## **Running Available Room Grid for a Specific Term**

- 1. Log into 25Live Pro using your CCU credentials (<u>https://25live.collegenet.com/pro/coastal</u>)
  - a. 25Live Pro link can be found on the Information for Faculty and Staff page
- 2. On the Main page, click on the 'More' drop-down menu at the top right of the page

📛 25Live	Pro (	。 Event For	m 🛱 Tasks	Samantha Sullivan	≡More
3. Select 'Rep	ports' fron	n the Menu dro $ imes$	op-down selection		
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4. Select 'Location Reports' from the left hand side of the page (note: if you Star this report, it will appear under 'Starred Reports'):



- 5. From the 'Location Reports' drop-down menu, select the report "Cstm Space Avail By Meeting Pat Excel" (this report can be starred so it will show in your Starred Reports list)
  - a. This report produces and Excel spreadsheet of all the classes on campus. Taken spaces are marked with an X. Open spaces are blank.
  - b. As another option, you can choose "Cstm Space Available by Meeting Pattern" which produces a PDF list of all Open spaces at specific times



- 6. Once the chosen report type has been selected:
  - a. Choose your Delivery option *first* "View this report now";
  - b. Choose the correct Start and End dates for the term you are looking in. Using the entire term will help narrow down open rooms;
  - c. Choose the correct 'Location Search' from the drop-down menu. This search can be starred so it shows as your favorites
  - d. Pad Time will always be 10 (there are 10 minutes between class times)
  - e. Everything else remains the same, then click 'Run Report' at the bottom

Cstm Space Avail By Meeting	Pat - Excel 🕱			
Delivery Option - Required	View this report now		~	
Report Parameters				
Start Date - Required	Mon 10/Jan/2022	Ë		
End Date - Required	Thu 05/May/2022	Ë		
Location Search - Required	22/SP Classrooms		~	
Pad Time - Required	10			
Sort by Capacity	🔾 Yes 💿 No			
Target Pattern Duration				
Incl. Open/Close/Blackout	🔾 Yes 💿 No			
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7. After clicking 'Run Report' a small pop-up will appear informing you that your report is running. After several minutes, a Download box will open. Open that file and you will see your Room Grid. If using the Excel report, a Notice in Excel will pop up stating that the file format and extension of this report does not match. Do you want to open it anyway? Click **YES**. Your Room Grid will be on the second Sheet of your Excel File

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