

X25 Analytics Data Preparation

X25 analysis uses certain location, event, and organization data that may not already exist in your Series25 database. Some additional data preparation may, therefore, be required before you can export data.

One of the best ways to submit data for a large number of locations or organizations is with the [import template reports](#) in the [Series25 Data Import Tool](#).

Providing Values for X25 Custom Attributes

For best results, provide values for the location and organization custom attributes you want to use with X25 Analytics.

The custom attributes used by X25 are described in the table below. The fields are optional, but the more data X25 has to work with, the more value you can get from analysis results, now and in the future. We recommend you provide as much data as possible.

To import this information to X25 Analytics...	Define values for these custom attributes...	Data type	Example
The building a location occupies	X25 Building	text	Gore Hall
The organization with primary responsibility for a location	X25 Owner Organization	organization	English
The room use code of a location, as defined by FICM	X25 Room Use Code	integer	110
The area—the net assignable square feet (NASF)—of a location	X25 Assignable Area	integer	540
The floor number of a location	X25 Floor Number	text	3, or 3A
The CIP Code for a department, defined by the NCES	X25 CIP Code	text	04, 04.03, or 16.1301
The associated college, division, or professional school for a department	X25 College	organization	Law School



Custom Attribute Data Entry Conventions

Adhere to these data entry conventions when specifying custom attribute values:

- For custom attributes with a “text” data type, be sure to enforce the same data entry convention—whatever you choose—consistently. For example, a building entered for one location as Gore Hall should be two words, initial caps, throughout, and never GoreHall or Gore hall; PIX CENTRAL LIBRARY would always be three words, all caps; and so on. Variant spellings in this field will be treated as

entirely separate buildings in X25.

- Remember to specify the X25 Owner Organization for all locations whether they are controlled centrally or by a department or other non-centralized organization.

Additional Data Setup Tips

In the interest of getting the most valuable results from X25 data analysis, have your 25Live data managers and schedulers follow these recommendations:

- Use location preferences to find locations for assignment. For example, rather than requesting a location by name, specify the required features in that location. (X25 considers location preferences defined both in the event/class reservation and in a sponsoring organization.)
- Wherever possible, provide a head count value in the reservations for events/classes you'll be exporting.
- For best results in the accurate export of enrollment values for events/classes, we recommend you capture the Registered Head Count value via the Series25 LYNX Interface.
- Import individual section preferences (location feature and partition requests) from the SIS into 25Live, so they're available in 25Live as event location preferences.
- Keep your 25Live organization location preferences current.
- Make your 25Live location feature and campus partition names self-explanatory, so they're easily understood by X25 analysts/users who may not be familiar with 25Live scheduling practices. Many X25 reports can be filtered for specific features and/or partitions (as well as owner/controller organizations and buildings).
- Make sure locations have a default fill ratio defined, if appropriate.
- Be sure building names are meaningful to your X25 user community and are specified consistently for each location's X25 Building attribute (for example, don't type "Jones Hall" for one location and "JONES HALL" for another). Try to keep building names fairly short, so they're easy to read in X25 charts.