

Data Filter Options in X25 Analytics

[Data filters](#) in X25 Analytics (previously called "parameter sets") narrow down the contents of a snapshot for use with reports, treemaps, and other metrics. You can jump right into X25 Analytics without using any filters, but creating one will help you get the most out of your analysis.

The screenshot shows the 'Data Filter Configuration' interface. At the top, there are buttons for 'Create', 'Copy', and 'Delete'. On the right, there is a 'Select Filter' dropdown and a 'Parameter Set 11' button with an edit icon. Below these, a note states: 'Fields marked with * are required.'

The configuration is divided into four main sections:

- Dates and Times:** Includes 'Days' (a calendar view with 'Fri' selected), 'Dates' (a date range from 01/05/2024 to 12/16/2024), 'Times' (a time range from 08:00 AM to 05:00 PM), and 'Critical Times' (a time range from 10:00 AM to 02:00 PM). There are also checkboxes for 'Omit Setup Time', 'Omit Pre-Event Time', 'Omit Post-Event Time', and 'Omit Takedown Time'. Below these are 'Expected Critical Percentage' (0 - 100%) and 'Maximum Passing Time' (0 - 120 min.).
- Events:** Includes 'Headcount' (0 to 1000), 'Duration (min.)' (0 to 1440), and several checkboxes: 'Include Overhanging Events', 'In the Filtered Locations' (checked), 'With These Event States', 'With These Event Types', 'Sponsored by These Organizations', 'With These Feature Preferences', 'With These Partition Preferences', and 'Specific Individual Events'.
- Locations:** Includes 'Capacity' (0 to 1000), 'Max Capacity' (selected) and 'Default Layout Capacity' (radio buttons), 'Default Fill Ratio (0 - 100%)' (65), and several checkboxes: 'Exclude Unoccupied Locations', 'With These Owner Organizations', 'With These Features', 'In These Partitions', 'In These Buildings', 'Having Room Use Codes', and 'Specific Individual Rooms'.
- Head Counts:** Includes checkboxes for 'Sum Bound Head Counts' and 'Expected Headcount' (selected) or 'Registered Headcount'.

At the bottom, there is a note about 'Day Separators' and a 'Note: this selection falls outside the time range of this filter'.

Image: Data Filter Configuration options.

There are four areas for filter options: Dates & Times, Head Counts, Events, and Locations.

Dates and Times

This group of settings will determine absolute boundaries for the data that is included in a filtered snapshot. If an event has dates that fall outside the specified options, then they will not appear on reports.

If an event straddles the edge of a range (for example, an event lasts from 2-4 pm and the time range ends at 3:00 pm, or a class meets on Monday, Wednesday, and Friday but only Monday is selected) then it is handled in one of

two ways:

- By default, the event is truncated and only the parts of it which fall within the range are included for analysis.
- If "Include Overhanging Events" isn't selected in the **Events** section, then no part of the event will be included; the entire event is filtered out.

By default, when you start creating a new data filter each date/time option is configured so that the entire snapshot falls within their range.

Date Time Options:

- Weekday Selector
- **Dates** (*range*)
- **Times** (*range*)
- **Omit Setup Time**
- **Omit Pre-Event Time**
- **Omit Post-Event Time**
- **Omit Take Down Time**
- **Critical Times** (*range*): Affects several reports and metrics by highlighting a specified time range. This is useful if you want to call out a specific portion of the day for special scheduling restrictions or other unique considerations.
- **Expected Critical Percentage (0-100%)**
- **Maximum Passing Time**: Affects utilization calculations by specifying the number of minutes after each event's end time when the location should be considered "in use".
- **Day Separators**: Determines the hour that Morning should switch to Afternoon & Afternoon should switch to Evening on reports that use Day values, such as the Event Distribution report.



Warning: Deleting a Data Filter Will Impact Comparison Sets and Snapshots That use it

Confirm Delete

Deleting this data filter will impact any comparison set snapshot that uses it. Are you sure you wish to continue?

Cancel

Confirm

Head Counts

There are two settings that affect how headcount calculations are made and appear near the Date/Time options.

- **Sum Bound Head Counts**: Toggles how enrollment is calculated on bound events. If enabled, the headcount of every reservation is adjusted to the summed value if bound events are involved. If multiple events that are bound together exist in one table, the headcount will only be counted toward the total once (i.e., from the primary or interim-primary event).



Summed Found Head Count Example

(assuming all sections are bound and ACCT 101 is primary)

- ACCT 101, headcount = 10 → head count = 30
- ACCT 102, headcount = 10 → head count = 30
- ACCT 103, headcount = 10 → head count = 30

- The **Expected Headcount & Registered Headcount**: Toggles whether expected or registered headcount is used to calculate enrollment.

Events

- **Headcount** (*range*): Filters the snapshot based on the expected or registered headcount of the events, depending on which is selected above.
- **Duration** (*range*): Adds a filter based on the length of the event, in minutes.

Clicking any of the checkbox items will reveal a list of items associated with the snapshot (features and partitions). Select these items to filter the snapshot accordingly. When partitions are selected, events are included in the snapshot if they have preferences for these partitions directly or if they belong to an organization with a preference.

- **Include Overhanging Events**: Determines whether the snapshot truncates events to fit the date/time options or excludes them.
 - If selected, then events will be filtered out if they do not fit entirely within the selected date/time options. Otherwise, only the portions of events that fall outside the range will be removed from the snapshot
- **In the Filtered Locations**: Ensures that events are filtered out if they are not assigned to a location matching the filter options above
- **With These Event States**
 - Option to select events with **No State Captured**
- **With These Event Types**
 - Option to select events with **No Type Captured**
- **Sponsored by These Organizations** (*With options to select from an Alphabetical list or By College*)
- **With These Feature Preferences**
- **With These Partition Preferences**
- **Specific Individual Events**

Locations

- **Capacity** (*range*): Narrows the snapshot so that it only includes locations of a specific size. This can be calculated by the location's **Maximum Capacity** or **Default Layout**.
- **Default Fill Ratio (0-100%)**: Determines the default capacity percentage that should be met
- **Max Capacity & Default Layout Capacity**

Clicking any of the checkbox options will reveal a list of items associated with the snapshot. Select these items to filter the snapshot accordingly.

- **Exclude Unoccupied Locations:** Excludes empty rooms from data to show a more accurate picture of location use
- **With These Owner Organizations:** Displays options currently in the “X25 Owner Organization” custom attribute
- **With These Features**
- **In These Partitions**
- **In These Buildings**
- **Having Room Codes**
- **Specific Individual Rooms**