## 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.
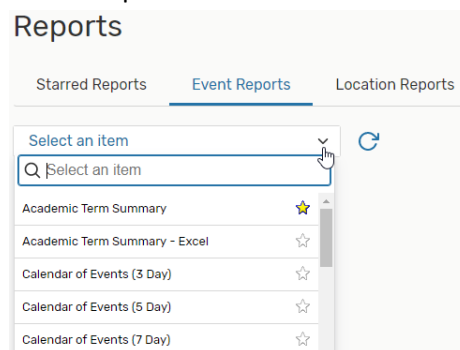
How to Choose Reports:

For those users that have access, Reports can be found on the **More** dropdown list.
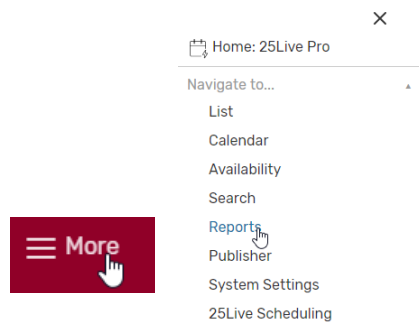
Reports are broken down by:

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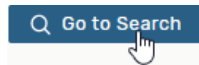
- Select Object: **Locations** from the dropdown
- Set the toggle button to **Quick Search**
- Type in "Walsh Library" in the Search Locations box

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

- 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**

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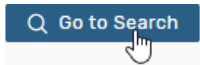

Event Search – to create an Event Quick Search click on the **Go to Search** icon; Select Object: **Events** from the dropdown; Choose a Search word such as '*English*'; Repeat instructions above using your new search criteria.
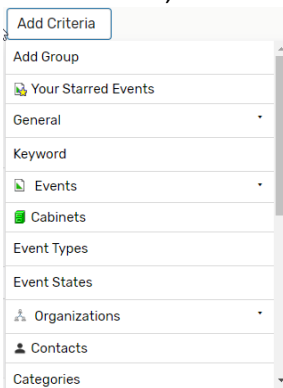
How to Create an Advanced Search:

(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*.
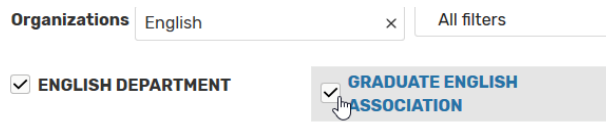
- If you choose multiple Categories, make sure you choose either *Include Any* or *Include All*.
  - **Include Any** – Event must be either English Depatment OR Grad English Assoc. 'Include Any' will pull a more expansive selection.
  - **Include All** – Event must be both English Dept AND Grad English 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.
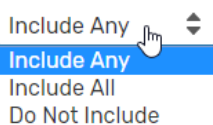
- Click **Done** and **Search**
- All future events with the Organization English Dept or Grad English Assoc will be listed. If you want past dates included in your list, toggle from **Future Dates** to **Past Dates**.

- 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

Search Name: English Events
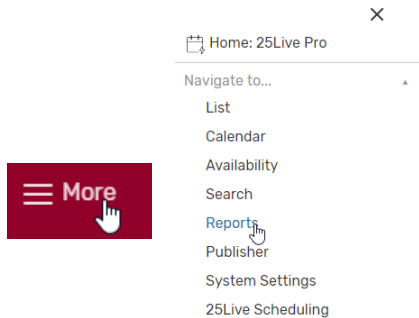
Add to starred searches: ○ No
● Yes

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**

(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