

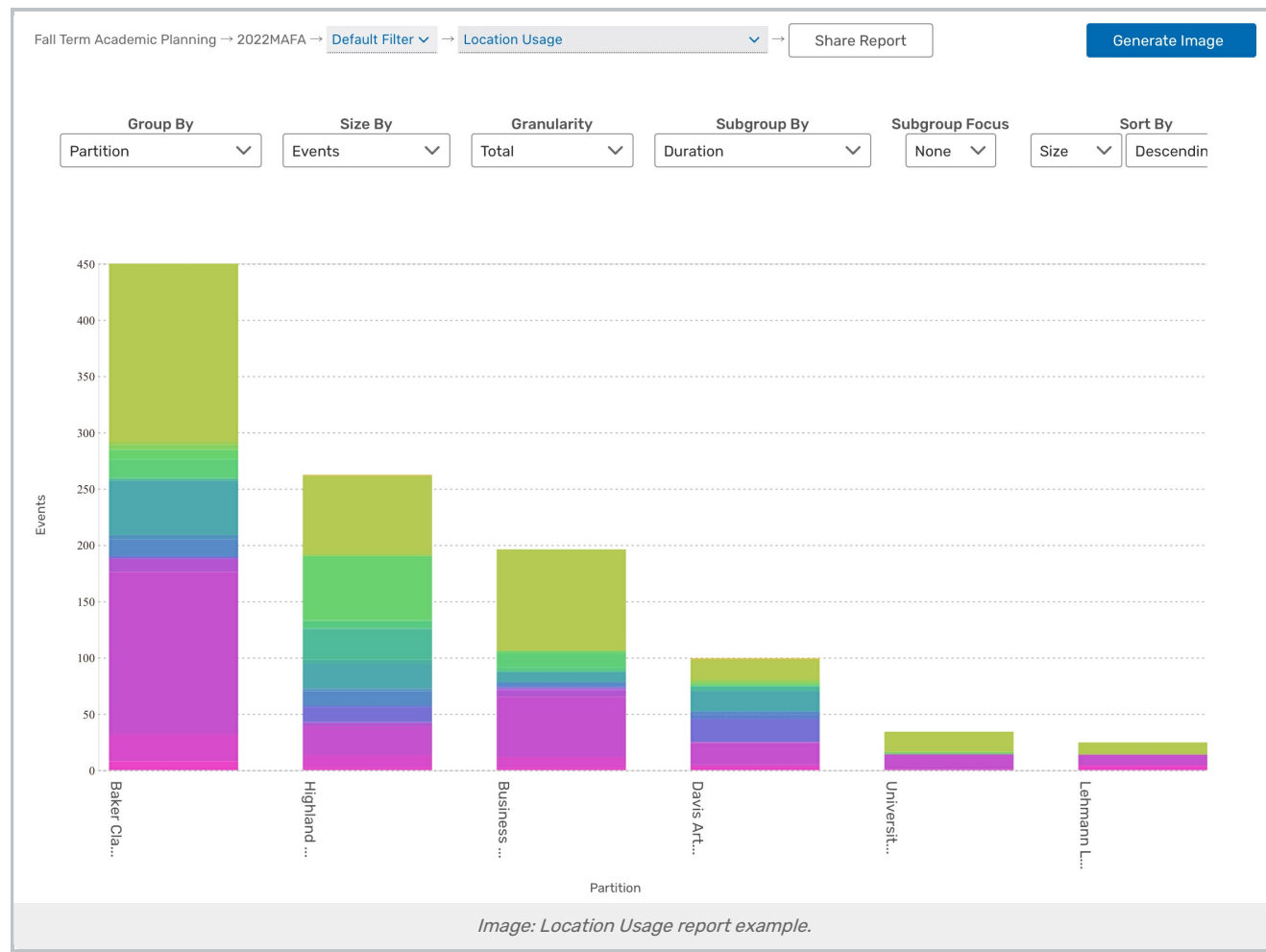
## Location Usage Report

The **Location Usage** report shows how frequently locations are used. It can be seen as a combination of the [Event Distribution](#) and [Location Inventory](#) reports with its similar options for sorting and grouping data along with shading. In this report, only locations with assigned events are visible.

This report is appropriate for determining which locations are in use to which degree within a snapshot. It gives you an overall view of how effectively locations are being assigned to events. It is especially useful in combination with [filtering](#) by location features or other qualities.

Questions that the Location Usage report can help answer include:

- How does average location usage compare among rooms of various capacities? Controlled by various organizations? In various locations?
- Are there detectable differences in room usage patterns when you filter by room features?
- How does the view of campus-wide averages compare with a view of rooms in certain campus locations, perhaps with certain features or controlling organizations?
- How compliant with standard meeting patterns are the meetings/hours in various room groupings?



## Report Settings

The bar chart is 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**
    - **Capacity Breakpoints:** Determined by predefined [breakpoint lists](#)
- **Size By** sets what the size of each bar on the chart measures. The chart's axis automatically scales appropriately
  - **Meetings:** The number of individual occurrences
  - **Meeting Hours:** The sum of all [occurrence](#) durations
  - **Contact Hours:** Headcount multiplied by Meeting Hours
  - **Events:** The total number of events
  - **Room Utilization:** The ratio of time when events are scheduled in locations measured against the total time available in those rooms
    - *Note that this option cannot be meaningfully divided into subgroup options*
  - **Seat Utilization:** The ratio of attendees measured against available seats
- **Granularity** determines if the average displayed is in total, daily, or weekly
  - **Total:** The average room use for the duration of time in the selection
  - **Daily Average:** The average room use daily
  - **Weekly Average:** The average room use weekly
- **Subgroup By:** Break graph elements into subsections
  - **All:** No choice to subgroup results
  - **Organization:**
  - **College**
  - **Event Type**
  - **Headcount**
  - **Start Time**
  - **End Time**
  - **Day Combination**

- Duration
- Day and Duration
- Meeting Pattern
- Enrollment Breakpoints
  - Activates the Enrollment Breakpoints dropdown choice using predefined [breakpoint lists](#)
- **Subgroup Focus:** If a Subgroup has been chosen, this option is activated. The dropdown options change per each Subgroup option chosen, such as Organization codes or a scale of Headcount numbers
- **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
- *Color and Shading options, see below*
- **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

## Colors and Shading

Further options are visible by clicking the **More** link to the right of the main settings.

- **Shading** allows a user to choose to color the events in each bar according to their compliance with [standard schedules](#). A legend above the chart indicates which color represents standard and nonstandard events.
  - *Note that Standard Schedule shading is disabled when a Subgroup option is chosen (any option but All).*
- **Standard Schedules** is a drop-down menu that allows you to choose any previously defined set of schedules.

When shading is enabled, each bar will be divided into two sections, representing the events assigned to those locations that conform (or not) to the selected schedule.

- **Focus** allows you the option of further narrowing down the data
- Use the **Fill** dropdown to switch the bar background between **Color**, **Pattern**, and **Grayscale**.
  - *Note that the Pattern fill option is disabled when a Subgroup option is chosen.*

## Reading the Report

Report data is displayed in bar chart format:

- One shows the total usage. This can measure several different values such as the total number of events or total durations of all occurrences.
- The other axis shows the locations in the snapshot. They can be grouped in several different ways, described above.

- The color/pattern of each bar is determined by the shading options described above.

Mouse over any portion of a bar to see a summary displayed at the top of the chart.

## Assessing the Report Results

- What's the report showing you about room usage patterns?
- What's unexpected about your results?