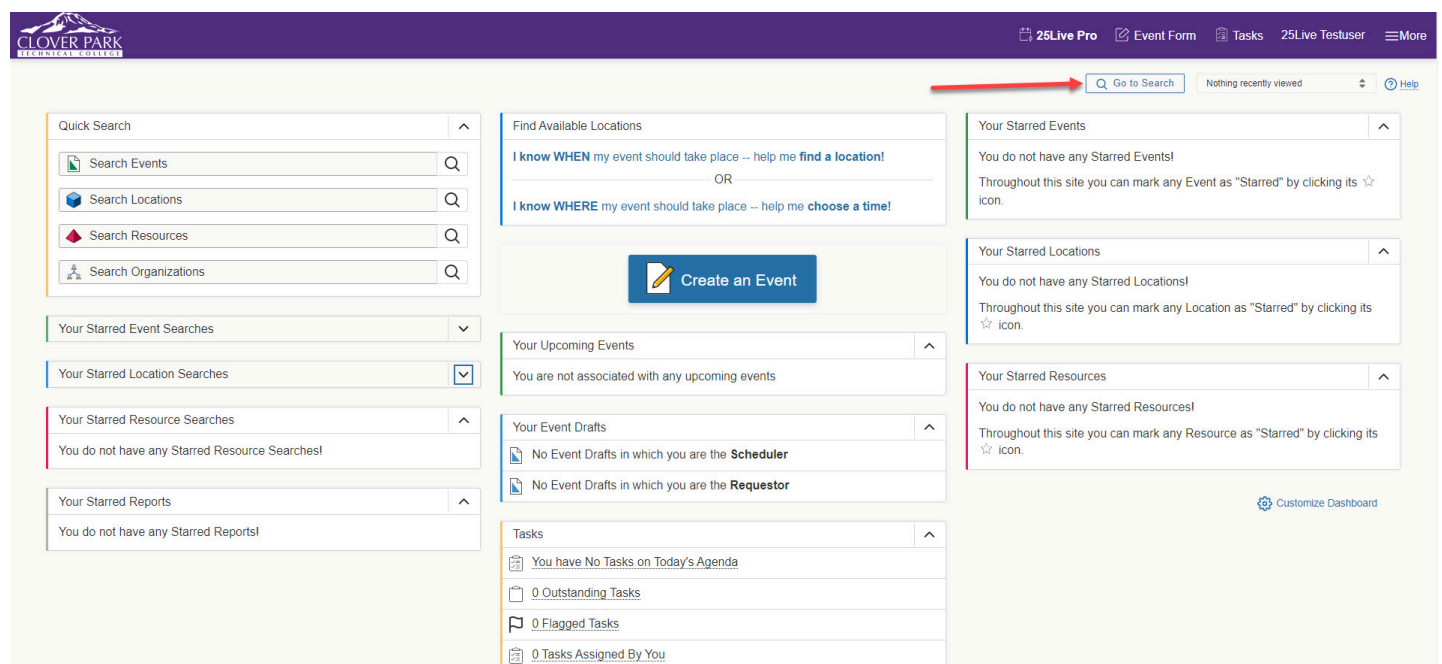


Generating Space Utilization Reports in 25Live Pro

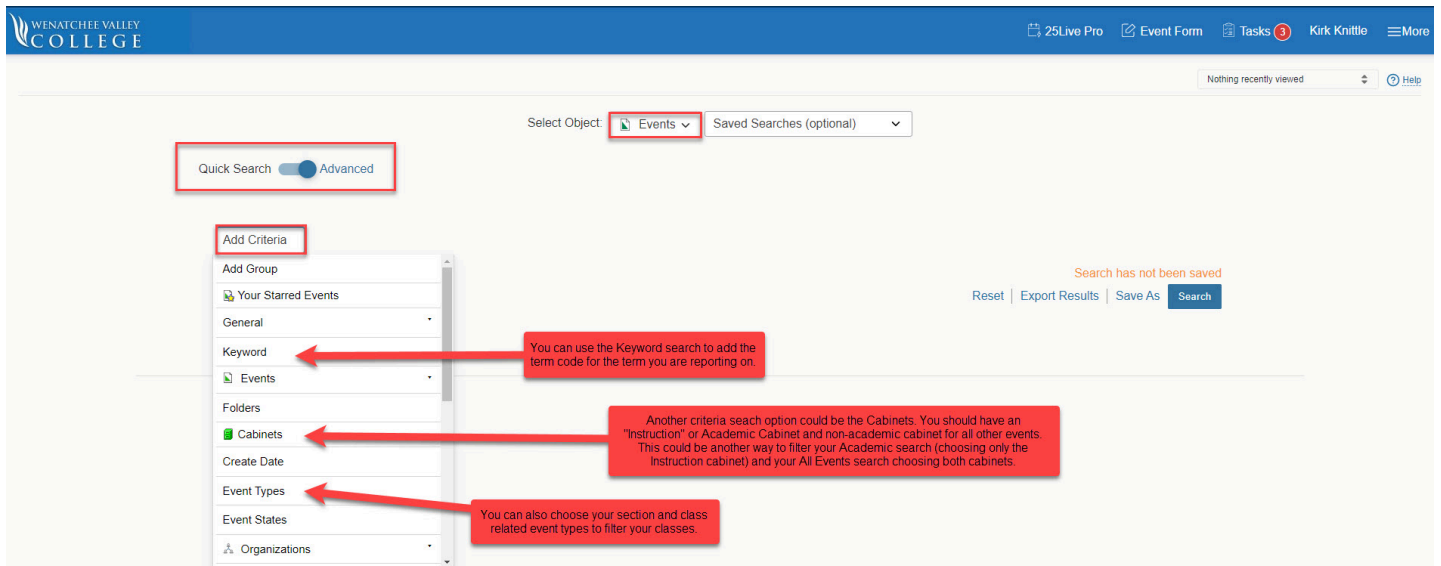
Purpose: To create reports collecting utilization data for space management purposes such as managing your space use policy or submitting your institutional capital budget request.

Audience: 25Live Functional Administrators and Senior Management

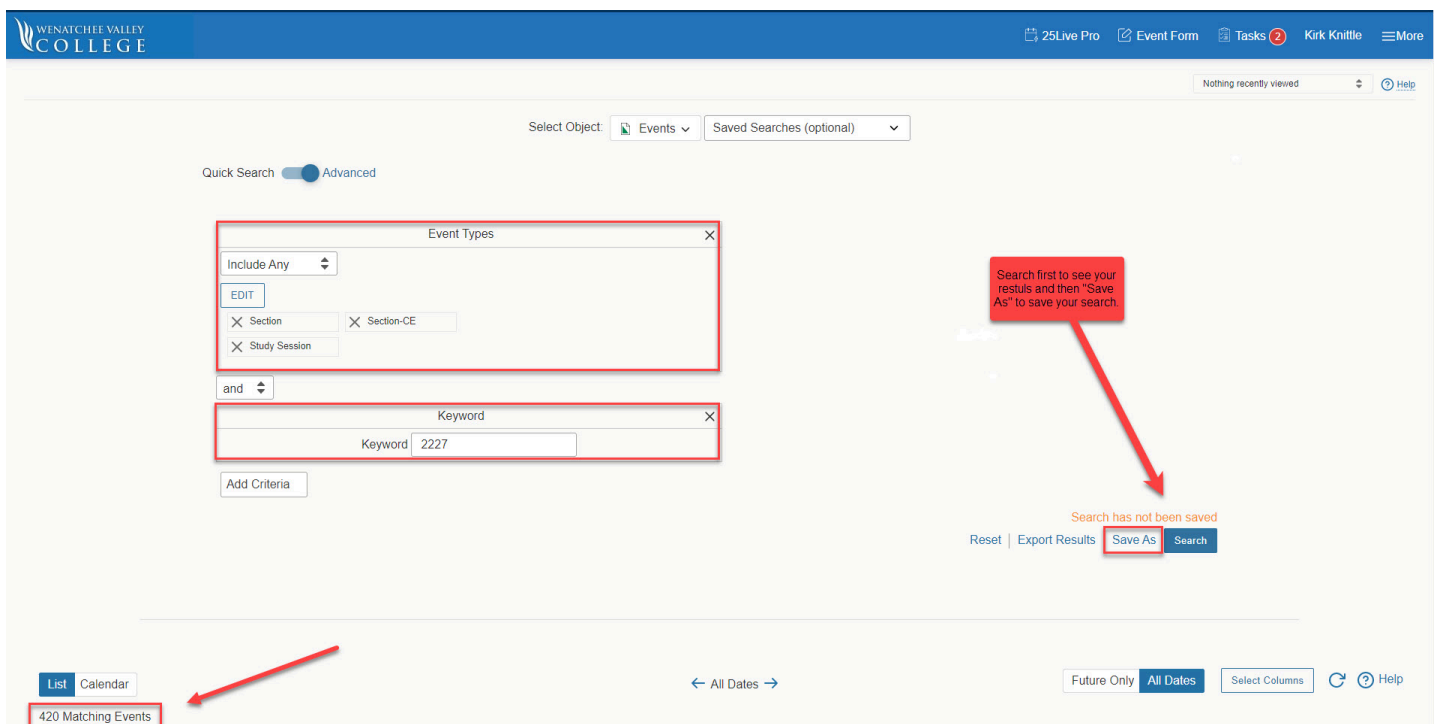
1. Log into your 25Live Pro User tool. Both an **Event** and a **Location** search are needed for your reports.
2. You first need to create your **Event search**. It is recommended to create two different searches used in looking at your space utilization. Your first event search used in this analysis will be your credit generated academic courses. Your second search should be all events. A college environment is more than classes. There are student events, athletic events, community events and other staff activities. Therefore, it is good practice to review how **ALL** your rooms are being used. However, for the purpose of **submitting utilization for your Capital Budget**, only the "academic courses and class related activities" will be used for that analysis.
3. Navigate to the Search screen from Dashboard.



4. The next step will be to choose **Events** from the drop down box and select the **Advanced** mode and click to **Add Criteria**.



5. In this example I chose to use **Event Types** associated with Campus Solutions as one criteria variable. Utilization for academics should only be credit generated courses from Campus Solutions. I also added the **term code** as a **Keyword** to make sure I'm pulling from the correct quarter. If you were running a utilization report for "All Events" then the easiest pathway for that event search would be to choose both Instruction and Event **Cabinets** as the search criteria. ***Your Academic search should be separate from your All Event search.*** Once you select Search and view results, then select "Save As" to save your search.



6. The next step is to create your **Location Search**. You can select the **Advanced** search to see all the criteria options but you can also leverage **Categories** to filter your search. The **Categories** filter should have your locations filtered by Campus, Building and Type. You should have a "Classroom" type that can be used for you classroom search. You should also

have one or more "Lab" types that can be selected for you Lab location search. When you search using these criteria options, always vet the results to make sure the list is accurate before you save the search.

The screenshot shows the 25Live Pro interface for searching locations. The top navigation bar includes links for 25Live Pro, Event Form, Tasks, 25Live Testuser, and More. The main search area has a 'Select Object' dropdown set to 'Locations' and a 'Saved Searches (optional)' dropdown. Below this is a 'Quick Search' toggle set to 'Advanced' and a 'Search Locations' input field. A red arrow points to the 'Categories +' link. The 'Categories' dropdown is expanded, showing a list of location types. The 'Classroom' option is highlighted with a red box. Other options include Study Room, Building - 02, Building - 03, Building - 05, Building - 06, Building - 08, Building - 10, Building - 15 Library, Building - 16, Building - 17, Building - 19, Building - 20, Building - 21, Building - 23 McGavick Center, Building - SHC, Campus - Lakewood, Campus - South Hill, Computer Lab-Dedicated, Computer Lab-Open, Conference Room, Lobby/Atrium/Foyer, Lounge, Maintenance/Food Service, Motor Pool/Vehicle, Multipurpose/Tabling, Office, and Office Support. The 'Done' button is at the bottom right of the dropdown.

Categories
<input type="checkbox"/> Study Room
<input type="checkbox"/> Building - 02
<input type="checkbox"/> Building - 03
<input type="checkbox"/> Building - 05
<input type="checkbox"/> Building - 06
<input type="checkbox"/> Building - 08
<input type="checkbox"/> Building - 10
<input type="checkbox"/> Building - 15 Library
<input type="checkbox"/> Building - 16
<input type="checkbox"/> Building - 17
<input type="checkbox"/> Building - 19
<input type="checkbox"/> Building - 20
<input type="checkbox"/> Building - 21
<input type="checkbox"/> Building - 23 McGavick Center
<input type="checkbox"/> Building - SHC
<input type="checkbox"/> Campus - Lakewood
<input type="checkbox"/> Campus - South Hill
<input type="checkbox"/> Classroom
<input type="checkbox"/> Computer Lab-Dedicated
<input type="checkbox"/> Computer Lab-Open
<input type="checkbox"/> Conference Room
<input type="checkbox"/> Lobby/Atrium/Foyer
<input type="checkbox"/> Lounge
<input type="checkbox"/> Maintenance/Food Service
<input type="checkbox"/> Motor Pool/Vehicle
<input type="checkbox"/> Multipurpose/Tabling
<input type="checkbox"/> Office
<input type="checkbox"/> Office Support

- Once you have vetted your search results, you want to select the "Save As" and add the term date or term code for your search since some locations change from year to year.

CLOVER PARK UNIVERSITY

25Live Pro Event Form Tasks 25Live Testuser More

Nothing recently viewed Help

Select Object: Locations Saved Searches (optional)

Quick Search Advanced

Search Locations

Hint! Type - to use SeriesQL

Create New Location Reset Save As Search

Categories + Matching Any Matching All Classroom

Features + Layouts + Capacity between and

List Calendar Availability Availability Weekly

Select Columns Help

106 Matching Locations

Name	Formal Name	Categories	Features	Layouts	Max Capacity	Default Capacity
CP0020101	Building 2 - 101 classroom	Building - 02, Campus - Lakewood, Classroom	AV-LCD Monitor/Fixed, Flooring-Carpeted, Furniture-Tables/Chairs/Movable	As Is	20	20
CP0020111	Building 2 - 111 Classroom	Building - 02, Campus - Lakewood, Classroom	Furniture-Tables/Chairs/Movable	As Is	12	12

8. When you have vetted and saved both Event searches (Academics and All Events) and your Location searches (Classrooms and Labs), you ready to run your utilization reports. Go to **Reports > Other Reports > Location Utilization Summary - Excel** report and then add your report parameters.

Location Utilization Summary View Sample

Delivery Option - Required View this report now

Report Parameters

Start Date - Required Mon Oct/10/2022

End Date - Required Fri Oct/14/2022

Start Time - Required 8:00 am

End Time - Required 5:00 pm

Pad Time - Required 0

Event Search - Required Fall 2022 Term Utilization

Location Search - Required Classrooms

Day(s) of Week

Sum Bound Head Counts Yes No

Run Report

Must first pick a delivery option.

Add the dates. Start 1st Monday of the 3rd week of Fall term.

You need to report for 45 hours. You can run several different reports with various times to equal 45 hours.

If classes dont start and end on the hour, then you can add a pad time. For example, if class goes 9am-9:50, then add 10 minute pad time.

Add your searches you created.

9. When the reports are generated in Excel there will be several columns of data. All the columns offer insight into how your locations are used and each column is defined in the worksheet. The two columns needed for utilization reporting are the **room capacity** and **contact hours**. These columns will need to be summed (total # of seats and total # of contact hours) and then plugged into the OFM Availability of Space/Campus Utilization template to see your total weekly contact hours for the term.

Location Utilization - Excel sample report

Space Name	Max Capacity	Fill Ratio	Total Possible Hours for Space	Total Blackout Hours	Total Hours Used	Contact Hours	Time Utilization (%)	Class Seat Utilization (%)	Station Utilization (%)	Net Utilization (%)
ARTS 101	25	55	63	0	22.92	0	36.38	0	0	0
ARTS 102	15	70	63	0	4.92	2.33	7.8	6.67	0.25	0.02
ARTS 103	5	68	63	0	0	0	0	0	0	0
ARTS 104	8	100	63	0	0	0	0	0	0	0
ARTS 105	10	62	63	0	0	0	0	0	0	0
BAQ 100	20	0	63	0	30.42	3.75	48.28	0.45	0.3	0.14
BAQ 102	25	0	63	0	35.83	57	56.88	7.2	3.62	2.06
BAQ :										
Space Name	Event Name	Reservation Name	Reg. Head Count	Exp. Head Count	Selected Head Count	Hours per Meeting	Number of Meetings	Total Hours Used	Contact Hours	Time Utilization (%)
BAQ : ARTS 101	THTR 111 02 201040	41005-1	0	24	0	3.25	3	9.75	0	15.48
BAQ : ARTS 101	THTR 111 03 201040	41006-1	0	24	0	2.83	2	5.67	0	8.99
BAQ : ARTS 101	THTR 111 04 201040	41007-1	0	24	0	1.83	2	3.67	0	5.82
BAQ : ARTS 101	THTR 221 01 201040	43054-1	0	25	0	1.83	2	3.67	0	5.82
BAQ : ARTS 102	MUSN 174 01 201040	40751-1	2	10	2	1.17	1	1.17	2.33	1.85
BAQ : ARTS 102	THTR 111 01 201040	41004-1	0	9	0	1.75	3	3.75	0	5.95
BAQ : BAQ 100	ACSC 464 01 201040	41215-1	0	18	0	1.25	3	3.75	0	5.95
BAQ : BAQ 100	BETH 301 01 201040	43166-1	0	0	0	1.83	2	3.67	0	5.82
BAQ : BAQ 100	BETH 301 02 201040	43167-1	0	0	0	1.83	2	3.67	0	5.82
BAQ : BAQ 100	EDUC 345 01 201040	40376-1	0	5	0	0.25	1	0.25	0	0.4
BAQ : BAQ 100	EDUC 350 01 201040	40377-1	0	20	0	1.83	2	3.67	0	5.82
BAQ : BAQ 100	EDUC 381 01 201040	43160-1	0	5	0	0.25	1	0.25	0	0.4