

Options for Creating Custom Reports

25Live Reports includes 140+ [standard reports](#) that take your Series25 event, location, resource, organization, contact, and configuration data and generates practical reports that cover scheduling, utilization, billing, statistics, and more. If you find that you need a report that outputs different data or includes different styling than that of the available standard reports, there are a few options available for customization.

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Interactive Report Designer

The [Interactive Report Designer](#) is the most comprehensive report editor offered at this time. This tool allows you to create custom reports from scratch or edit any standard reports that are of the JReport type. (You can use the [Standard Reports Reference](#) page to determine if a report is a JReport or a WebServices report. See image.)

With this tool you can add or remove report columns, adjust styling, customize branding, and much more.

The Interactive Report Designer software takes some work to install and learn, but uses a visual interface where you can drag and drop report elements. When you are finished editing, the software writes the report code for you, allowing you to fully integrate the report into your Series25 environment.

For more information on the Interactive Report Designer, please see [Interactive Reports Overview](#).

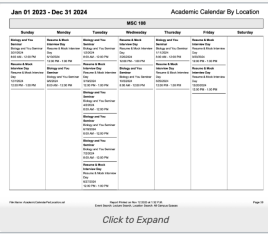

Event Reports			
Name	Report Type	Description	Example Image
Academic Calendar by Location	WebServices	<p>Lists event segments scheduled during an academic term by Location. Each class is listed with details including the event name, event title, segment date range, meeting times, instructor, and repeating pattern.</p> <p>For events with no assigned instructor, the report will show the requestor name.</p> <p>The report is grouped with a page break between each Location and returned in PDF file format.</p>	
Academic Term Summary	JReport	<p>Lists events scheduled during an academic term, the date range, days, and meeting times for each event reservation (and any bound reservations); the reservation expected and registered head counts; the instructor; the organization; and the room(s) where the event is scheduled. You might print this report at the end of the scheduling process for a term to have a printed copy of all classes</p>	

Image: The Report Type column on the Standard Reports Reference page shows which standard reports are JReports.



Note: Custom Report Troubleshooting Assistance Will Depend on Your Circumstance

Although Support can provide some assistance on custom report setup and use, troubleshooting custom reports and code is outside the scope of the Technical and Functional Support maintenance agreement.

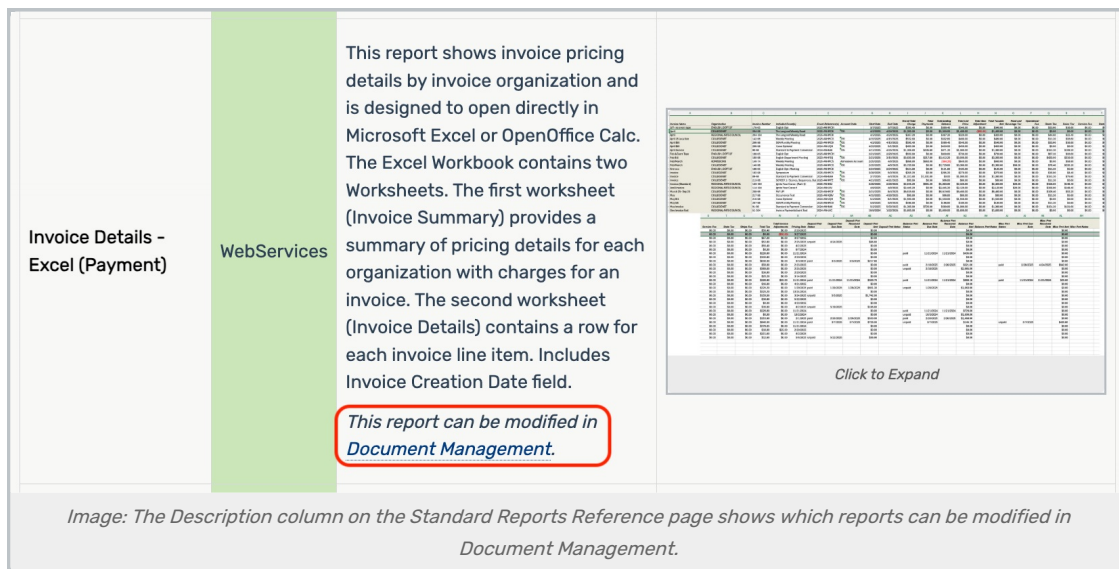
For questions about this support limitation, please email your account manager at series25implementation@collegenet.com.

Document Management

With Document Management, you can create and edit reusable custom reports and documents—such as event contracts—that are tailored to your audience. During the creation process, you can add in custom content, copy in dynamic variables that automatically pull in report data, build tables, insert images, adjust styling, and add branding. Once saved, documents can be run through 25Live reports or generated from an event.

For more information on Document Management, please see [Introduction to Document Management](#).

Document Management offers some options for editing standard reports (with more planned in the future). To see which standard reports can be modified in Document Management, look for the "This report can be modified..." note in the report description of qualifying reports on the [Standard Reports Reference](#) page.



Custom Report Creation Service

CollegeNET offers report customization, performed by our highly skilled report developers, for a fee. Please contact your account manager if you'd like to explore this option.