

X25 Analytics Data Filters



Security Note:

Editing the default Data Filter is limited to administrators. If you need permissions, contact your institution's Series25 Functional Administrator.

Data filters in X25 Analytics (previously called "parameter sets") narrow down the contents of a [snapshot](#) for use with reports, treemaps, and other metrics.

Create

Copy

Delete

Select Filter ▾

Parameter Set 11

*Fields marked with * are required.*

Dates and Times

Days *

Mon Tue Wed Thu Fri Sat Sun

Dates *

01/05/2024 to 12/16/2024

Times *

08:00 AM to 05:00 PM

☐ Omit Setup Time
 ☐ Omit Pre-Event Time
 ☐ Omit Post-Event Time
 ☐ Omit Takedown Time

Critical Times *

10:00 AM to 02:00 PM

Expected Critical Percentage (0 - 100%)

25 to 75

Maximum Passing Time (0 - 120 min.)

0

Day Separators

Note: this selection falls outside the time range of this filter

Morning | Afternoon 12:00 PM

Afternoon | Evening 06:00 PM

Head Counts

☐ Sum Bound Head Counts
 ☒ Expected Headcount
 ☐ Registered Headcount

Events

Headcount

0 to 1000

Duration (min.)

0 to 1440

☐ Include Overhanging Events
 ☒ In the Filtered Locations
 ☐ With These Event States
 ☐ With These Event Types
 ☐ Sponsored by These Organizations
 ☐ With These Feature Preferences
 ☐ With These Partition Preferences
 ☐ Specific Individual Events

Locations

Capacity

0 to 1000

☒ Max Capacity
 ☐ Default Layout Capacity

Default Fill Ratio (0 - 100%)

65

☐ Exclude Unoccupied Locations
 ☐ With These Owner Organizations
 ☐ With These Features
 ☐ In These Partitions
 ☐ In These Buildings
 ☐ Having Room Use Codes
 ☐ Specific Individual Rooms

Image: Example Data Filter options.

While an "UNFILTERED" option is available as well, using filter criteria you can fine-tune your snapshots in a number of ways:

- Remove outlier dates from a term (such as finals week or early-start classes)

- Limit analysis to events in specific buildings
- Set daily start and end times for utilization calculations
- Compare weekends to weekdays or Monday/Wednesday/Friday to Tuesday/Thursday
- Zoom in on specific divisions or departments

When you apply a filter to a snapshot, only events and locations matching the filter set criteria will appear in your analysis. If an event has occurrences outside of the date/time range, then they will be excluded.

Filters are part of the snapshot where they were created, so they cannot be applied to other snapshots. Copying a snapshot will copy the filters associated with it.

You may also configure a "default filter" which is automatically applied to all snapshots. This is useful when you want to set a baseline filter that doesn't need to be created separately for each individual snapshot.



Head Count Options in Filter Sets

There are two settings that affect how headcount calculations are made:

- **Expected Headcount**
- **Registered Headcount**

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).

Example:

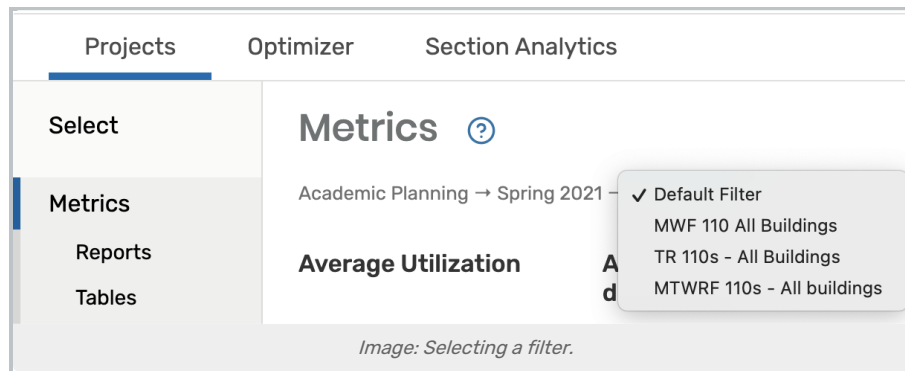
(assuming all sections are bound and ACCT 101 is primary)

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

Maximum capacity and headcount limitations match those used in 25Live.

Choosing a Data Filter

To apply a filter to your snapshot, **Choose** from the drop-down menu in the breadcrumbs at the top of the page. (You may also choose "No Filter Applied" which uses the default filter. After making a selection the page will **refresh** with filtered data. Your selection will be **remembered** as you move between pages.



Where do Filters Apply?

Filter sets apply to all analyses under the **Metrics** header on the left sidebar, including:

- Metrics
- Reports
- Tables
- Treemaps

Filter sets **do not** apply to Optimizer lists and simulations, which are always able to process the entire snapshot.

To limit what is included in simulations, use lists to exclude specific events or locations.

Creating and Editing Data Filters

1. Select a Project and a Snapshot

Data filters are part of snapshots, so when you set one up it is unique to the snapshot where it was created. You can define a different list of filters for each snapshot. (Copying a snapshot will copy the filters associated with it.)

2. Visit the Data Filters Page

If you haven't made any filters yet for this snapshot, then you will be prompted to create a new one.

3. Create, Copy, Delete, and Rename

The **Select Filter** menu at the top of the page lets you change which filter you're working with. You can edit the displayed name in the box to the right.

You can **Copy** or **Delete** the currently selected filter with buttons at the top of the page, or **Create** a new one from scratch.

4. Set Data Filter Options

Select all options for filtering based on dates/times, locations, and events. See the page on [filter options](#) for more

details.

Data filter information will be preserved when snapshots are updated, however, it is possible that a change in the underlying data may impact the data filter by:

- Specific events or locations that are no longer part of the data set
- Event master definitions that do not exist in the updated snapshot (i.e. a sponsoring organization, feature preference, or partition preference)
- Location master definitions that do not exist in the updated snapshot (for example, an owner organization, feature, partition, building, or room use code)

If data is impacted, you will see a message summarizing data that was omitted.

Setting the Default Filter

The default filter is automatically available for all snapshots without needing to create any individual filters. This saves you time when you know that all your snapshots will share the same basic needs. You can select the default filter in any filter dropdown by choosing "No Filter Applied".

1. Find the Default Data Filter Area in the Projects tab under Settings

2. Choose Filter Criteria

Choose the days, times, minimums/maximums, and other [filter options](#) you want to be applied by default.

Note that some options available in normal filters are not visible here. This is because options like building names or sponsor organizations are tied to a specific snapshot.

The default filter options are saved automatically as soon as you make changes. They apply to all users in X25 Analytics.