

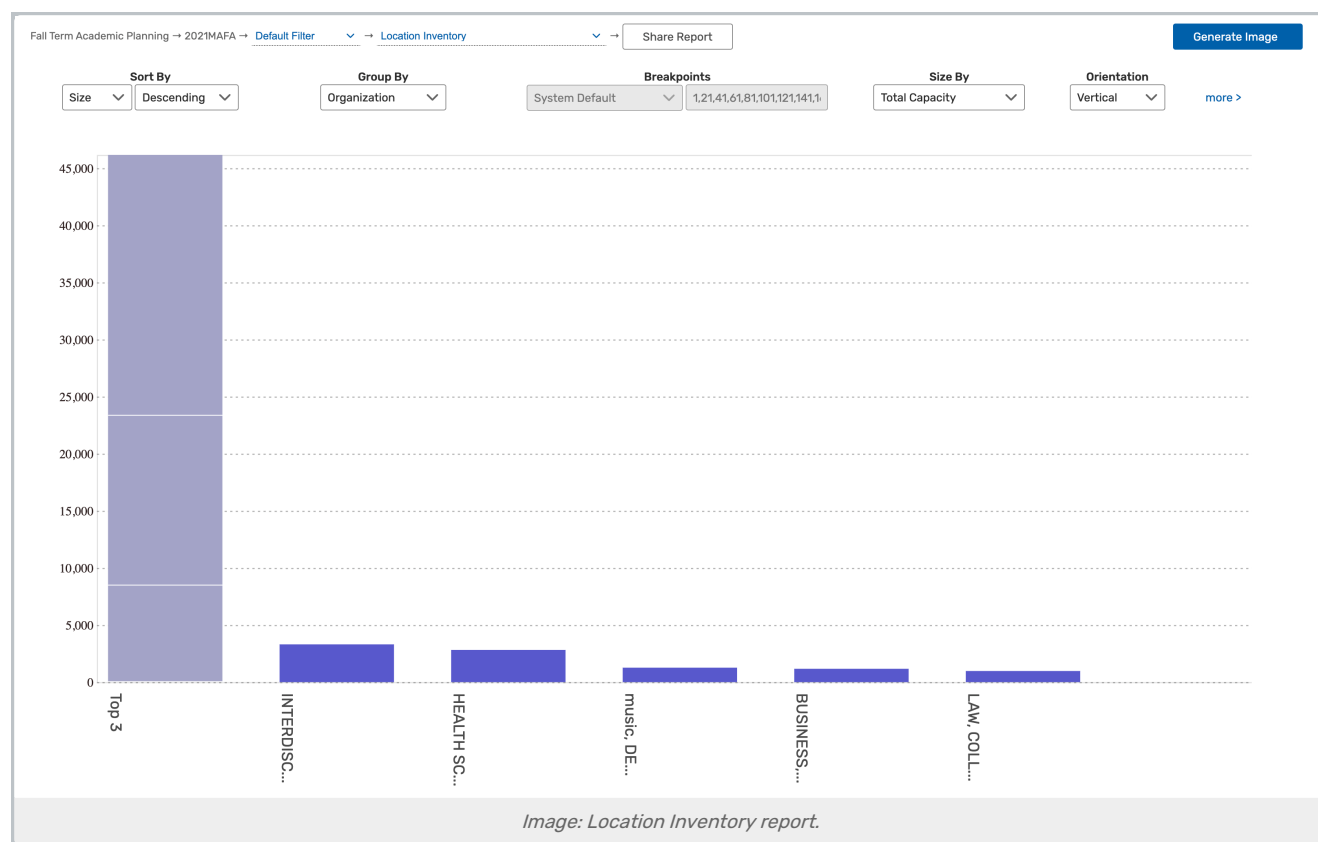
## Location Inventory Report

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?



## Report Settings

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

- **Sort By** orders the bars according to the names of each group or their total size.
- **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.
- **Orientation** arranges the bars from top to bottom or left to right.
- **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

## 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?