

Space Availability by Meeting Pattern Custom Report (PDF)

1. Go to 25Live, <https://25live.collegenet.com/wvu/> and log in,
 - a. Select “Reports” Tab
2. Select “Location Reports”
3. Select “Space Avail by Meeting Pattern Custom” from the drop down.

The screenshot shows the 25Live web application interface. At the top, there is a navigation bar with tabs for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, Reports, and Publisher. Below this, there is a sub-navigation bar with tabs for Starred Reports, Event Reports, Location Reports, Resource Reports, and Other Reports. The 'Location Reports' tab is selected. In the main content area, there is a dropdown menu for selecting a report, with 'Space Avail by Meeting Pattern C' selected. Below the dropdown, there are sections for 'About This Report...', 'Select Report Parameters', and 'Report Delivery Options'. The 'Select Report Parameters' section includes fields for Start Date (Mon Aug 17 2015), End Date (Fri Aug 21 2015), Location Search (Classrooms - Agricultural), Sort by Capacity (Yes/No), Pad Time (10), and Target Pattern Duration. A 'Run Report' button is visible at the bottom right of the 'Select Report Parameters' section.

4. Enter the first date of the relevant semester for “Start Date” and the last date of that first week for “End Date” (for example, dates for the first week of Fall 2015 are Monday, Aug 17th – Friday, August 21st. This will give you a good overview of the availability for Fall 2015).

This screenshot provides a detailed view of the 'Select Report Parameters' section. The 'Start Date' field is set to 'Mon Aug 17 2015' and the 'End Date' field is set to 'Fri Aug 21 2015'. Both date fields are circled in red. The 'Location Search' dropdown is set to 'Classrooms - Agricultural'. The 'Sort by Capacity' section has 'No' selected. The 'Pad Time' field is set to '10'. The 'Target Pattern Duration' field is empty. A 'Run Report' button is located at the bottom right of the section.

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 Agricultural Sciences Building will display.
 - a. You can make individual space searches that suit your needs as well.

Choose a report from the list, then complete the parameters to run the report.

Space Avail by Meeting Pattern C ☆ 🔄

| Select Report Parameters | | Report Delivery Options |
|--------------------------|---|---|
| * Start Date: | Mon Aug 17 2015 📅 | <input checked="" type="radio"/> View this report now |
| * End Date: | Fri Aug 21 2015 📅 | <input type="radio"/> Email this report to yourself |
| * Location Search: | Classrooms - Agricultural 🔄 | <input type="radio"/> Email this report to... |
| Sort by Capacity: | <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| * Pad Time: | 10 | |
| Target Pattern Duration: | | |

Run Report

6. Enter “10” for Pad Time. This is simply the standard buffer time between classes.
7. Select your preferred “Report Delivery Options”. “View this report now” will open the report for you.
8. Click “Run Report”.

Choose a report from the list, then complete the parameters to run the report.

Space Avail by Meeting Pattern C ☆ 🔄

| Select Report Parameters | | Report Delivery Options |
|--------------------------|---|---|
| * Start Date: | Mon Aug 17 2015 📅 | <input checked="" type="radio"/> View this report now |
| * End Date: | Fri Aug 21 2015 📅 | <input type="radio"/> Email this report to yourself |
| * Location Search: | Classrooms - Agricultural 🔄 | <input type="radio"/> Email this report to... |
| Sort by Capacity: | <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| * Pad Time: | 10 | |
| Target Pattern Duration: | | |

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.

8-B1F0-50695CE63AA9&title=Space Avail Meeting Pat - Excel Custom&otransform=25live/v24.0/print.xsl

25Live is preparing your report for download.

Please wait a few moments for a download prompt to appear.

If a download prompt does not appear within 10 seconds, [click here to refresh](#).

[Close Window](#)

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.

| Space Name | Space Formal Name | Capacity | Campus Partition |
|--------------------------------------|-------------------------------------|----------|------------------|
| (MWF) 8:30 A.M. - 9:20 A.M. | | | |
| AGS-E 1036 | Agricultural Sciences Building 1036 | 9 | AGS-E |
| AGS-E 2061 | Agricultural Sciences Building 2061 | 15 | AGS-E |
| (MWF) 9:30 A.M. - 10:20 A.M. | | | |
| AGS-E 1036 | Agricultural Sciences Building 1036 | 9 | AGS-E |
| AGS-E 2061 | Agricultural Sciences Building 2061 | 15 | AGS-E |
| (MWF) 10:30 A.M. - 11:20 A.M. | | | |
| AGS-E 1036 | Agricultural Sciences Building 1036 | 9 | AGS-E |
| AGS-E 2055 | Agricultural Sciences Building 2055 | 23 | AGS-E |
| AGS-E 2061 | Agricultural Sciences Building 2061 | 15 | AGS-E |
| (MWF) 11:30 A.M. - 12:20 P.M. | | | |
| AGS-E 1036 | Agricultural Sciences Building 1036 | 9 | AGS-E |
| AGS-E 2061 | Agricultural Sciences Building 2061 | 15 | AGS-E |
| (MWF) 12:30 P.M. - 1:20 P.M. | | | |
| AGS-E 1036 | Agricultural Sciences Building 1036 | 9 | AGS-E |
| (MWF) 1:30 P.M. - 2:20 P.M. | | | |
| no spaces available for this pattern | | | |
| (MWF) 2:30 P.M. - 3:20 P.M. | | | |
| no spaces available for this pattern | | | |
| (TR) 8:30 A.M. - 9:45 A.M. | | | |
| AGS-E 1036 | Agricultural Sciences Building 1036 | 9 | AGS-E |
| (TR) 10:00 A.M. - 11:15 A.M. | | | |
| AGS-E 1036 | Agricultural Sciences Building 1036 | 9 | AGS-E |
| (TR) 11:30 A.M. - 12:45 P.M. | | | |
| AGS-E 1036 | Agricultural Sciences Building 1036 | 9 | AGS-E |
| (TR) 1:00 P.M. - 2:15 P.M. | | | |
| AGS-E 1036 | Agricultural Sciences Building 1036 | 9 | AGS-E |
| (TR) 2:30 P.M. - 3:45 P.M. | | | |
| AGS-E 1036 | Agricultural Sciences Building 1036 | 9 | AGS-E |
| (TR) 4:00 P.M. - 5:15 P.M. | | | |
| AGS-E 1036 | Agricultural Sciences Building 1036 | 9 | AGS-E |
| AGS-E 1085 | Agricultural Sciences Building 1085 | 30 | AGS-E |
| (MTWRF) 8:30 A.M. - 9:20 A.M. | | | |
| AGS-E 1036 | Agricultural Sciences Building 1036 | 9 | AGS-E |
| AGS-E 2061 | Agricultural Sciences Building 2061 | 15 | AGS-E |
| (MTWRF) 3:30 P.M. - 4:20 P.M. | | | |
| no spaces available for this pattern | | | |
| (MW) 3:30 P.M. - 4:45 P.M. | | | |
| no spaces available for this pattern | | | |
| (MW) 5:00 P.M. - 6:15 P.M. | | | |
| AGS-E 2001 | Agricultural Sciences Building 2001 | 68 | AGS-E |
| AGS-E 2055 | Agricultural Sciences Building 2055 | 23 | AGS-E |
| AGS-E 2061 | Agricultural Sciences Building 2061 | 15 | AGS-E |