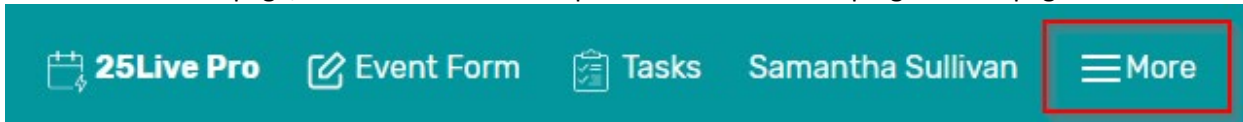
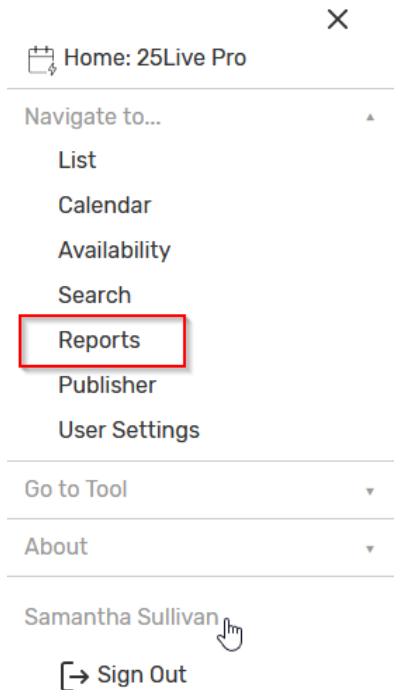


Running Available Room Grid for a Specific Term

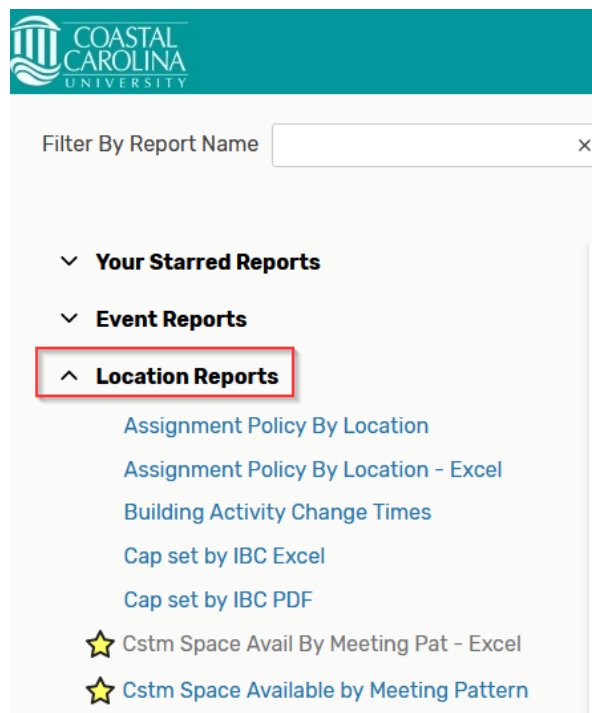
1. Log into 25Live Pro using your CCU credentials (<https://25live.collegenet.com/pro/coastal>)
 - a. 25Live Pro link can be found on the Information for Faculty and Staff page
2. On the Main page, click on the 'More' drop-down menu at the top right of the page



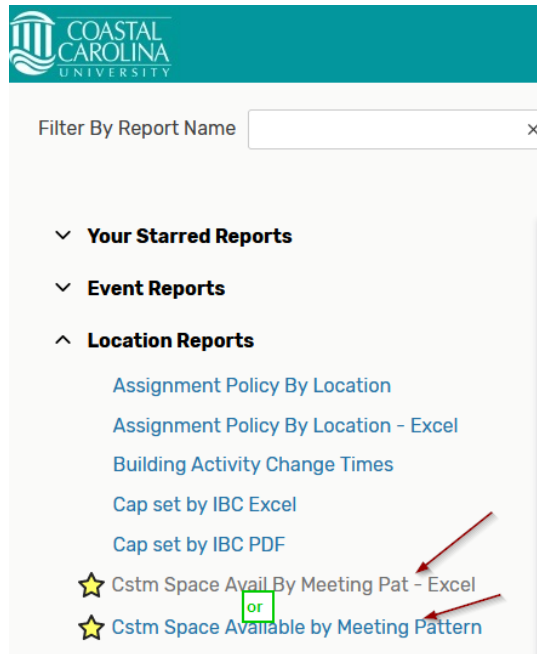
3. Select 'Reports' from the Menu drop-down selection



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 an 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*

End Date - *Required*

Location Search - *Required* ▾

Pad Time - *Required*

Sort by Capacity Yes No

Target Pattern Duration

Incl. Open/Close/Blackout Yes No

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

