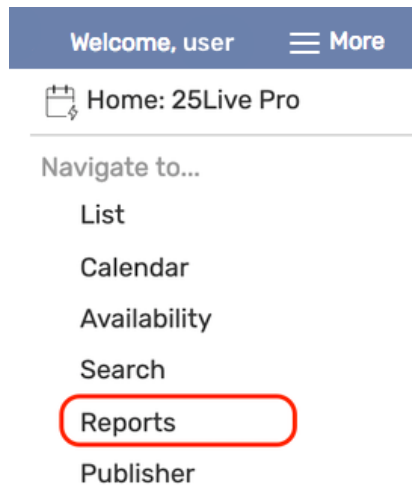**<u>Using 25Live: How to Run a Report</u>**

<u>What is a Report?</u> 25Live has a variety of reports available to the users to allow them to analyze events, location, resources and other fields. Reports are organized into five sub-tab. When you select a report from one of these categories, a summary of the report will appear on the left. The summary will tell you which parameters are necessary, and which are optional. If you'd like to see an example of what the final report will look like, you can click on View Sample Report above the summary.

<u>To Run a Report for Multiple Objects</u>

Reports can be run on sets of multiple events, locations, organizations, resources, and contacts from the Reports section of 25Live.
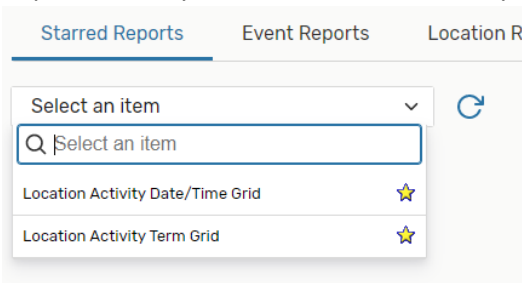
1. Use the **More** menu in the <u>top navigation bar</u> to go to the **Reports** section.

2. Select a **Report** to Run

    <u>Choose from:</u>

    - Starred Reports
        o Reports which you have "starred", for easy access later.

    - Event Reports
    - Location Reports
    - Resource Reports
    - Other Reports

Navigation: Use the Reports link in the More menu from the top navigation bar.

3. Select a Report. Use the dropdown of available reports, then review the description to learn about the report, its parameters, and output. Use the View Sample Report link to see an example image.
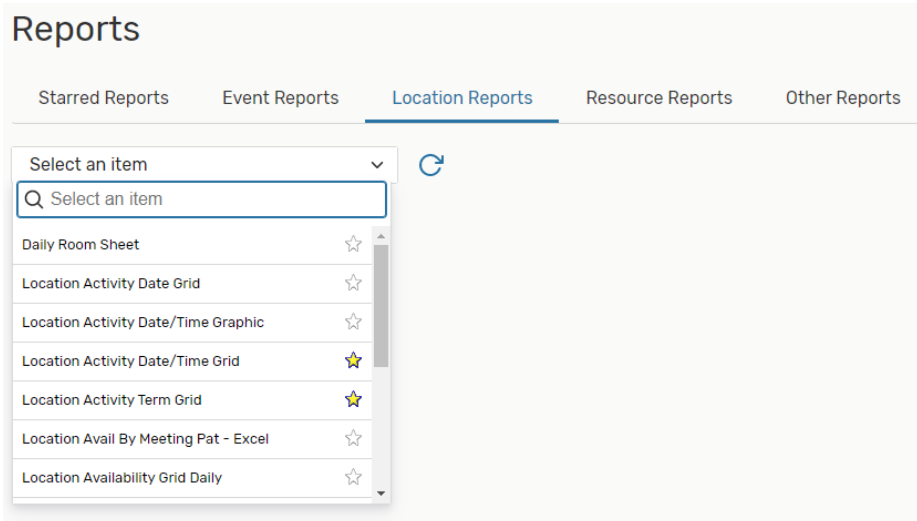

Image: Select a report from the dropdown menu.

4. Complete Report Parameters
   a. When you've chosen a report from the dropdown list, provide a value for each parameter displayed, if the report uses parameters.
   b. *Example: How to Run a Report to view classes in a Specific Location.*
      i. *Academic Course Sections that are currently scheduled in Large Lecture Spaces for the Fall 2020 Term*
         a. Start Date: First Day of Classes
         b. End Date: Last Day of Classes
         c. Start Time: Earliest Meeting Pattern Time
         d. End Time: Latest Meeting Pattern Time
         e. Time Intervals: Minutes to Divide the Time Grid on the Report.
         f. Days of Week: Select All, to include weekend classes
         g. Event Search: Academic Course Sections
            i. Can also used saved custom Event Searches, Ex. BIO classes search
         h. Location Search: Large Lecture Spaces (saved Location Search)
            i. Can use any saved custom Location Searches, Ex. Building 3 search

5. Choose a **Report Delivery Option**
   a. You may choose to view the report now in a separate tab or email the report to yourself or someone else, including external contacts. You may also include additional text when emailing to someone else.

6. Choose Report Format Options
   a. Report options often include PDF, Microsoft Excel, Rich Text Format (Microsoft Word), HTML, and plain text. Format options are not available for all reports. If Report Format Options are not available for this report, the report will be delivered as a PDF document, unless Excel is specified in the report name.
   b. *NOTE- If you are selecting a Large Set of Data, it will take longer than 30 seconds for the report to download.
      i. Example: Selecting All Academic Course Sections for the Entire Term, will take a few minutes to load and process, since there are thousands of class sections to generate on Campus.
7. Use the **Run Report** Button
   a. 25Live prepares the report for you to download and save and/or print. You can save or print the report, as needed, from the new screen.

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CBA Gregoire Family Lecture Hall

8/23/2020 - 8/29/2020	Sunday Aug 23 2020	Monday Aug 24 2020	Tuesday Aug 25 2020	Wednesday Aug 26 2020	Thursday Aug 27 2020	Friday Aug 28 2020	Saturday Aug 29 2020
7:00 A.M. - 8:00 A.M.							
8:00 A.M. - 9:00 A.M.		MHR 3010 01 70006 2207 MW 0830-0945	CHM 2010 01 73717 2207 TR 0830-0945	MHR 3010 01 70006 2207 MW 0830-0945	CHM 2010 01 73717 2207 TR 0830-0945		
9:00 A.M. - 10:00 A.M.		MHR 3010 01 70006 2207 MW 0830-0945	CHM 2010 01 73717 2207 TR 0830-0945	MHR 3010 01 70006 2207 MW 0830-0945	CHM 2010 01 73717 2207 TR 0830-0945		
10:00 A.M. - 11:00 A.M.		IBM 3012 01 72115 2207 MW 1000-1050	IBM 3012 06 73754 2207 TR 1000-1115	IBM 3012 01 72115 2207 MW 1000-1050	IBM 3012 06 73754 2207 TR 1000-1115		
11:00 A.M. - 12:00 P.M.		KIN 2700 02 73889 2207 MW 1100-1150	IBM 3012 06 73754 2207 TR 1000-1115	KIN 2700 02 73889 2207 MW 1100-1150	IBM 3012 06 73754 2207 TR 1000-1115		
12:00 P.M. - 1:00 P.M.							
1:00 P.M. - 2:00 P.M.		IBM 3012 11 75112 2207 MW 1300-1415	MHR 3010 03 70008 2207 T 1300-1415	IBM 3012 11 75112 2207 MW 1300-1415	FRL 3000 10 73262 2207 R 1300-1415	IBM 2000 01 73776 2207 F 1300-1450	
2:00 P.M. - 3:00 P.M.		IBM 3012 11 75112 2207 MW 1300-1415	MHR 3010 03 70008 2207 T 1300-1415	IBM 3012 11 75112 2207 MW 1300-1415	FRL 3000 10 73262 2207 R 1300-1415	IBM 2000 01 73776 2207 F 1300-1450	
		BIO 2060 02 70173 2207 MW 1430-1545	CHM 3210 01 73719 2207 TR 1430-1545	BIO 2060 02 70173 2207 MW 1430-1545	CHM 3210 01 73719 2207 TR 1430-1545		
3:00 P.M. - 4:00 P.M.		BIO 2060 02 70173 2207 MW 1430-1545	CHM 3210 01 73719 2207 TR 1430-1545	BIO 2060 02 70173 2207 MW 1430-1545	CHM 3210 01 73719 2207 TR 1430-1545		
4:00 P.M. - 5:00 P.M.		CRM 2201 01 71355 2207 MW 1600-1715	IBM 3012 08 73759 2207 TR 1600-1715	CRM 2201 01 71355 2207 MW 1600-1715	IBM 3012 08 73759 2207 TR 1600-1715		
5:00 P.M. - 6:00 P.M.		CRM 2201 01 71355 2207 MW 1600-1715	IBM 3012 08 73759 2207 TR 1600-1715	CRM 2201 01 71355 2207 MW 1600-1715	IBM 3012 08 73759 2207 TR 1600-1715		
		IBM 3012 04 72526 2207 MW 1730-1845	IBM 3012 07 73755 2207 TR 1730-1845	IBM 3012 04 72526 2207 MW 1730-1845	IBM 3012 07 73755 2207 TR 1730-1845		
6:00 P.M. - 7:00 P.M.		IBM 3012 04 72526 2207 MW 1730-1845	IBM 3012 07 73755 2207 TR 1730-1845	IBM 3012 04 72526 2207 MW 1730-1845	IBM 3012 07 73755 2207 TR 1730-1845		
7:00 P.M. - 8:00 P.M.					SOC 2201 03 71535 2207 R 1900-2145		
8:00 P.M. - 9:00 P.M.					SOC 2201 03 71535 2207 R 1900-2145		

Example: How to Run a Report to view classes in a Specific Location. (Academic Course Sections that are currently scheduled in Large Lecture Spaces for the Fall 2020 Term)