

25LIVE - HOW TO RUN THE SPACE AVAILABILITY MATRIX

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REVISION HISTORY

Version	Date	Name	Description
1	10/27/2017	J Williams	Initial procedures.
2	7/11/2018	M Krieger	Updated to Procedures Template.
3	8/9/19	E Staiger	Updated procedures and screenshots per upcoming transition to 25 Live Pro.

INTRODUCTION AND PURPOSE

These procedures will walk the user through running the Space Availability Matrix in 25Live to search for available classrooms in a given term. This report requires that a location search that captures the classrooms of interest be created prior to running the report. Information regarding creating a location search in 25Live is available in the applicable procedures documentation.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

To maintain and produce quarterly class offerings and the Schedule of Classes publication.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Office of the Registrar – Academic Scheduling
2. Academic Departments
3. College Offices

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open 25Live Test (<https://25live.collegenet.com/ucrt>) to follow along.

TABS

The tab listed below is covered in this training.

Tab	Tab Name	Description
Reports > Location Reports	Location Reports	Tab used to select and generate location reports in 25Live

PROCEDURES

PREPARATION

Follow the steps below to run the space availability matrix in 25Live. Please note that this report requires that a location search that captures the classrooms of interest be created prior to running the report (a number of default searches are provided with 25 Live). If such a location search does not exist in the user's searches, please see the applicable procedures documentation for creating a location search in 25Live.

HOW TO RUN THE SPACE AVAILABILITY MATRIX IN 25LIVE

1. Click the **More** button in the top right of the main screen in 25Live, then **Location Reports** (Reports > Locations Reports) and select the following report from the dropdown menu:
 - a. **Classroom Availability Matrix - PACT**. *Please note that this is a custom UCR report utilizing our course meeting pattern structure. Other location availability reports in the menu will not produce accurate results.*

The screenshot shows the 25Live user interface. At the top, there is a navigation bar with the 25Live logo, user information (25Live Pro, Event Wizard, Erik Staiger), and a 'More' button highlighted with a red box. Below the navigation bar, there is a search bar and a 'Recently Viewed' dropdown. The main content area is titled 'Reports' and has several tabs: 'Starred Reports', 'Event Reports', 'Location Reports' (highlighted with a red box), 'Resource Reports', and 'Other Reports'. A dropdown menu is open under 'Location Reports', showing a list of reports. The report 'Classroom Availability Matrix - PACT' is selected and highlighted at the bottom of the list. Other reports in the list include 'Assignment Policy By Location', 'Assignment Policy By Location - Excel', 'Classroom Avail Matrix - Final Exams', 'Classroom Availability Matrix - HUB', 'Classroom Availability Matrix - HUB OLD', and 'Classroom Availability Matrix - NSTD OLD'.

Enter the required parameters:

- b. **Start Date:** Select any Monday in the term being searched for except for the first week of instruction.
- c. **End Date:** Select the Friday immediately after the Monday selected above.
- d. **Location Search:** Select a location search that captures the classrooms for which availability is needed. If a suitable location search has not been created, please reference the appropriate documentation for assistance with creating a location search.
- e. **Pad Time:** 0 (zero)
- f. **Sort by Capacity:** Yes will sort classrooms by capacity (smallest to largest).
 - i. No will sort classrooms alphabetically.
- g. **Target Pattern Duration:** Leave blank.

Select Report Parameters

* Start Date:

Mon Oct 07 2019

* End Date:

Fri Oct 11 2019

* Location Search:

General Assignment Classrooms (All) ▾

* Pad Time:

0 ▾

Sort by Capacity:

Yes No

Target Pattern Duration:

 ▾

Inc. Open/Close/Blackout:

Yes No

Report Delivery Options

View this report now

Email this report to yourself

Email this report to...

Recommended
Option

Run Report

2. Select the delivery option desired.
 - a. **View this report now**: Opens a pop-up window that asks the user to download the report file.
 - b. **Email this report to yourself**: This option will email the report file to the email address associated with the user's 25Live account. **Recommended option.**
 - c. **Email this report to ...**: This option allows user to email the report directly to another recipient from within 25Live.
3. Click **Run Report**. The report will run and be delivered according to the option selected in step 3.
 - a. Please note that due to the amount of data generated in this report, it can take several minutes to run.
4. Open email attachment and click **Enable Editing**.



5. **First** Excel worksheet tab is the Parameter Summary.

Report Name Location Avail by Mtg Patt - UCR - Excel
Report Date Range Jan 22 2018 - Jan 26 2018
Location Search GE Classrooms - 63 and under
Pad Time 0
Target Pattern Duration (Minutes)
Print Date/Time Jul 11 2018, 3:28 PM

First Tab – Parameter Summary

Parameter Summary Location Availability

6. Second Excel worksheet is the Location Availability.

MP (Meeting Pattern)

Room Number (capacity #)

Room sorted by capacity (smallest to largest).

Blank box – Room is available

Second Tab – Location Availability

MP Day(s) of Week	MP Start Time	MP End Time	MP Duration	(44) SPR 2351	(44) WAIT 1111	(45) INTN 1006	(45) INTS 1121	(45) PRCE 3374	(45) SPR 2343	(46) OLAH 1136	(46) SURGE 171	(46) SURGE 172	(46) SURGE 173	(47) SPFH 1387	(49) CHUNG 142	(53) ARE 803	(55) PHY 2104	(56) WAIT 2240	(57) SPR 2355	(60) BOYAL 1471	(60) SPR 2340	(62) HUNSS 1503	(63) CHUNG 143	(63) ARE 803	
1																									
2	MWF	8:10 AM	9:00 AM	50																					
3	MWF	9:10 AM	10:00 AM	50																					
4	MWF	10:10 AM	11:00 AM	50																					
5	MWF	11:10 AM	12:00 PM	50																					
6	MWF	12:10 PM	1:00 PM	50																					
7	MWF	1:10 PM	2:00 PM	50	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	MWF	2:10 PM	3:00 PM	50	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	MWF	3:10 PM	4:00 PM	50	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	MWF	4:10 PM	5:00 PM	50	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	MWF	5:10 PM	6:00 PM	50	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	MWF	6:10 PM	7:00 PM	50	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	MWF	7:10 PM	8:00 PM	50	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	MWF	8:10 PM	9:10 PM	60	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	TR	8:10 AM	9:30 AM	80	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	TR	9:40 AM	11:00 AM	80	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	TR	11:10 AM	12:30 PM	80	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	TR	12:40 PM	2:00 PM	80	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	TR	2:10 PM	3:30 PM	80	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	TR	3:40 PM	5:00 PM	80	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	TR	5:10 PM	6:30 PM	80	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	TR	6:40 PM	8:00 PM	80	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	TR	8:10 PM	9:30 PM	80	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	MW	3:40 PM	5:00 PM	80	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	MW	5:00 PM	6:30 PM	90	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26	MW	6:40 PM	8:00 PM	80	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27	M	8:10 AM	9:00 AM	50	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28	M	9:10 AM	10:00 AM	50	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	M	10:10 AM	11:00 AM	50	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30	M	11:10 AM	12:00 PM	50	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31	M	12:10 PM	1:00 PM	50	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32	M	1:10 PM	2:00 PM	50	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
33	M																								
34	M																								
35	M																								
36	M	5:10 PM	6:00 PM	50	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
37	M	6:10 PM	7:00 PM	50	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
38	M	7:10 PM	8:00 PM	50	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Parameter Summary Location Availability