



**TRAINING DOCUMENT – UTILIZATION AND
INVENTORY REPORTS**

VERSION 1.0

JUNE 30, 2009

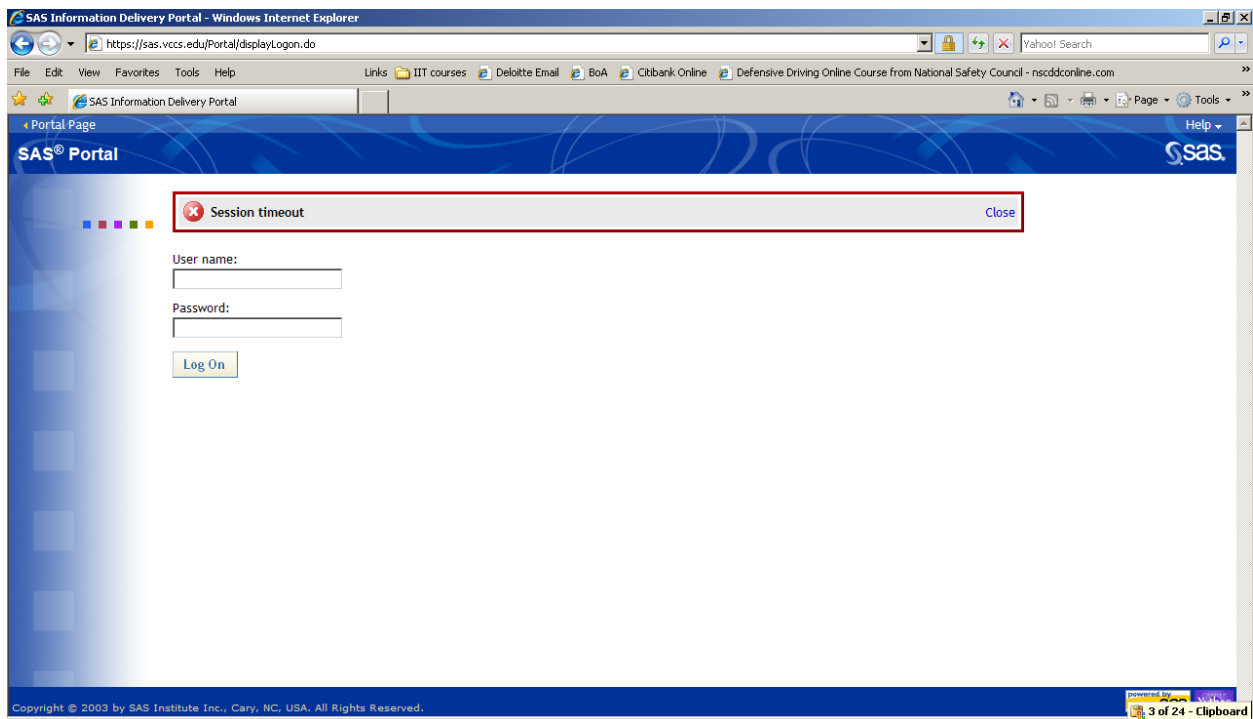
1. OVERVIEW

This document is designed as a training document for the Utilization and Inventory Reports.

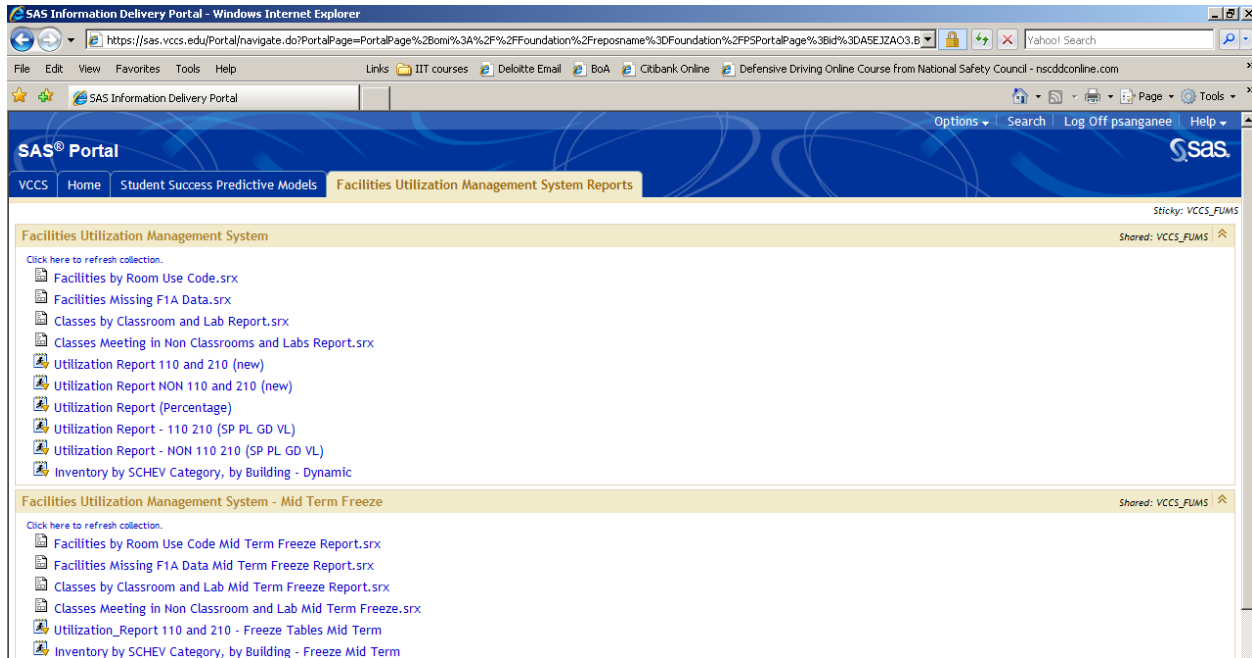
2. UTILIZATION REPORTS

SAS Information Delivery Portal

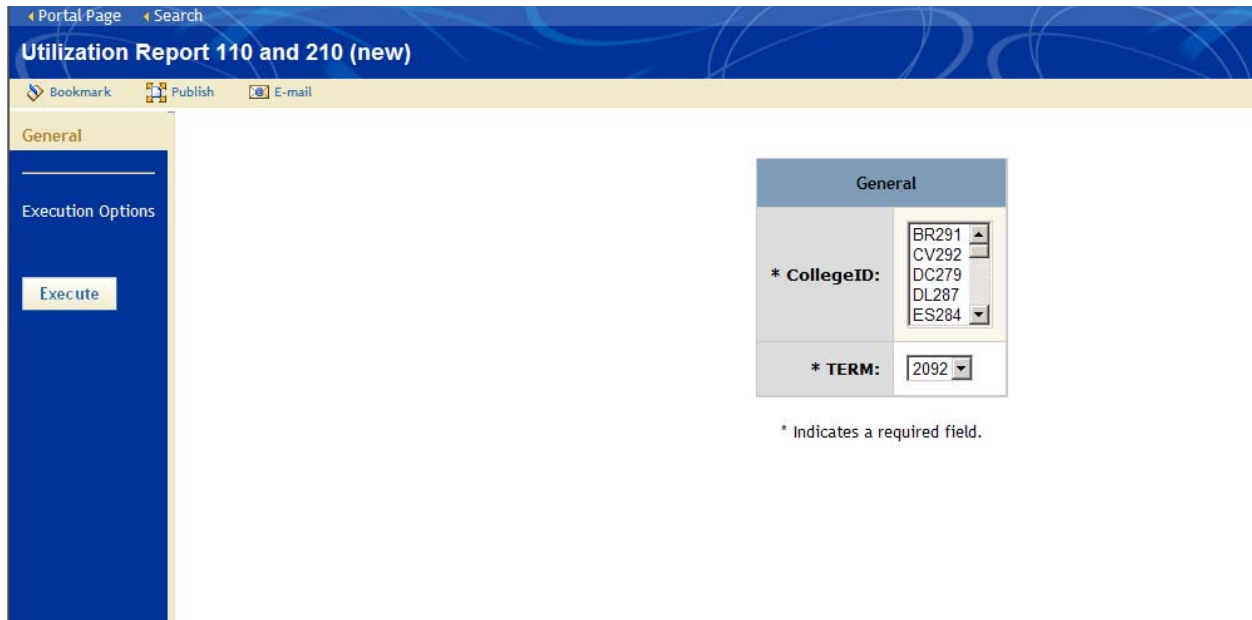
LINK: <https://sas.vccs.edu/Portal/displayLogon.do>



Navigate to the “Facilities Utilization Management System Report” Tab on the SAS Portal.



Click on the “Utilization Report 110 and 210 (new)” link to execute the report.



Enter College ID and Term and then select the “Execute Options” button on the left.

Portal Page Search

Utilization Report 110 and 210 (new)

Bookmark Publish E-mail

General

Execution Options

Execute

Execution Options	
Display results in a new window?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Output type:	(default)
ODS style:	(default)
Graphic device:	(default)
Show SAS Log?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show execution time?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show execution trace?	<input type="radio"/> Yes <input checked="" type="radio"/> No
HTTP method:	<input type="radio"/> Get <input checked="" type="radio"/> Post
Process blank parameter values?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select PDF in the Output type drop down and then the “Execute” button on the left.

Portal Page Search

Utilization Report 110 and 210 (new)

Bookmark Publish E-mail

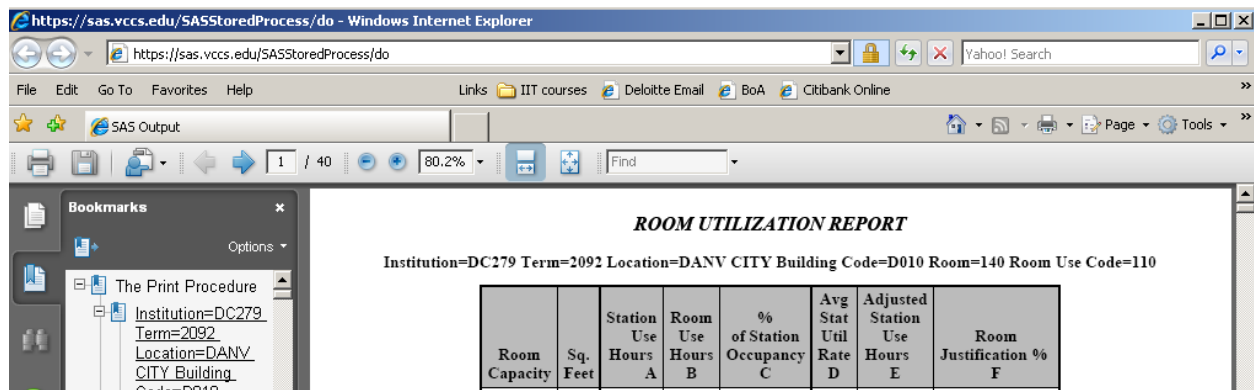
General

Execution Options

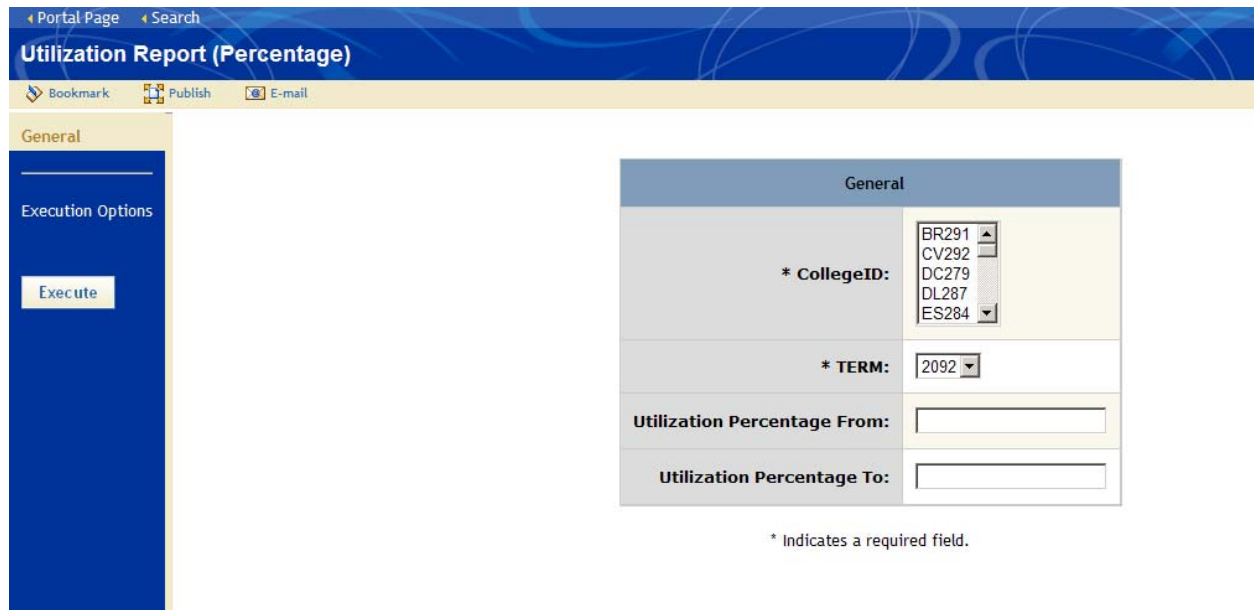
Execute

Execution Options	
Display results in a new window?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Output type:	PDF
ODS style:	(default)
Graphic device:	(default)
Show SAS Log?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show execution time?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show execution trace?	<input type="radio"/> Yes <input checked="" type="radio"/> No
HTTP method:	<input type="radio"/> Get <input checked="" type="radio"/> Post
Process blank parameter values?	<input type="radio"/> Yes <input checked="" type="radio"/> No

View or Save your PDF output by clicking Execute



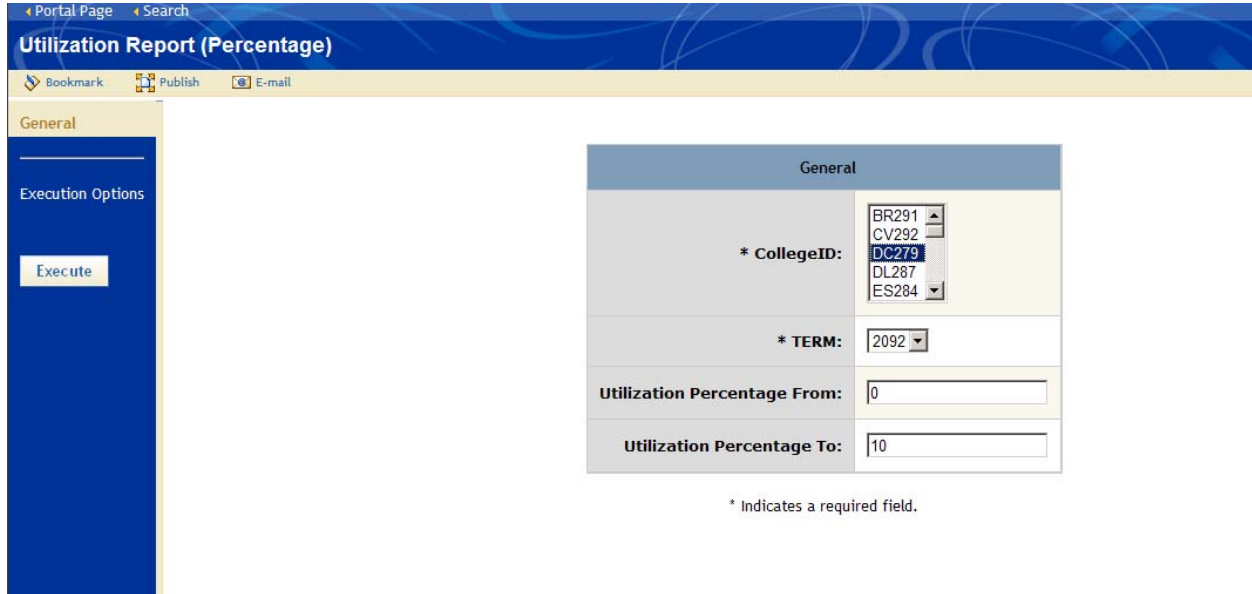
Click the next report [Utilization Report \(Percentage\)](#)



For the training purposes, let's say if you want to see all the room that has less than 10% utilization use the following parameter for

Utilization Percentage From: 0

Utilization Percentage To: 10



Portal Page Search

Utilization Report (Percentage)

Bookmark Publish E-mail

General

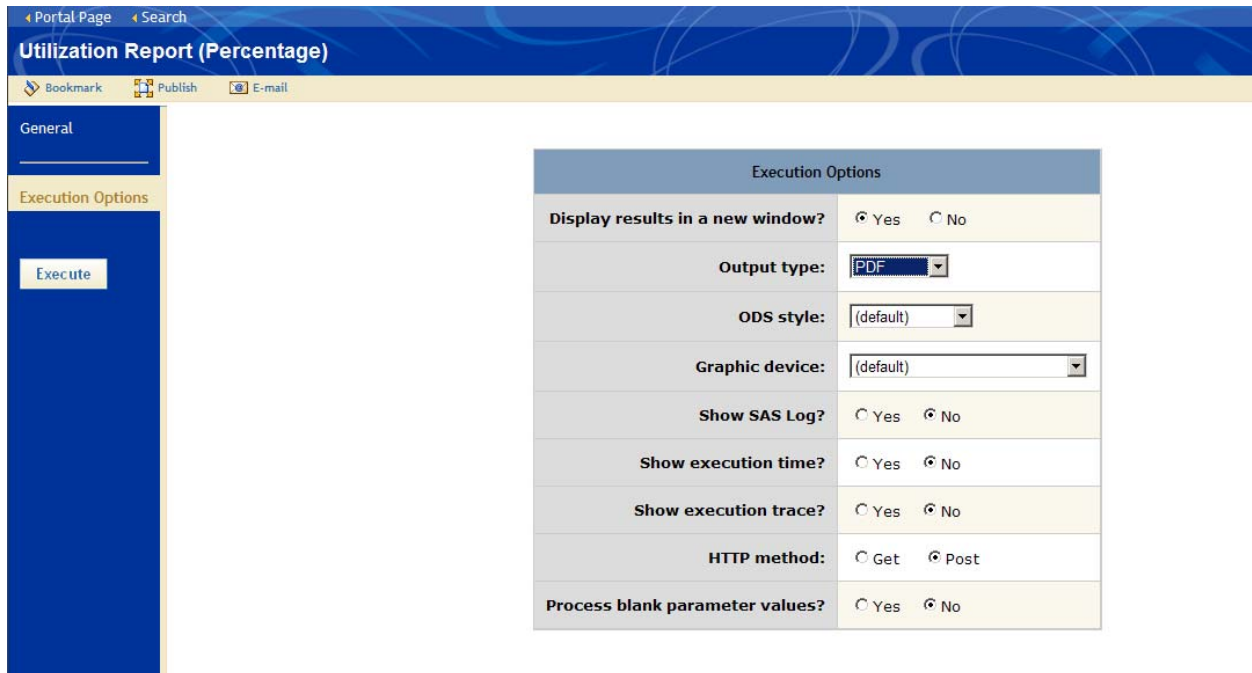
Execution Options

Execute

General	
* CollegeID:	BR291 CV292 DC279 DL287 ES284
* TERM:	2092
Utilization Percentage From:	0
Utilization Percentage To:	10

* Indicates a required field.

Change the output to pdf



Portal Page Search

Utilization Report (Percentage)

Bookmark Publish E-mail

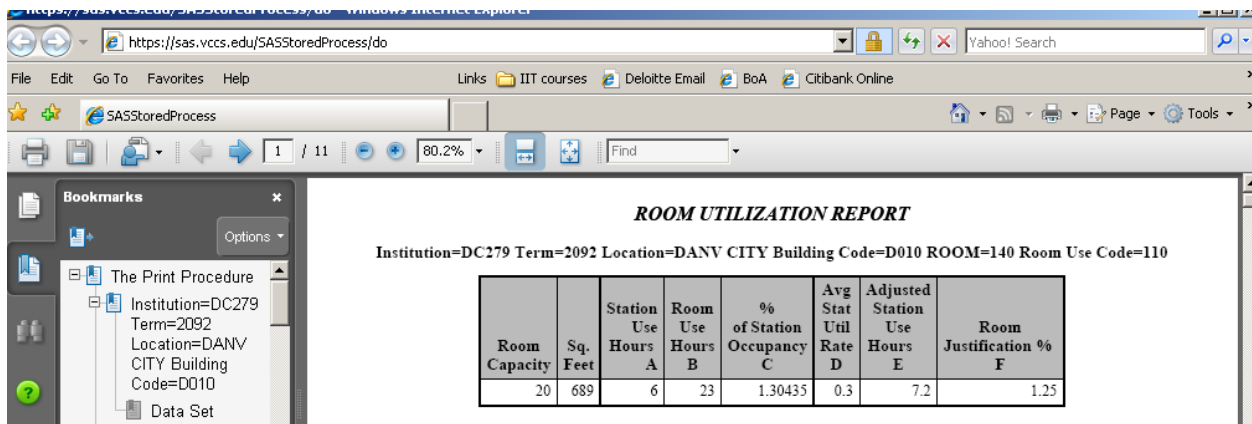
General

Execution Options

Execute

Execution Options	
Display results in a new window?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Output type:	PDF
ODS style:	(default)
Graphic device:	(default)
Show SAS Log?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show execution time?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show execution trace?	<input type="radio"/> Yes <input checked="" type="radio"/> No
HTTP method:	<input type="radio"/> Get <input checked="" type="radio"/> Post
Process blank parameter values?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Click execute



3. INVENTORY REPORT BY SCHEV BY BUILDING

Click [Inventory by SCHEV Category, by Building - Dynamic](#)

SAS® Portal

VCCS Home Student Success Predictive Models **Facilities Utilization Management System Reports**

Options Search Log Off

Facilities Utilization Management System

Click here to refresh collection.

- Facilities by Room Use Code.srx
- Facilities Missing F1A Data.srx
- Classes by Classroom and Lab Report.srx
- Classes Meeting in Non Classrooms and Labs Report.srx
- Utilization Report 110 and 210 (new)
- Utilization Report NON 110 and 210 (new)
- Utilization Report (Percentage)
- Utilization Report - 110 210 (SP PL GD VL)
- Utilization Report - NON 110 210 (SP PL GD VL)
- Inventory by SCHEV Category, by Building - Dynamic**

Facilities Utilization Management System - Mid Term Freeze

Click here to refresh collection.

- Facilities by Room Use Code Mid Term Freeze Report.srx
- Facilities Missing F1A Data Mid Term Freeze Report.srx
- Classes by Classroom and Lab Mid Term Freeze Report.srx
- Classes Meeting in Non Classroom and Lab Mid Term Freeze.srx
- Utilization_Report 110 and 210 - Freeze Tables Mid Term
- Inventory by SCHEV Category, by Building - Freeze Mid Term

Facilities Utilization Management System - End Term Freeze

Click here to refresh collection.

Enter Business Unit/CollegeID

Portal Page Search

Inventory by SCHEV Category, by Building - Dynamic

Bookmark Publish E-mail

General

Execution Options

Execute

General

* College ID:

- BR291
- CV292**
- DC279
- DL287
- ES284

* Indicates a required field.

Change execution options:

Portal Page Search

Inventory by SCHEV Category, by Building - Dynamic

Bookmark Publish E-mail

General

Execution Options

Execute

Execution Options	
Display results in a new window?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Output type:	(default)
ODS style:	(default)
Graphic device:	(default)
Show SAS Log?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show execution time?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show execution trace?	<input type="radio"/> Yes <input checked="" type="radio"/> No
HTTP method:	<input type="radio"/> Get <input checked="" type="radio"/> Post
Process blank parameter values?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Change the Output type to PDF and ODS style to RTF:

Portal Page Search

Inventory by SCHEV Category, by Building - Dynamic

Bookmark Publish E-mail

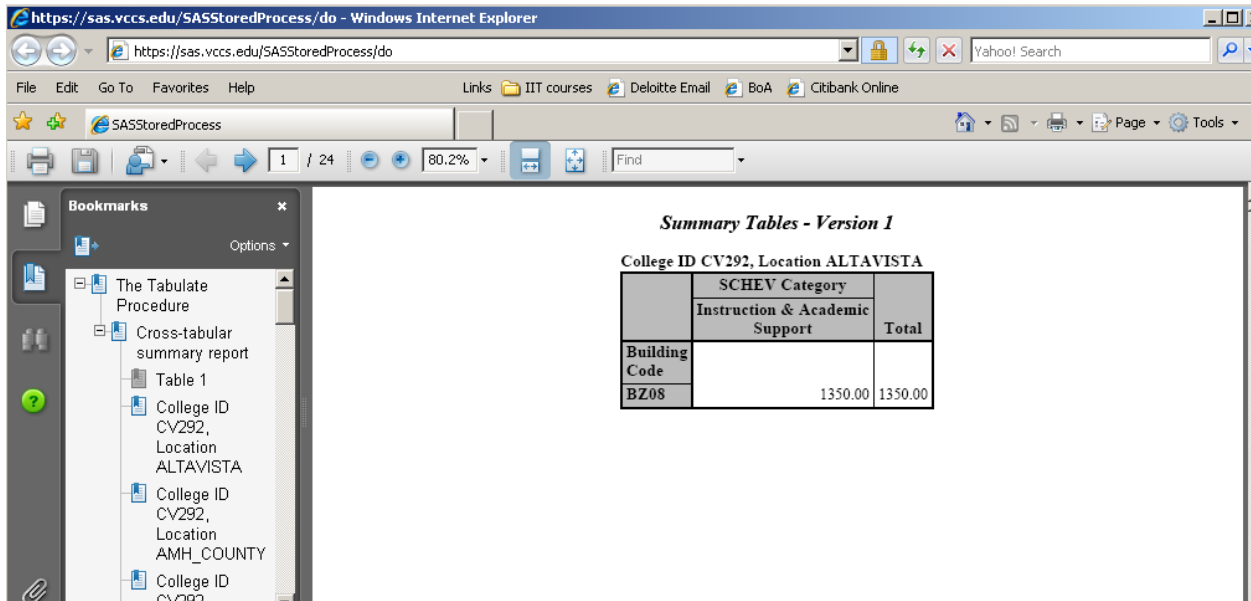
General

Execution Options

Execute

Execution Options	
Display results in a new window?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Output type:	PDF
ODS style:	Rtf
Graphic device:	(default)
Show SAS Log?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show execution time?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show execution trace?	<input type="radio"/> Yes <input checked="" type="radio"/> No
HTTP method:	<input type="radio"/> Get <input checked="" type="radio"/> Post
Process blank parameter values?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Click execute:



This report is in two formats:

- 1) The Tabulate Procedure: This will display only the columns that have sq feet information. Above figure shows that.
- 2) The Print Procedure: This will display all the columns and is in SCHEV report format as shown below:

