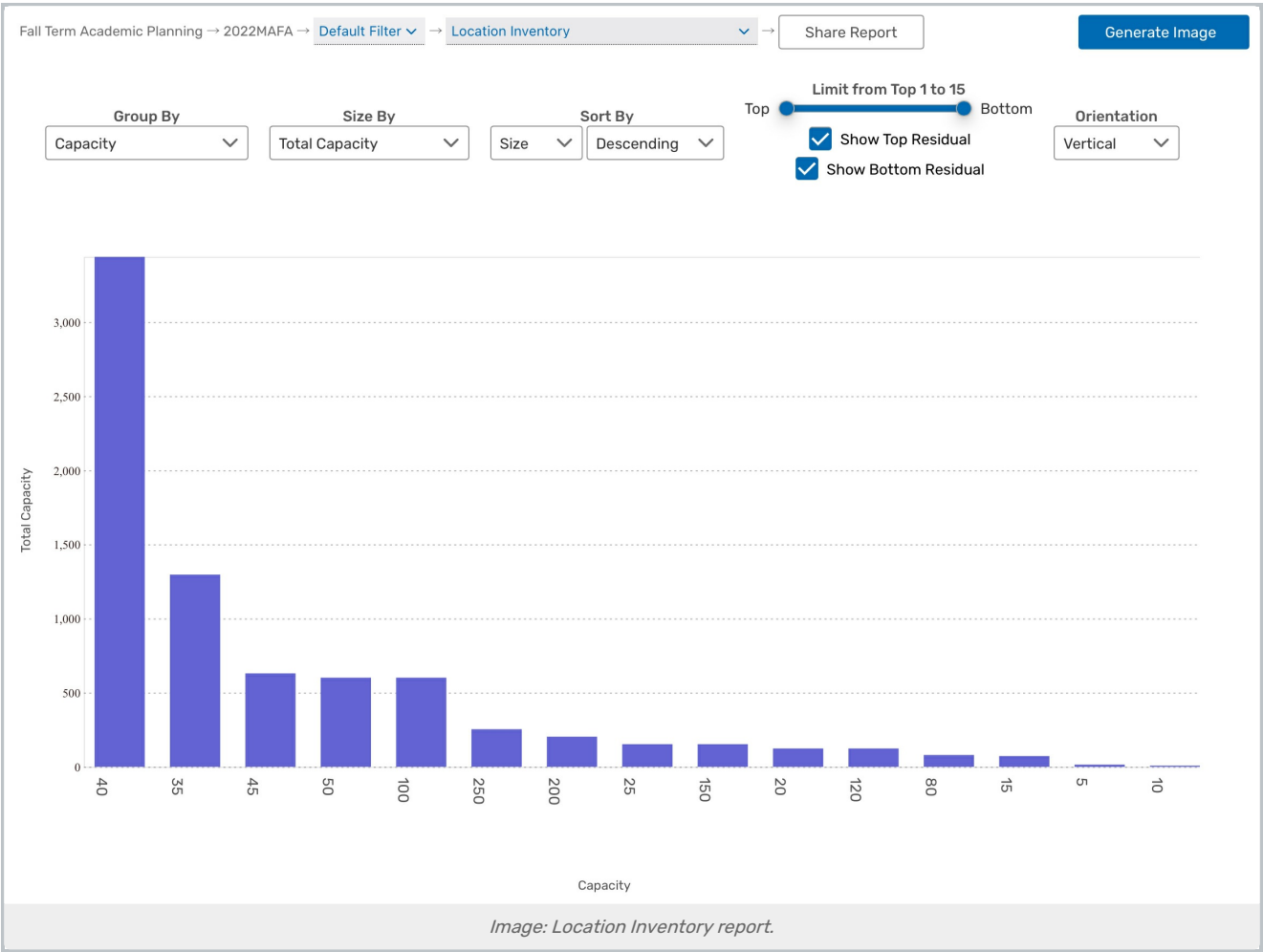# Location Inventory Report

The **Location Inventory** report presents the snapshot's locations in a bar chart that can be grouped and sorted without considering any assignments to events.

This report is a quick way to see the total number of locations available in your snapshot based on several characteristics.

Questions that the Location Distribution report can help answer include:

- How many rooms do you have of each size?
- What size classrooms do you have the most of? The fewest?
- What's the dispersion of department-controlled vs. centrally scheduled classrooms?
- Is the inventory a good match for what you know of class/event sizes and curriculum needs?

Image: Location Inventory report.

Report Settings

The values displayed in the bar chart are influenced by several settings:

- **Group By** determines what group of locations each bar of the chart represents.
  - **All:** Every location in one bar
  - **Individual Room:** Every location, separated by room
  - **Organization:** The "owner" of the location (determined by the custom location attribute "X25 Owner Organization" in 25Live).
  - **Capacity:** The maximum capacity of the location (no layout capacity considered).
  - **Building:** The location's building.
  - **Room Use Code:** The code for the location's "room type", typically matching FICM (Postsecondary Education Facilities Inventory and Classification Manual) standards.
  - **Partition:** The location's partition.
  - **Breakpoints: Standard:** Determined by predefined [breakpoint lists](#) for capacity.
- **Size By** sets what the size of each bar on the chart measures, either the number of locations in a group or their total capacity. The chart's axis automatically scales appropriately.
- **Sort By** orders the bars are according to the names of each group or their total size.
- **Limit:** Determines how many groups of events appear as bars in the report.
  - Selecting **Show Top Residual** or **Show Bottom Residual** will display the top/bottom remaining groups, combined into a single bar
- **Orientation** arranges the bars from top to bottom or left to right.
- **Mode:** Can be toggled between **Default** and **Zoom**. Zoom mode allows users to use a mouse wheel or trackpad to zoom into the chart
- **Chart Size**: Can be toggled between **Full Size** and **Fit to Page**. Fit to Page allows users to see the full body of reports without scrolling.
- **Show Values**: Checkbox option to display values on top of bar chart sections at all times

Reading the Report

Report data is displayed in bar chart format:

- One axis shows the total room inventory supply, measured as the total number of locations or their total capacity.
- The other axis shows the locations in the snapshot. They can be grouped in several different ways, described above.

Assessing the Report Results

- What's the report showing you about room supply?
- What's unexpected about your results?
- Does your inventory match your expectations and what you know of class requirements?