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 <u>academic courses</u>. Your second search should be <u>all events</u>. 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.

VER PARK			📇 25Live Pro 🕜 Event Form 🗐 Tasks 25Live Testuser
		-	Q Go to Search Nothing recently viewed \$
Quick Search	^	Find Available Locations	Your Starred Events
Search Events	Q	I know WHEN my event should take place help me find a location!	You do not have any Starred Events!
Search Locations	Q	OR I know WHERE my event should take place – help me choose a time!	Throughout this site you can mark any Event as "Starred" by clicking its 🔅 icon.
Search Resources	Q		
Legan Search Organizations	Q		Your Starred Locations
<u> </u>	~	Create an Event	You do not have any Starred Locations!
our Starred Event Searches	~		Throughout this site you can mark any Location as "Starred" by clicking its $\dot{\Im}$ icon.
		Your Upcoming Events	
Your Starred Location Searches	\checkmark	You are not associated with any upcoming events	Your Starred Resources
Your Starred Resource Searches	^	Your Event Drafts	You do not have any Starred ResourcesI
You do not have any Starred Resource Searches!			Throughout this site you can mark any Resource as "Starred" by clicking its con.
ou de normale any standa resource sourches:		No Event Drafts in which you are the Scheduler	
Your Starred Reports	^	No Event Drafts in which you are the Requestor	👸 Customize Dashboard
You do not have any Starred Reports!		Tasks	
		You have No Tasks on Today's Agenda	
		0 Outstanding Tasks	
		D Flagged Tasks	
		1 0 Tasks Assigned By You	

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

WENATCHEE VALLEY COLLEGE		🛱 25Live Pro 🕜 Event Form 🗟 Tasks 🧿 Kirk Knittle 😑 More
		Nothing recently viewed
C	Quick Search Advanced	Select Object: Saved Searches (optional)
	Add Criteria	
	Add Group	Search has not been saved
	Searced Events	Reset Export Results Save As Search
	General	
	Keyword	You can use the Keyword search to add the term code for the term you are reporting on.
	Events ·	term code foi die term you are reporting on.
	Folders	
	Cabinets	Another criteria seach option could be the Cabinets. You should have an "Instruction" or Academic Cabinet and non-academic cabinet for all other events.
	Create Date	This could be another way to filter your Academic search (choosing only the Instruction cabinet) and your All Events search choosing both cabinets.
	Event Types	
	Event States	You can also choose your section and class related event types to fitter your classes.
	🖞 Organizations	

5. In this example I chose to use **Event Types** associated with <u>Campus Solutions</u> 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 <u>Academic</u> search should be separate from your <u>All Event</u> search. Once you select <u>Search</u> and view results, then select "<u>Save As</u>" to save your search.**

WENATCHEE VALLEY COLLEGE		🛱 25Live Pro 🕜 Event Form 🔋 Tasks 🧿 Kirk Knittle 🗮 More
	Select Object: 👔 Events 🗸 Saved Searches (optional)	Nothing recently viewed
	Quick Search C Advanced	
	Event Types × Include Any EDT × X Section × Study Session and Keyword × Keyword × Add Criteria	Search first to see your restuis and then "Save Ker to save your search Search has not been saved Reset Export Results Save As Search
List Calendar 420 Matching Events	← All Dates →	Future Only All Dates Select Columns C (3) Help

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.

				🛱 25Live Pro	C Event Form	Tasks	25Live Testuser	≡More
					Ì.	Nothing recently v	viewed 🗢	() Help
		Select Object: 📦 Locations 🗸 Saved S	Searches (optional)					
	Quick Search Advanced							
	Search Locations				×	3		
	③ Hint! Type :: to use SeriesQL.					<u> </u>		
			Create Nev	v Location Reset	Save As Searc	ch		
/	Categories + Features + Layouts + Cap betw	acity veen and						
					Noth	ning recently view	wed \$	Help
Quick Search	Advanced				× 0			
Quick Search	Advanced		Create New Locatio	n Reset Sav	× ?			
Search Locations			Create New Locatio					
Search Locations		t None	Create New Location	n Reset Sav				
Search Locations Hint Type : to use SeriesQL atecoories + Featu Categories	ures + Lavouts + Capacity x							
Search Locations Hint Type :: to use SeriesQL atecories + Featu Categories Study Room	ures + Lavouts + Capacity	t None Building - SHC	Create New Locatio					
Search Locations Hint Type - to use SeriesQL atecoories	ures + Lavouts + Capacity x ✓ Select All × Select Building - 15 Library	Building - SHC	Lobby/Atrium/Foyer					
Search Locations Hint Type :: to use SeriesQL atecories + Featu Categories Study Room	ures + Lavouts + Capacity x ✓ Select All × Selec Building - 15 Library Building - 16	Building - SHC	Lobby/Atrium/Foyer					
Search Locations Hintl Type : to use SeriesQL ateaories + Featu Categories Study Room Building - 02 Building - 03	xres + Lavouts + Capacity x ✓ Select All × Select Building - 15 Library Building - 16 Building - 17	Building - SHC Campus - Lakewood Campus - South Hill	Lobby/Atrium/Foyer Lounge Maintenance/Food Service					
Search Locations Hint Type : to use SeriesQL atecories + Featu Categories Study Room Building - 02 Building - 03 Building - 05	xres + Lavouts + Capacity x ✓ Select All × Select Building - 15 Library Building - 16 Building - 17 Building - 19	Building - SHC Campus - Lakewood Campus - South Hill	Lobby/Atrium/Foyer Lounge Maintenance/Food Service Motor Pool/Vehicle					

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

OVE	R PARK					🗄 25Live Pro	C Event Form	Tasks	25Live Testuser	≡Mo
								Nothing recently	viewed 🗘	0 H
			Select Object:	Locations ~ Saved Searches	(optional) ~					
		Quick Search Advanced								
		Search Locations					×	0		
		Hint! Type :: to use SeriesQL.				Create New Location Reset	Save As Sear	ch		
Lis		Categories + Features + Matching Any Matching Ali Cassroom	Layouts + Capacity between and					Select C	olumns] (2 (Help
-	Matching Locations									
	Name	✓ Formal Name	- Categories	Features	Layouts	Max Capacity	-	- Default Cap	acity	
\$	CP0020101	Building 2 - 101 classroom	Building - 02, Campus - Lakewood, Classroom	AV-LCD Monitor/Fixed, Flooring- Carpeted, Furniture- Tables/Chairs/Movabl	As Is	20		20		
W										

 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	☆ (i) View Sample		
Delivery Option - Required	View this report now	~	
Report Parameters			Must first pick a delivery option.
		(the second seco	
Start Date - Required	Mon Oct/10/2022		Add the dates. Start 1st Monday of the 3rd
End Date - Required	Fri Oct/14/2022	Ë	week of Fall term.
Start Time - Required	8:00 am		You need to report for 45 hours. You can run
Find Time - Demuined	5:00 pm		several different reports with various times to
End Time - Required	0.00 pm		equal 45 hours.
Pad Time - Required	0		If classes dont start and
Event Search - Required	Fall 2022 Term Utiliz	ation 🗸	end on the hour, then you can add a pad time. For
Leasting County Description	Classrooms	~	example, if class goes 9am-9:50, then add 10
Location Search - Required			minute pad time.
Day(s) of Week	Sunday	🗹 Monday	
Add your searches	Tuesday	🗹 Wednesd	ау
you created.	Thursday	🗹 Friday	
	Saturday		
Sum Bound Head Counts	○ Yes ● No		
	-		Run Report

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.

Space Name	Ma	x 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	D	35.83	57	56.88	7.2	3.62	2.06
BAQ 1 BAQ 1 Space Name	Event Name	Res	servation Name	Reg. Head Count	Exp. Head Count	Selected Head Count	Hours per Meeting	Number of Meetings	Total Hours Used	Contact Hours	Time Utilization (%)
BAQ JARIS 101	THTR 111 02 201	1040 410	005-1	0	24	0	3.25	3	9.75	0	15.48
BAQ JARTS 101	THTR 111 03 201	1040 410	006-1	0	24	0	2.83	2	5.67	0	8.99
BAQ JARTS 101	THTR 111 04 201	1040 410	007-1	0	24	0	1.83	2	3.67	0	5.82
BAQ JARTS 101	THTR 221 01 201	1040 430	054-1	0	25	0	1.83	2	3.67	0	5.82
BAQ ARTS 102	MUSN 174 01 20	01040 407	751-1	2	10	2	1.17	1	1.17	2.33	1.85
BAQ JARTS 102	THTR 111 01 201	1040 410	004-1	0	9	0	1.25	3	3.75	0	5.95
BAQ BAQ 100	ACSC 464 01 201	1040 412	215-1	0	18	0	1.25	3	3.75	0	5.95
BAQ BAQ 100	BETH 301 01 201	1040 431	166-1	0	0	0	1.83	2	3.67	0	5.82
BAQ BAQ 100	BETH 301 02 201	1040 431	167-1	0	0	0	1.83	2	3.67	0	5.82
BAQ BAQ 100	EDUC 345 01 20	1040 403	376-1	0	5	0	0.25	1	0.25	0	0.4
BAQ SBAQ 100	EDUC 350 01 20:	1040 403	377-1	0	20	0	1.83	2	3.67	0	5.82
BAQ BAQ 100	EDUC 381 01 20.	1040 431	160-1	0	5	0	0.25	1	0.25	0	0.4

Location Utilization - Excel sample report