25Live User Guide: How to Run 25Live Reports

Saving searches that you use on a regular basis will help you quickly run searches and build reports based off frequently used criteria. Both event and location searches can be saved by following the instructions below.

Step 1. From the 25Live home page, click the "Events" or "Locations" tab depending on your search type.

Step 2. In the "Keyword search box" type in the event or location you wish to search. You can also click the "More Search Options" link to search based off of different criteria.

Step 3. Narrow down your search options as much as possible to help you quickly find rooms based off of your criteria. Once your search comes back with your needed results, click the **Save Search** button.

More search options:

- **Types:** Lists the possible event types

- **Categories:** Lists the category a room would fall into.

- **Features:** Lists features available in the room such as projector or SmartBoard.

- **Layouts:** Room layouts available.

- **Capacity:** Number of seats available in a room.

Step 4. Enter a name for your search, then click the **Save Search** button.

Save Location Search

Search Criteria

Save the following criteria as a search:

Keyword is: "wlh"

Saving the criteria as a search will store as part of the search all the individual selections you made to return the resulting objects.

Note: Keyword searches, when used in combination with other criteria, are saved as a standalone search which is then included within the larger search. Consequently, two searches may be added. Read more.

Note: Date criteria cannot be added to 25Live searches.

Search Results

Save the following group of objects as a search:

WLH, WLH 001, WLH 002, WLH 003, WLH 004, WLH 006, WLH 007, WLH 009, WLH 011, WLH 012, WLH 013, WLH 014, WLH 015, WLH 112, WLH 113, WLH 114, WLH 115, WLH 116, WLH 117, WLH 119, WLH 120, WLH 201, WLH 20...

Saving these results as a search will store only the individual locations, resources, organizations, or events, not the criteria that they share.

Search Name: William L. Harkness Hall

☑ Add this to Your Starred Searches.

Save Search

Your starred/saved search will now show up on the 25Live Home Page under the "Your Starred Location Searches" heading. Click on the search name to quickly run that search in the future.
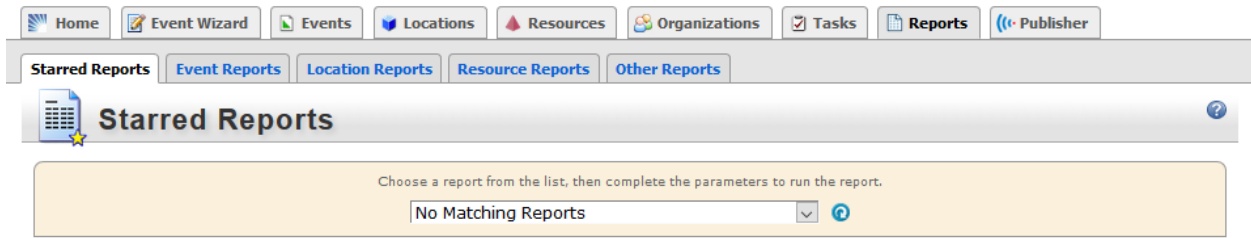
Your Starred Location Searches

- Dunham Laboratory ☆
- Linsly-Chittenden Hall ☆
- Watson Center ☆
- William Harkness Hall ☆

Note: It is helpful to have a few starred/saved event and location searches ahead of time to help narrow down your reports. Please follow the steps above to star/save a search.
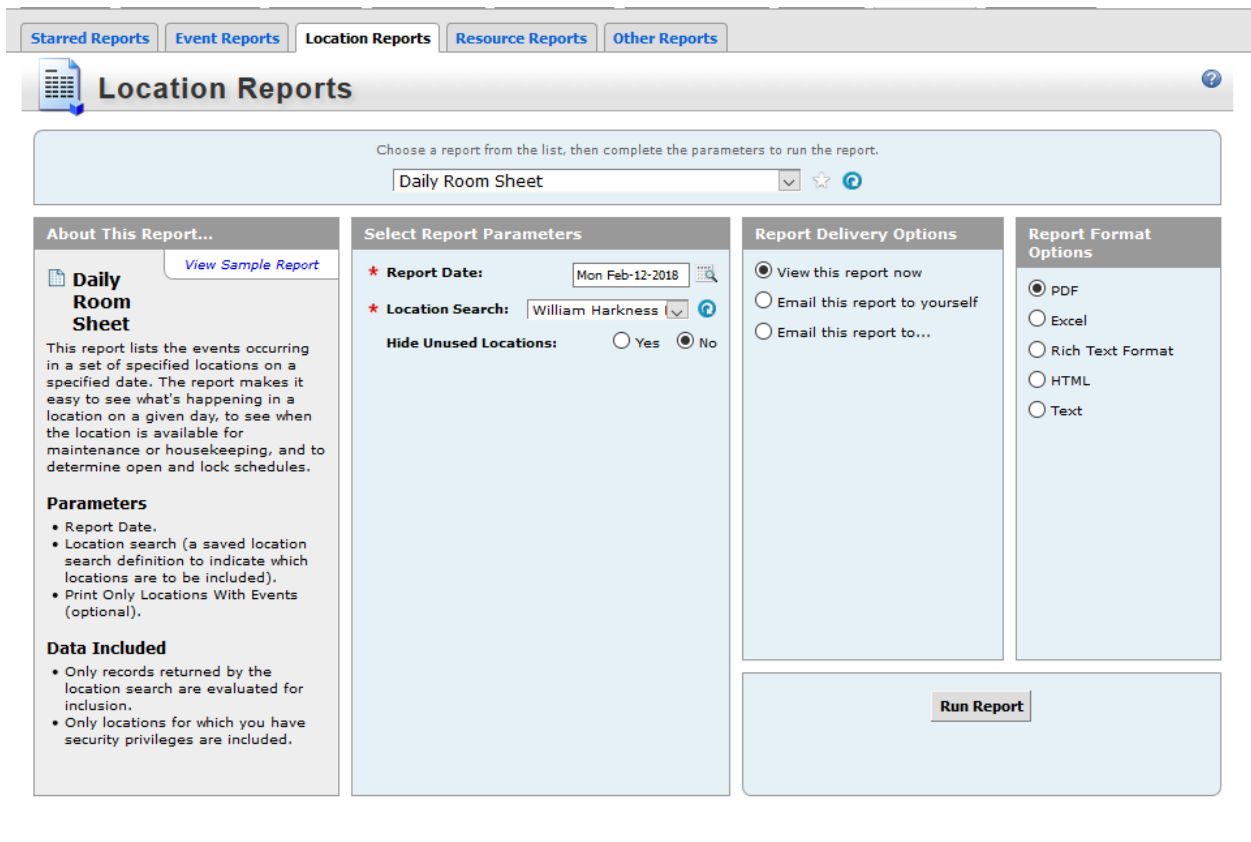
RUNNING A BASIC REPORT

Step 1. From the 25Live Home page, click the "Reports" tab location across the top of the page.

Step 2. Using the "Reports" tab options, select the type of report to run by clicking on its associated tab.

Report Types:

- **Starred Reports:** Run previous reports that you have starred/saved to your Home page.

- **Event Reports:** Run reports based off events.

- **Location Reports:** Run reports based off buildings and/or rooms.

- **Resource Reports:** Run reports based off 25Live Resources

- **Other Reports:** Additional reports that have been configured by the 25Live administrator.

Step 3. Use the dropdown to select the report you wish to run.

Step 4. Select your report parameters such as date and criteria based off starred/saved searches.

Step 5. Select report delivery options.

Step 6. Click the **Run Reports** button to run your report.

NOTE: You can star a report to save it to your Home page but clicking the icon to the right of the report selection dropdown list.

NOTE: Depending on your browser settings your popup blocker may block your report from displaying. If prompted to "allow" popups from this site, please select "yes" or "allow", then rerun your report

NOTE: You can easily view a sample of each report by clicking the "View Sample Reports" link located to the left of each reports page.

25LIVE

25Live is preparing your report for download.

Please wait a few moments for a download prompt to appear.

If a download prompt does not appear within 10 seconds, click here to refresh .

Close Window