




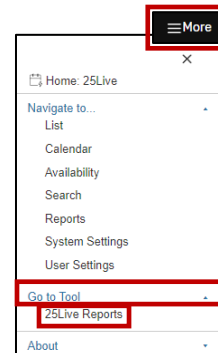


## TECHNOLOGY SERVICES:

### 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 through the various available reports, listed under **More**  **> Go to Tool > 25Live Reports.**
- You can 'star'  reports that you run frequently, and then click on the **Your Starred Reports** drop-down list to view them (you may need to refresh  the 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, October 18 thru Friday October 22, 2021 on an 8:00am to 5:00pm, 30-minute interval 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](http://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](mailto:TS-BusinessOps@fhsu.edu).

## TABLE OF CONTENTS:

[Sign in to 25Live and View the Dashboard](#)

[Access 25Live Reports](#)

Create and Run a Report:

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*

#### SIGN IN TO 25Live and VIEW THE DASHBOARD

1. Go to: [25live.collegenet.com/pro/fhsu](https://25live.collegenet.com/pro/fhsu)
2. Sign in with your **TigerNetID username** and **password**.
3. The 25Live dashboard will be displayed. To return to the dashboard from another page in 25Live, click on **25Live** at the top of the window or click on the **More**  menu and select **Home**.

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


**NOTE:** If you are already in 25Live Reports, you can return to 25Live by clicking **More**  > **Go to Tool** > **25Live**.

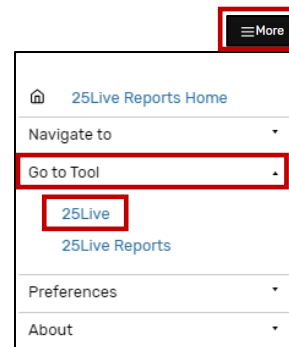
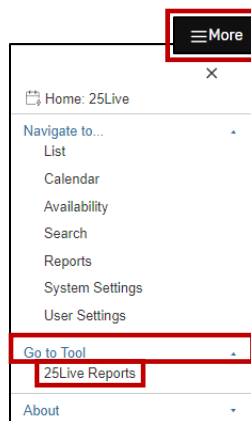
#### ACCESS 25Live REPORTS

To access 25Live Reports:

- Click on **More**  > **Go to Tool** > **25Live Reports**.

To return to 25Live from the 25Live Reports tool:

- Click on **More**  > **Go to Tool** > **25Live**.




#### CREATE AND RUN A REPORT

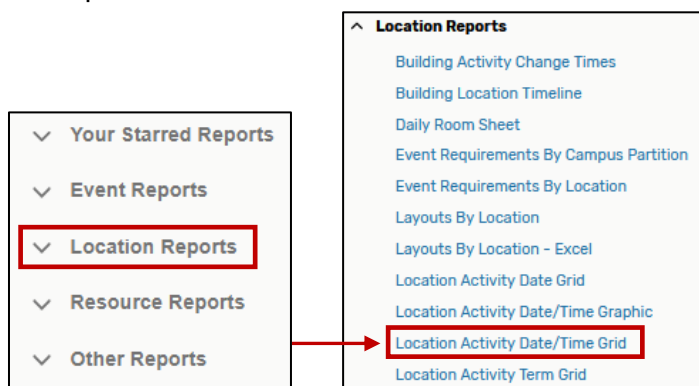
##### A. Select a Report and Review its Report Parameters

When working with 25Live Reports, the first thing to do is to locate the report you wish to run. For this example, we will look at the *Location Activity Date/Time Grid* report.

To locate the *Location Activity Date/Time Grid* report:

In the upper right corner of the window, click on **More**  > **Go to Tool** > **25Live Reports**.

Next, click on **Location Reports** > and select **Location Activity Date/Time Grid** from the drop-down list.






## TECHNOLOGY SERVICES:

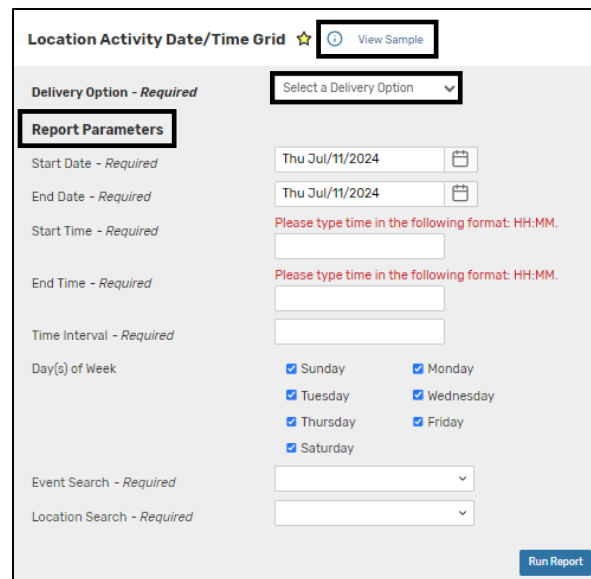
### Create a 25Live Report: *Location Activity Date/Time Grid*

You may want to look at several reports to find the one that best meets your needs.

To learn more about a report, review the report description  and look at its Sample Report, Delivery Options, and Report Parameters (requirements).

**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](mailto:TS-BusinessOps@fhsu.edu) listing the name of the report.



## 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.

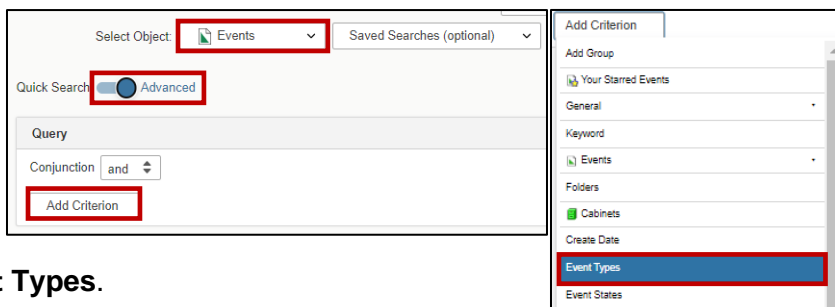
1. To create search(es), return to 25Live: Click on **More**  **Go to Tool > 25Live**

**NOTE:** We recommend using the **\*ALL Standard Event Types public search**. If you wish to use this search, skip to Step 7 below; you do not need to create an Event Search (Steps 2-6).

2. To create an **Event Search** containing the specific types of Events you want in the report:  
Go to **More**  **Search**. Select **Events** from the *Select Object* drop-down, then click **Advanced**.

3. 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 Criterion**, then select **Event Types**.





## TECHNOLOGY SERVICES:

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

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

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

6. 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**.

7. 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 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.

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

9. **To list multiple locations**, click **Advanced** > **Add Criterion** > **Locations** > **Specific Locations**.



## TECHNOLOGY SERVICES:

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

10. In the box that appears, click **Select Locations**. 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**.

11. 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 Date/Time Grid Report*). Make sure to 'Star' it by clicking **Yes**, then click **Save**.

**Example Search Name for single location search:**

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

## 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** **Go to Tool > 25Live**. Next, click on **Location Reports** > and select **Location Activity Date/Time Grid** from the drop-down list.

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

- 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 it may appear as a download in the browser.
- Receiving a report **via email** can take a while (typically just a few seconds, but occasionally several minutes). Email delivery time may vary depending on server demand at different times of the day.



## TECHNOLOGY SERVICES:

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

- Select your desired parameters:
  - 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.
- Click **Run Report**. The report will be submitted.  
**Do not close** your browser window until it is completed.

**Location Activity Date/Time Grid** ☆ ⓘ View Sample

**Delivery Option - Required** View this report now ▾

**Report Parameters**

Start Date - Required Mon Oct/14/2024 📅

End Date - Required Fri Oct/18/2024 📅

Start Time - Required 8:00 am

End Time - Required 5:00 pm

Time Interval - Required 30

Day(s) of Week

☐ Sunday ☒ Monday

☒ Tuesday ☒ Wednesday

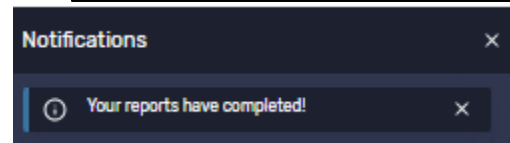
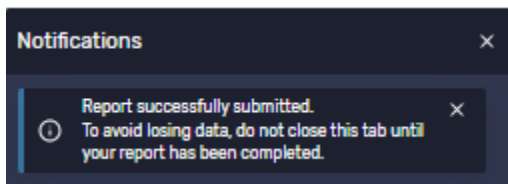
☒ Thursday ☒ Friday

☐ Saturday

Event Search - Required \*ALL Standard Event Types ▾

Location Search - Required Locations for Date/Time Grid ▾

**Run Report**



### SAMPLE REPORT: *LOCATION ACTIVITY DATE/TIME GRID*

Sep 07 2021 - Sep 16 2021							
Location Activity Date/Time Grid							
<b>CASEY 10</b>							
Casey Commons - Room 10							
9/7/2021 - 9/13/2021	Tuesday Sep 07 2021	Wednesday Sep 08 2021	Thursday Sep 09 2021	Friday Sep 10 2021	Saturday Sep 11 2021	Sunday Sep 12 2021	Monday Sep 13 2021
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	Math Department Meeting Meeting			
1:00 PM - 2:00 PM		Comic Book Wednesday	English Department Meeting				
2:00 PM - 3:00 PM		Drama Department Meeting	Native American Drumming Ceremony Performance	History Department Meeting			
3:00 PM - 4:00 PM	American Women at the Box Office Non-credit Class	Drama Department Meeting					Women in Ancient Greece Non-credit Class
4:00 PM - 5:00 PM		Drama Department Meeting	Arabic For Translators Non-credit Class	Women in Ancient Greece Non-credit Class			