

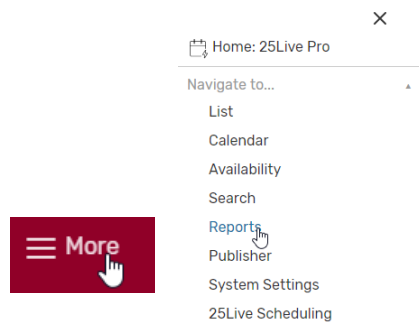


## Overview or Reports in 25Live

25Live has over 100 Report Templates. Reports can be generated for queries such as: a list of Daily Events in a specific building or campus; a monthly calendar for a specific room; a list of events requested by a specific Organization/Department; plus many more.

## How to Choose Reports:

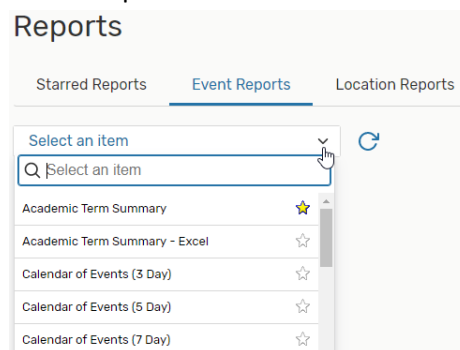
For those users that have access, Reports can be found on the **More** dropdown list.



Reports are broken down by:

- Starred Reports (your favorites; to make any report a favorite just click on the star next to the report name )
- Event Reports
- Location Reports
- Resource Reports
- Other Reports

The Reports listed in the dropdown menu are Templates.



When you choose a Report Template, you can **View Sample Report** to see what it would look like, and if it meets your reporting needs.

## How to Run Reports:

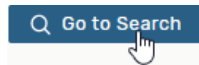
Before you can run most Report templates, you must first create a Location and/or an Event Search. There are a few different ways to create search. The **Quick Search** is recommended for most users. Power Users that understand how the 25Live system is set up could use the **Advanced Search**.



## How to Create a Quick Search:

(Example: Walsh Library Location Search)

- Click on the **Go to Search** icon



- Select Object: **Locations** from the dropdown
- Set the toggle button to **Quick Search**
- Type in “Walsh Library” in the Search Locations box



- Search.**
- All location with ‘Walsh Library’ in its Name or Formal Name will be listed.

Name	Formal Name	Categories	Features	Layouts	Max Capacity
WL_010	WL_010 Conference Room, Walsh Library (Rose Hill)	Ada Accessible, Conference Room, Rose Hill Campus, Walsh Family Library	Air Conditioning, Board-White, Chair- Upholstered, Coal Bank, Computers, Floor- Carpet, Jack-Cable, Jack- Data, Jack- Phone, Television	Conference (Layout 7)	14
WL_015	WL_015 Group Study Room, Walsh Library (Rose Hill)	Conference Room, Rose Hill Campus, Walsh Family Library	Air Conditioning, Chair- Upholstered, Coal Bank, Computers, Floor- Carpet, Television	As Is - No Change (Layout 14)	12
WL_041	WL_041 Viewing Room, Walsh Library (Rose Hill)	Ada Accessible, Rose Hill Campus, Smart Room, Walsh Family Library	Air Conditioning, Board-White, Chair- Desk, Computers, Floor- Carpet, Jack- Cable, Jack- Data, Jack- Phone, Lights - Dimmer Switch, Podium- Smart Classroom, Projector- Digital Screen - Manual Pull-down, Sound System	Classroom Style (Layout 13)	28
WL_044	WL_044 PC Training Lab, Walsh Library (Rose Hill)	Ada Accessible, Computer Lab (PC), Rose Hill Campus, Smart Room, Walsh Family Library	Air Conditioning, Board-White, Chair- Upholstered, Computers, Dvd Player, Floor- Carpet, Instructor Desk, Jack- Cable, Jack- Data, Podium- Smart Classroom, Projector- Digital Screen - Manual Pull-down, Sound System, Vcr	Classroom Style (Layout 13)	22
WL_047	WL_047 PC Training Lab, Walsh Library (Rose Hill)	Ada Accessible, Computer Lab (PC), Rose Hill Campus, Smart Room, Walsh Family Library	Air Conditioning, Board-White, Chair- Upholstered, Computers, Dvd Player, Floor- Carpet, Instructor Desk, Jack- Cable, Jack- Data, Podium- Smart Classroom, Projector- Digital Screen - Manual	Classroom Style (Layout 13)	22

- Click on **Save As**, next to the Search icon.
- Give it a Search Name and indicate if it should be a starred search (a favorite, which you will use over and over)
- Save**

**Save Search** ×

Search Name:

Add to starred searches:  No  Yes

- Now you have your own location search which you can use in any Report template.

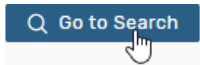
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**Event Search** – to create an Event Quick Search click on the **Go to Search** icon; Select Object: **Events** from the dropdown; Choose a Search word such as ‘English’; Repeat instructions above using your new search criteria.



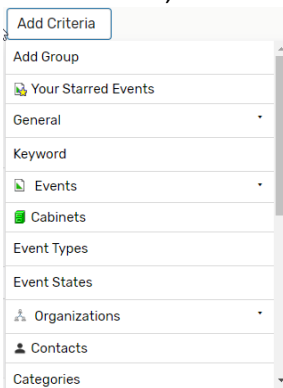
## How to Create an Advanced Search:

(Example: English Department Event Search)

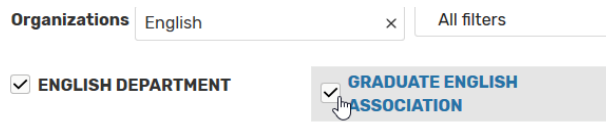
- Click on the **Go to Search** icon



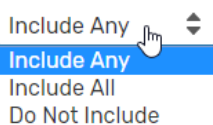
- Select Object: **Events** from the dropdown
- Set the toggle button to **Advanced Search**
- Click on **Add Criteria**, and choose an item from the dropdown.



- For this example, choose **Organizations, Specific Organizations**, then **Edit**.
- Type in *English*, then check off *English Department* and *Graduate English Association*.



- If you choose multiple Categories, make sure you choose either *Include Any* or *Include All*.
  - **Include Any** – Event must be either English Department OR Grad English Assoc. ‘Include Any’ will pull a more expansive selection.
  - **Include All** – Event must be both English Dept AND Grad English Assoc. ‘Include All’ will pull a more limited selection.
  - **Do Not Include** – Use this to have a more expansive Event search, but omitting those Events you do not want included.



- Click **Done** and **Search**
- All future events with the Organization English Dept or Grad English Assoc will be listed. If you want past dates included in your list, toggle from **Future Dates** to **Past Dates**.



- Click on **Save As**, next to the Search icon.
- Give it a Search Name and indicate if it should be a starred search (a favorite, which you will use over and over)
- **Save**

**Save Search** [X]

Search Name: English Events

Add to starred searches:  No  Yes

Cancel Save

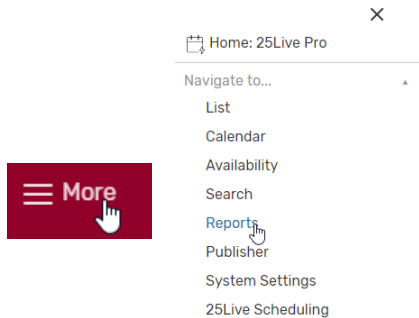
- Now you have your own event search which you can use in any Report template



## Steps on how to generate a Report

(Example: Daily Events Report)

- Reports can be found on the **More** dropdown list.



- Go to **Event Reports**
- Scroll through the Report Templates from the drop down and pick **Daily Events**
- Report Date: click on the calendar to choose a date
- Event Search: click on the drop down and pick the event search you created
- Location Search: click on the drop down and pick the location search you created
- Report Format: choose between PDF, Excel, HTML, Text, Rich Text.
- Go to Report Delivery Options to choose how you would like to get receive this report. **Email the report to yourself** is the recommended option.
- **Run Report**

### Select Report Parameters

\* Event Search:

\* Report Date:

\* Location Search:

### Report Delivery Options

- View this report now  
 Email this report to yourself  
 Email this report to...

### Report Format Options

- PDF  
 Excel  
 Rich Text Format  
 HTML  
 Text

*(Many computers have pop-up blockers enabled which may prevent your report from being viewed immediately on your desktop. If the report is sent to your email, you can view and download it without having to worry about a pop-up blocker.)*

If you have any questions, or you need additional instructions on how to run a report, please email [25Live\\_Feedback@fordham.edu](mailto:25Live_Feedback@fordham.edu)