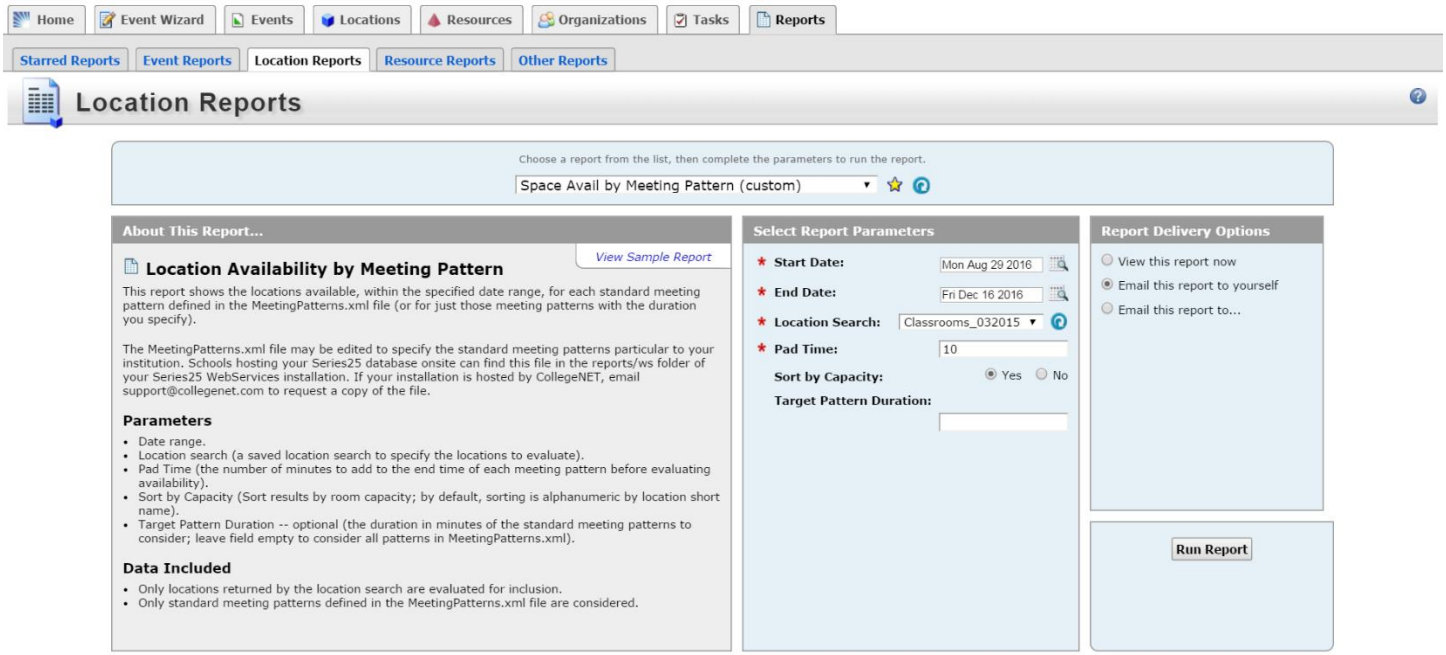
How-To Run the
Space Availability by Meeting Pattern Report

1. Login to 25Live
2. Click the “Reports” tab > then the “Location Reports” tab
3. Select “Space Availability by Meeting Pattern (custom)” in the drop down list



- **Start Date:** First Day of the Semester
- **End Date:** Last Day of the Semester
- **Location Search:** Use a Location Search you have built
  - See the “Location Search Process Guide”
- *Sort by Capacity (optional):* Yes/No
- **Pad Time:** 10
- *Target Pattern Duration (optional):* This is only to be used if you want to know *ONLY* those times that are during a SPECIFIC number of minutes/day.
  - Example: If you only want 2 day per week, 3 hr/week approved meeting times to show, input 75 (as each class meeting time is 75 minutes)

- Indicate your “**Report Delivery Option**” on the right. We generally recommend “Email this report to yourself” with this report as it can be very long and take anywhere from 5-45 minutes to run.