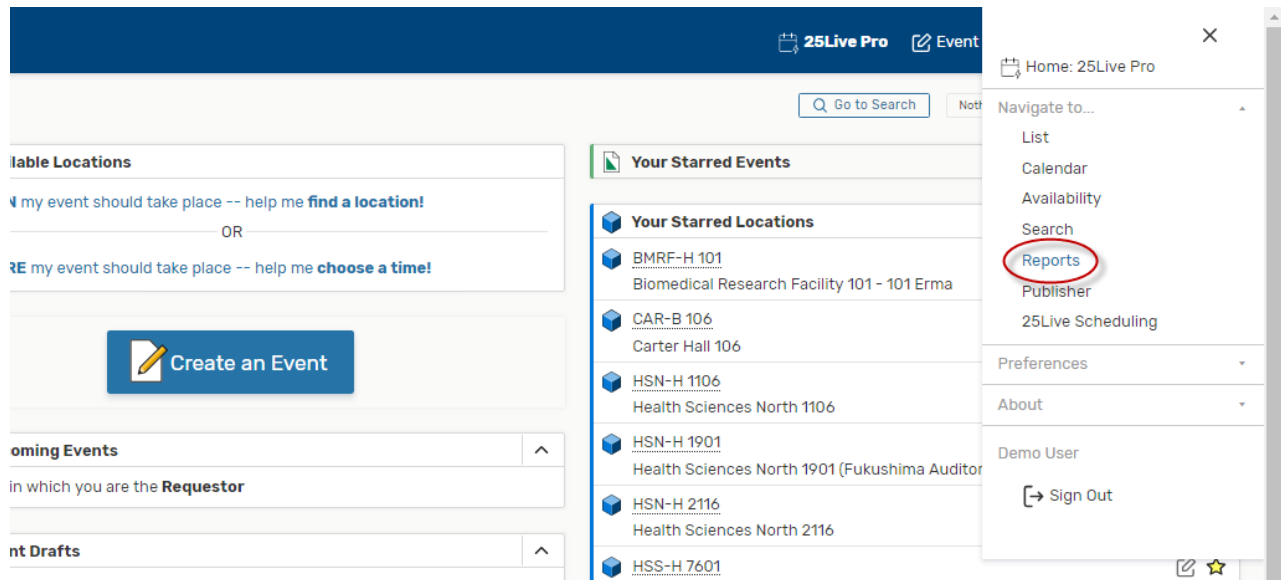
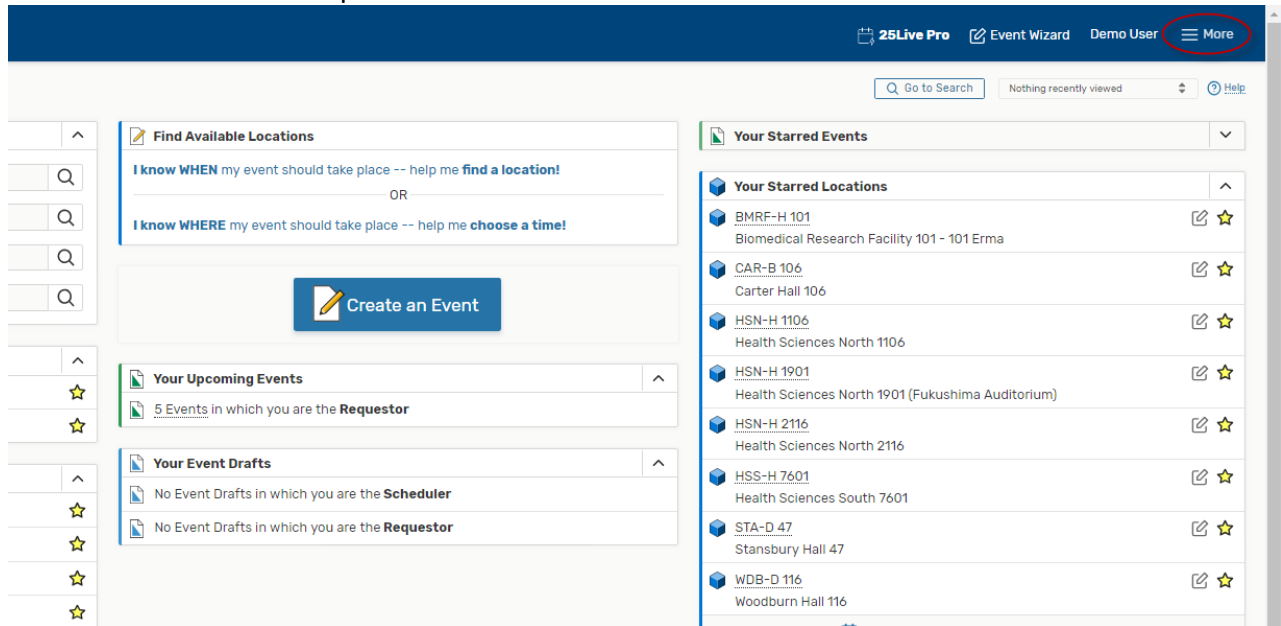
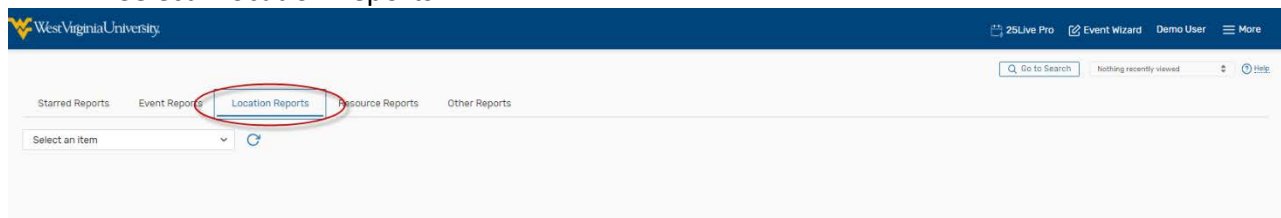


Space Availability by Meeting Pattern Custom Report (PDF)

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



2. Select "Location Reports"



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

The screenshot shows the 'Location Availability by Meeting Pattern' report configuration page. The left sidebar contains a list of report options, with 'Location Availability by Meeting Pattern' selected and highlighted in red. The main content area is divided into two sections: 'Select Report Parameters' and 'Report Delivery Options'. The 'Select Report Parameters' section includes fields for 'Start Date' (Wed Apr 03 2019), 'End Date' (Wed Apr 03 2019), 'Location Search' (Select a search), 'Pad Time', 'Sort by Capacity' (radio buttons for Yes/No), 'Target Pattern Duration', and 'Incl. Open/Close/Blackout' (radio buttons for Yes/No). The 'Report Delivery Options' section includes radio buttons for 'View this report now', 'Email this report to yourself', and 'Email this report to...'. A 'Run Report' button is located at the bottom of the configuration area.

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

This is a close-up view of the 'Select Report Parameters' form. The 'Start Date' field is set to 'Wed Aug 21 2019' and the 'End Date' field is set to 'Tue Aug 27 2019'. Both date fields are circled in red. Below these fields are the 'Location Search' dropdown menu (set to 'Select a search'), the 'Pad Time' input field, and the 'Sort by Capacity' radio buttons (set to 'No'). The 'Target Pattern Duration' and 'Incl. Open/Close/Blackout' (set to 'No') fields are also visible. The 'Report Delivery Options' section at the bottom has 'View this report now' selected. A 'Run Report' button is at the bottom of the form.

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:
 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...

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

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...

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	Woodburn Hall G10	35	WDB-D
WDB-D G11	Woodburn Hall G11	35	WDB-D
WDB-D G16	Woodburn Hall G16	35	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.			

