






TECHNOLOGY SERVICES:

Create a 25Live Report: *Location Activity Date/Time Grid*

25Live is FHSU's campus-wide room reservation system. This document explains how to create and run a report in 25Live, using the *Location Activity Date/Time Grid* report as an example.

- These general instructions can be used to run reports in 25Live. At your convenience, we recommend browsing the various reports available, listed under **More**  **More** > **Reports**.
- You can 'star'  reports that you run frequently, and then click on the **Starred Reports** tab to view them (you may need to refresh  the drop-down list and/or web page to update the list after starring a report).

Some departments like to post a weekly schedule outside their classrooms or conference rooms. The *Location Activity Date/Time Grid* report allows you to display specified types of events in specified location(s), for a specified period of time, in a date/time grid format. We will use *Location Activity Date/Time Grid* as our example report for these procedures. Here are a few additional notes about this particular report:

- **Example:** You can generate a report that displays all events that are scheduled in a conference room from Monday, August 26 thru Friday August 30, 2019 on an 8:00am to 5:00pm, 30-minute date/time grid.
- This report must be run manually; it is not available to be run on a schedule.

For further assistance:

- For instructions for using other 25Live features, please refer to the *25Live User Guide*, available at www.fhsu.edu/tigertech/25live.
- For questions about these procedures or to request to have a 25Live report scheduled for automatic delivery, please send an email to TS-BusinessOps@fhsu.edu.

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
- [Log In to 25Live and View the Dashboard](#)
- A. [Select a Report and Review its Report Parameters](#)
- B. [Create Search\(es\) Required to Run Your Report](#)
- C. [Run the Report](#)
- [Sample Report: Location Activity Date/Time Grid](#)



TECHNOLOGY SERVICES:

Create a 25Live Report: *Location Activity Date/Time Grid*


LOG IN TO 25Live and VIEW THE DASHBOARD

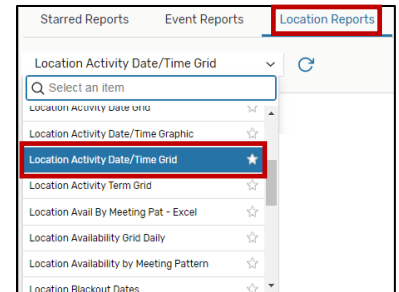
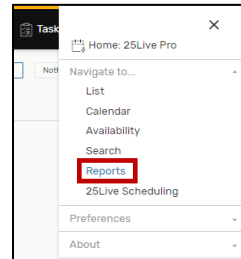
- Go to: <https://25live.collegenet.com/pro/fhsu>
- Log in with your **TigerNetID** username and **password**.
- The 25Live dashboard will be displayed. To return to the dashboard at any time, simply click on the **25Live Pro** button at the top of the window or click on the **More**  menu and select **Home**.

TIP: Be sure to bookmark this **25Live** link!

A. SELECT A REPORT and REVIEW ITS REPORT PARAMETERS

When working with 25Live reports, the first thing to do is to locate the report you wish to run and review its *Report Parameters* (requirements). There you can read about the report, see what its parameters are, view a sample report, and decide if it will meet your reporting needs.

- To locate the *Location Activity Date/Time Grid* report: In the upper right corner of the window, click on **More**  **More** > **Reports** > **Location Reports** tab > and then select **Location Activity Date/Time Grid** from the *Select an item* drop-down.



- Review the available information about the *Location Activity Date/Time Grid* report, including a *Sample Report*, *Report Parameters*, and *Delivery Options*.

NOTE: For your convenience, a [sample Location Activity Date/Time Grid report](#) is displayed on the last page of this document.

TIP: Although this example report cannot be scheduled, some 25Live reports can be **scheduled** to run automatically at a specified time (daily or weekly, etc). To find out if a 25Live report can be scheduled, send an email to TS-BusinessOps@fhsu.edu listing the name of the report.

About This Report

Location Activity Date/Time Grid

For each location, this report provides a weekly calendar, organized as follows:

- Event start times are shown in the left column. **Note:** An event may start and end at any time during the time block in which it appears; exact start and end times are not listed.
- Each day of the week starting with Monday has a column.
- The event name and reservation name are shown in their scheduled day and time block.
- A report row is generated for each Time Interval starting with the report Start Time through to the report End Time. **Example:** A interval of 60 (minutes) will generate a row for each hour from the report Start Time through to the report End Time.

Parameters

- Date range.
- Time span.
- Time interval (in minutes).
- Days of the week (optional). Example: Mo TU we TH Fr Sa Su
- Event search (a saved event search to indicate which events to evaluate). Be cautious about including date criteria in your event search definition. They may help the report run faster, but be sure the date span of the event search is wider than the date range entered for the report parameters.
- Location search (a saved location search to indicate which locations to evaluate).

Data Included

- Only records returned by the event search are evaluated for inclusion.
- Only events with assigned locations returned by the location search are included in the report.
- Only events and locations for which you have security privileges are included in the report.

[View Sample Report](#)

Select Report Parameters

* Start Date:

* End Date:

* Start Time:

* End Time:

* Time Interval:

Day(s) of Week:
 Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

* Event Search:

* Location Search:

Report Delivery Options

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



TECHNOLOGY SERVICES:

Create a 25Live Report: *Location Activity Date/Time Grid*

B. CREATE SEARCH(ES) REQUIRED TO RUN YOUR REPORT


Before you can run a report, you will need to create and save any searches required for its *Report Parameters*. You may use an existing search, if one that meets your criteria is already available.

This step only needs to be done once, unless you wish to make changes to your search criteria. Once your searches are set up and saved, they can be used to run the report whenever needed.

The *Location Activity Date/Time Grid* report requires an *Event Search* and a *Location Search*. So before you can run this report, you will need to create and save searches that identify the specific Event(s) and Location(s) you want to include in the report.

NOTE: We recommend using the **ALL Standard Event Types public search*. If you wish to use this search, skip to Step 6 below; you do not need to create an Event Search (Steps 1-5).

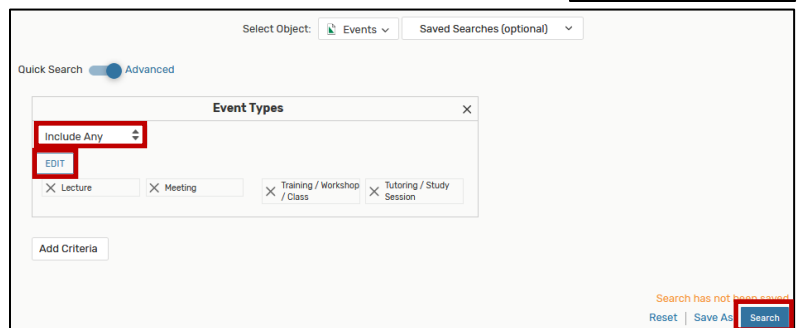
1. To create an *Event Search* containing the specific types of Events you want in the report:

Go to **More**  **More** > **Search**. Select **Events** from the *Select Object* drop-down, then click **Advanced**.

2. Next, create a search to list **only** the Events you want. The easiest way to do this is to base your search on specific Event Type(s), but you can use other criteria if you wish. Here is an example: To create the search displayed in this example, click **Add Criteria**, then select **Event Types**.



3. In the box that appears, select **Include Any**, and click **Edit**. Select the *Event Type(s)* you wish to include in the report, then click **Done**.



4. Click **Search** to view the search results. (Remember, right now you're not concerned with the Locations listed, just the types of Events.)

5. When your search displays the desired results, click **Save As**, and enter a **Search Name** (for example, *Events for Date/Time Grid Report*). Make sure to 'Star' it by clicking **Yes**, and then click **Save**.



6. Next, you'll need to create a *Location Search* to identify the Location(s) you want to include in the report. For a list posted outside a room, you'll probably only want to have one location in your search. If you want a report that lists events for multiple rooms, then you should include all of them in your search. Select **Locations** from the *Select Object* drop-down list.





TECHNOLOGY SERVICES:

Create a 25Live Report: *Location Activity Date/Time Grid*

7. For one location only, simply type the **Location Name** in the **Quick Search** bar, then click **Search**.

8. To list multiple locations, click **Advanced > Add Criteria > Locations > Specific Locations**.

9. In the box that appears, click **Edit**. Type in each **Location Name** and then select it (or search using the 2-character building code and select the desired locations). When you are finished selecting Locations, click **Done** and then click **Search**.

10. When ONLY the Location(s) you wish to include in the report are listed in the search results, click **Save As**, and enter a **Search Name** (for example, *Location RM 999*, or *Locations for Activity Grid*). Make sure to 'Star' it by clicking **Yes**, then click **Save**.

Example Search Name for search with a single location:

Example with multiple locations: (Locations for Date/Time Grid Report)



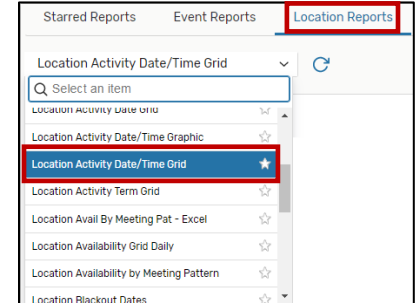
TECHNOLOGY SERVICES:



Create a 25Live Report: *Location Activity Date/Time Grid*

C. RUN THE REPORT

- Now that you have created the searches required for the *Report Parameters*, you are ready to run the *Location Activity Date/Time Grid* report:

Go to **More**  > **Reports** > **Location Reports** > **Location Activity Date/Time Grid**.



TIP: If you 'star'  the report, it will be listed under the *Starred Reports* tab for easy access in the future. (You may need to refresh  the drop-down list and/or web page to update the list after starring a report.)

- Select your desired date and time parameters for the report:

- **Start Date**
- **End Date**
- **Start Time**
- **End Time**
- **Time Interval (in minutes)**
- **Day(s) of Week**

- Select the **Event Search** you just created **OR** select the public ***ALL Standard Event Types** search.


- Select the **Location Search** you just created.

- Select your preferred **Report Delivery Option**:


- If you select **View this report now**, it will typically arrive within minutes. Depending on your browser settings, a *Save As* dialog box may appear or the report may appear as a download in your browser.
- Receiving a report **via email** can sometimes take a while (typically just a few minutes, but occasionally an hour or more). Email delivery time may vary depending on server demand at different times of the day.

Reports

Starred Reports Event Reports Location Reports Resource Reports Other Reports

Location Activity Date/Time Grid 

About This Report

 Location Activity Date/Time Grid

For each location, this report provides a weekly calendar, organized as follows:

- Event start times are shown in the left column.
- **Note:** An event may start and end at any time during the time block in which it appears; exact start and end times are not listed.
- Each day of the week starting with Monday has a column.
- The event name and reservation name are shown in their scheduled day and time block.
- A report row is generated for each Time Interval starting with the report Start Time through to the report End Time.

Example: A interval of 60 (minutes) will generate a row for each hour from the report Start Time through to the report End Time.

Parameters

- Date range.
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Example: Mo TU we th Fr Sa Su
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Be cautious about including date criteria in your event search definition. They may help the report run faster, but be sure the date span of the event search is wider than the date range entered for the report parameters.
- Location search (a saved location search to indicate which locations to evaluate).

Data Included

- Only records returned by the event search are evaluated for inclusion.
- Only events with assigned locations returned by the location search are included in the report.
- Only events and locations for which you have security privileges are included in the report.

[View Sample Report](#)

Select Report Parameters

* Start Date:

* End Date:

* Start Time:

* End Time:

* Time Interval:

Day(s) of Week:

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

* Event Search:

* Location Search:

Report Delivery Options

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

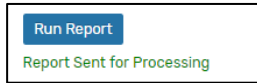
Run Report



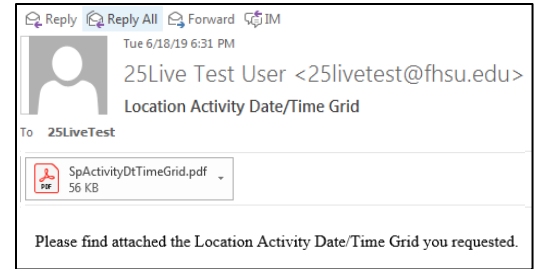
TECHNOLOGY SERVICES:

Create a 25Live Report: *Location Activity Date/Time Grid*

- 6. Click **Run Report**. The report will be submitted for processing. **The screen will continue to say Report Sent for Processing, even after the report has been delivered.**



Example Report Received via Email



D. SAMPLE REPORT: *LOCATION ACTIVITY DATE/TIME GRID*

Sep 07 2016 - Sep 16 2016		Location Activity Date/Time Grid						
CASEY 10								
Casey Commons - Room 10								
9/7/2016 - 9/13/2016	Tuesday Sep 07 2016	Wednesday Sep 08 2016	Thursday Sep 09 2016	Friday Sep 10 2016	Saturday Sep 11 2016	Sunday Sep 12 2016	Monday Sep 13 2016	
8:00 AM - 9:00 AM	Cooking For The Gods & Goddesses Non-credit Class		Cooking For The Gods & Goddesses Non-credit Class					
9:00 AM - 10:00 AM	Cooking For The Gods & Goddesses Non-credit Class		Cooking For The Gods & Goddesses Non-credit Class					
10:00 AM - 11:00 AM							Art Department Meeting Meeting	
11:00 AM - 12:00 PM				Math Department Meeting Meeting			Art Department Meeting Meeting	
12:00 PM - 1:00 PM			English Department Meeting Meeting	Math Department Meeting Meeting				
1:00 PM - 2:00 PM		Comic Book Wednesday	English Department Meeting Meeting					
2:00 PM - 3:00 PM		Drama Department Meeting Meeting	Native American Drumming Ceremony Performance	History Department Meeting Meeting				
3:00 PM - 4:00 PM	Americas Women at the Box Office Non-credit Class	Drama Department Meeting Meeting					Women in Ancient Greece Non-credit Class	
4:00 PM - 5:00 PM		Drama Department Meeting Meeting	Arabic For Travelers Non-credit Class	Women in Ancient Greece Non-credit Class				