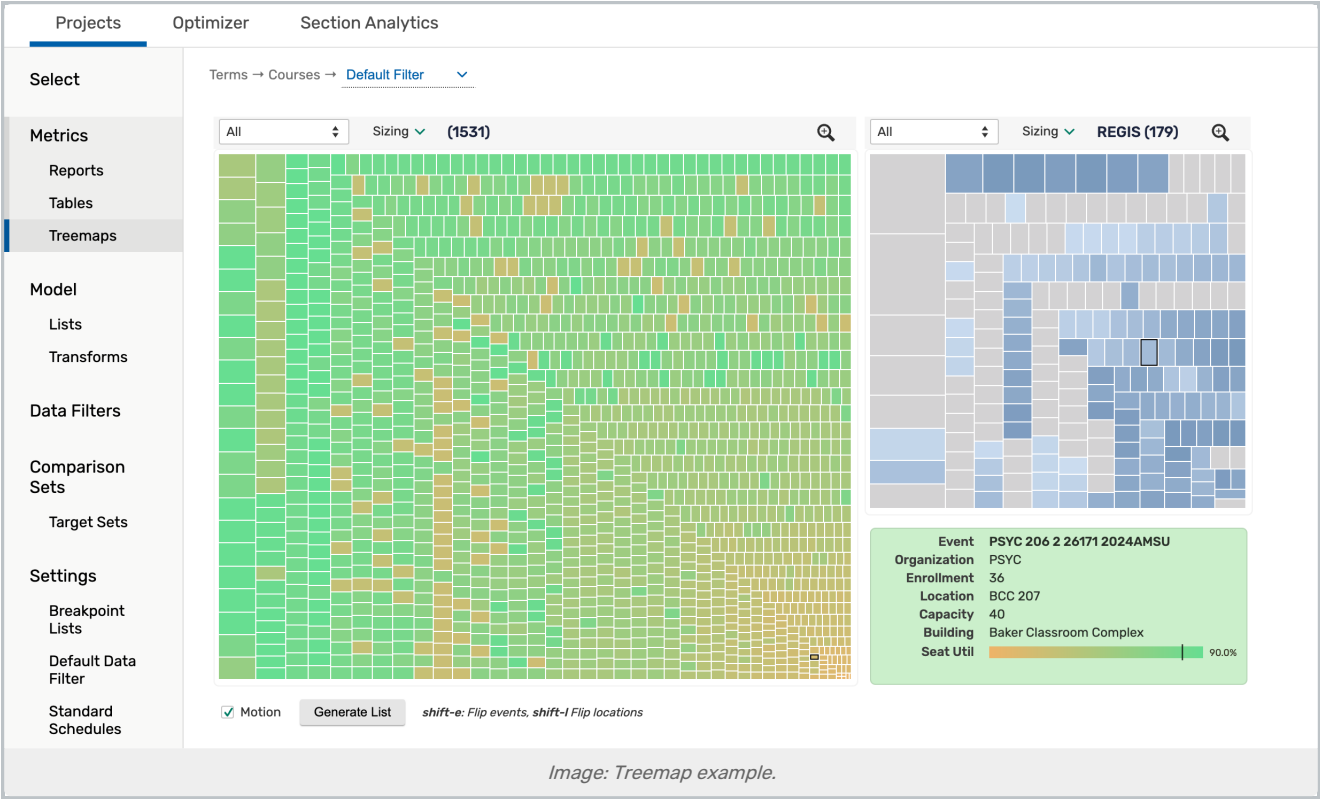


Snapshot Tree Maps

The Treemaps page in X25 Analytics employs enhanced interactive event and location tree map charts to visually represent a snapshot. A tree map of events is displayed on the left and a tree map of locations is displayed on the right. Selecting locations highlights the events in those locations and vice versa.

The color of a cell (ranging from orange to green for events and light blue to dark blue for locations) corresponds to the seat or room utilization percentage.

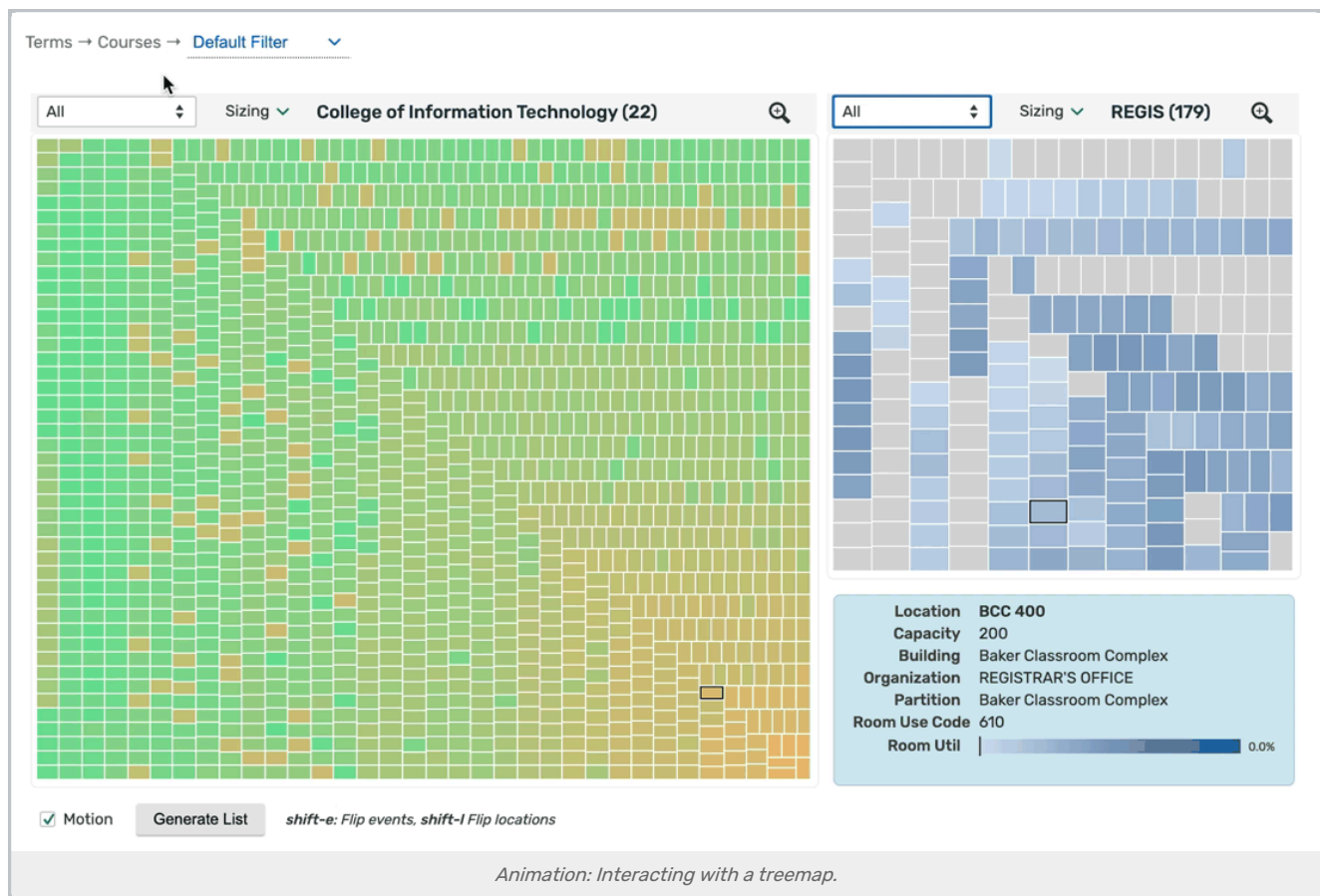


Tree Map Basics

Tree maps show the largest data—represented by rectangles—of whatever type in the top left moving down and right to the smallest data of that type in the bottom right. This rule applies to the map as a whole and to the individual groupings of data within the map. In this way, tree maps give you a quick visual representation of data, even before moving into the detail.

Interacting With Tree Maps

You can interact with tree maps in several different ways.



Rollover and Selection

Moving your cursor over any of the cells in the tree map reveals details about each event or location that are displayed in the box on the bottom right. It also displays information about the group to which that cell belongs. (See *Grouping and Sizing* below.)

The color of a cell (ranging from orange to green for events and light blue to dark blue for locations) corresponds to the seat or location utilization percentage displayed in this box.

If you click a cell, it remains highlighted and also highlights any corresponding events/locations in the opposite chart. Clicking an event highlights its assigned location while clicking a location highlights *all* the events it is assigned to. Select multiple cells by dragging your cursor or double-clicking.

You can invert the current selection by pressing *shift-e* (for events) or *shift-l* (for locations). This deselects all currently highlighted cells of one type and highlights the rest. The highlighted selection on the opposite tree map changes correspondingly.

To zoom in on the current selection, press *shift-z* (for events) or *shift-x* (for locations). The scope of the tree map will zoom in to focus on the highlighted cells. Press this combination again to zoom out.

Grouping and Sizing

The objects in each tree map can be divided into groups by criteria like headcount, capacity, organization, and building. When a cell is highlighted (see *Rollover and Selection* above) information about its group appears in the space above the tree map, including the name of the group and the number of cells it contains.

Select from the **Sorting** drop-down box above each chart to change the grouping. You can choose from:

- All (*no grouping*)
- Organization
- College
- Headcount
- Breakpoints
- Meeting Pattern
- Instructor

The cells which are currently highlighted will remain highlighted as the cells are rearranged. To turn off the animation when this happens, deselect the **Motion** checkbox.

By default, all groups and cells are sized proportionally. This helps you see which groups have the most members, which events have the largest headcount, and which locations have the highest capacity—but it can also make it difficult to see the smallest cells. You can force each group and/or cell to have the same size as its neighbors by clicking the **Sizing** drop-down.

To Download the Events in a Tree Map as a Spreadsheet

1. Use the methods above to **select** your desired events.
2. Click the **Generate List** button to view details of the selected events in a format similar to the [Tables](#) page.
3. Click the **Export** button.
4. **Open** the downloaded file in your preferred spreadsheet editor (such as Excel).
5. Click **File...Save As** (or the equivalent in your spreadsheet editor) and save the file in a new format.