25LIVE - HOW TO RUN THE SPACE AVAILABILITY MATRIX

TABLE OF CONTENTS

Revision History	2
Introduction and Purpose	
Related Policies, Regulations, Guiding Principles, and Common Practices	
Impacted Departments, Units, Programs, and Centers	
Before You Begin	2
Tabs	2
Procedures	2
Preparation	2
How to Run the Space Availability Matrix in 25Live	3
Stens	3-4

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

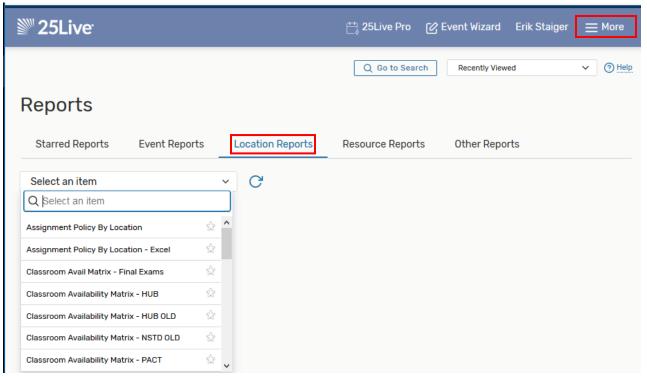
PROCEDURES

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

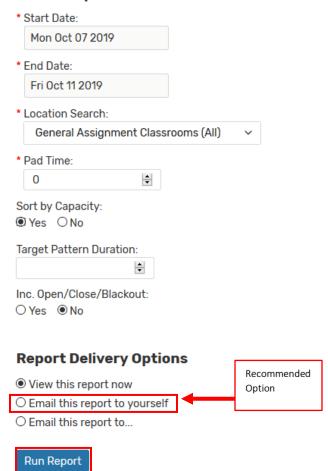
- 1. Click the **More** button in the top right of the main screen in 25Live, then **Location Reports** (Reports > Locations Reports) and select the following report from the dropdown menu:
 - a. **Classroom Availability Matrix PACT**. Please note that this is a custom UCR report utilizing our course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



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.

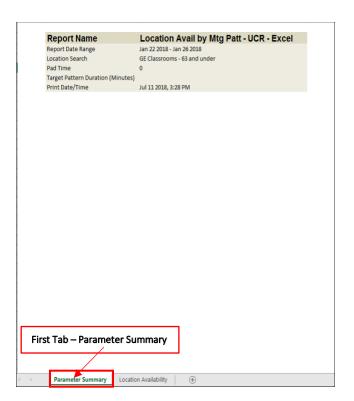
Select Report Parameters



- 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.



6. **Second** Excel worksheet is the Location Availability.

