

25Live Standard Reports Reference

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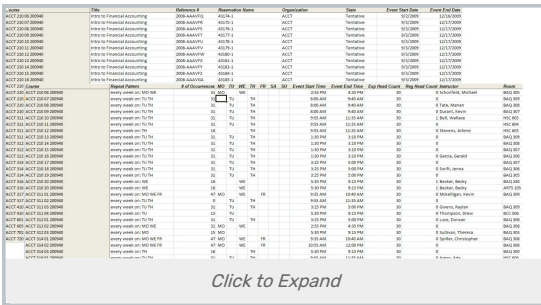
Series25 includes many standard reports that you can partially customize with searches or fully customize with the [25Live Interactive Report Designer](#).

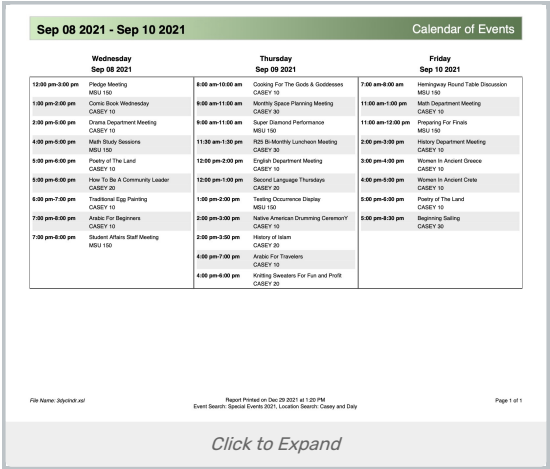
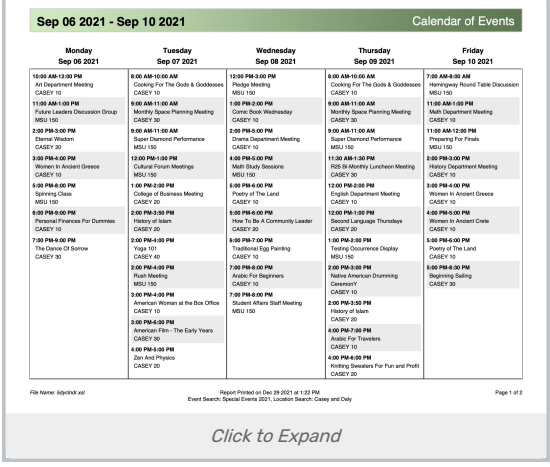
25Live users have the ability to create searches to specify exactly which data (that is, which events, organizations, locations, and resources) they want to appear in the report they’re generating. They can print reports or export and save reports in various file formats including PDF, Excel, rich text (RTF, Word), HTML, and plain text. See the following help topics:

- [Saving Searches](#)
- [Running a Report](#)
- [Saving, Printing, Emailing, and Scheduling Reports](#)
 - *Note: Only reports listed as "JReport" can be scheduled.*

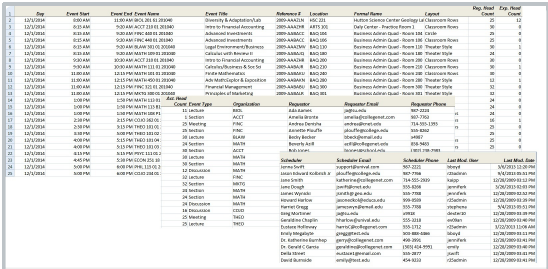
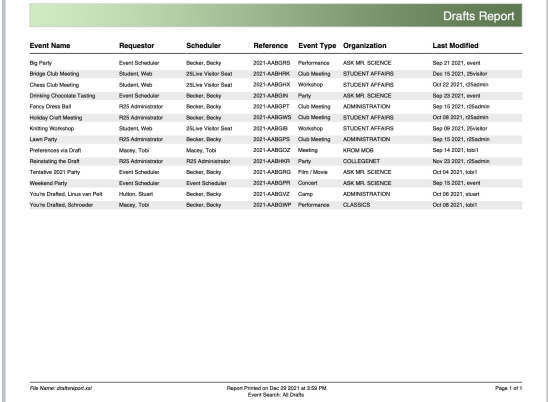
Event Reports


Name	Report Type	Description	Example Image
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 and scheduling details.</p> <p><i>Note: For efficiency, report output is limited to 20,000 events, so adjust the report date range accordingly.</i></p>	

Name	Report Type	Description	Example Image
Academic Term Summary - Excel	WebServices	<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; and the room(s) where the event is scheduled.</p> <p>This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains two worksheets. The first worksheet lists the report parameters supplied by the user when the report was run. The second worksheet (Class Listing-2) lists the relevant event data.</p> <p>You might print this report at the end of the scheduling process for a term to have a printed copy of all classes and scheduling details.</p> <p><i>Note: For efficiency, report output is limited to 20,000 events, so adjust the report date range accordingly.</i></p>	 <p>Click to Expand</p>

Name	Report Type	Description	Example Image
Calendar of Events (3 Day)	JReport	These reports list scheduled events for a three-day period beginning with a specified date. You can use it for a quick glance at the dates, times, and locations of upcoming events.	 <p>The screenshot shows a report titled "Sep 08 2021 - Sep 10 2021" with a sub-header "Calendar of Events". The report is organized into three columns for Wednesday (Sep 08 2021), Thursday (Sep 09 2021), and Friday (Sep 10 2021). Each column lists events with their start and end times and locations. For example, on Wednesday, there is a "Pledge Meeting" at 12:00 pm in MSU 150. The report also includes a footer with the file name "jdpcvncr.xls", a timestamp "Report Printed on Sep 29 2021 at 1:20 PM", and a page number "Page 1 of 1". A "Click to Expand" link is visible at the bottom.</p>
Calendar of Events (5 Day)	JReport	These reports list scheduled events for a five-day period beginning with a specified date. You can use it for a quick glance at the dates, times, and locations of upcoming events.	 <p>The screenshot shows a report titled "Sep 06 2021 - Sep 10 2021" with a sub-header "Calendar of Events". The report is organized into five columns for Monday (Sep 06 2021), Tuesday (Sep 07 2021), Wednesday (Sep 08 2021), Thursday (Sep 09 2021), and Friday (Sep 10 2021). Each column lists events with their start and end times and locations. For example, on Monday, there is a "Pledge Meeting" at 12:00 pm in MSU 150. The report also includes a footer with the file name "jdpcvncr.xls", a timestamp "Report Printed on Sep 28 2021 at 1:20 PM", and a page number "Page 1 of 2". A "Click to Expand" link is visible at the bottom.</p>

Name	Report Type	Description	Example Image
Calendar of Events (7 Day)	JReport	<p>These reports list scheduled events for a seven-day period beginning with a specified date. You can it them for a quick glance at the dates, times, and locations of upcoming events.</p>	
Daily Events	JReport	<p>For each event, the report shows the start and end times, location(s), event name and title, and contact name and phone number.</p>	

Name	Report Type	Description	Example Image
Daily Events - Excel		For each event, the report shows the start and end times, event name and title, reference number, location(s), layout, head count, event type, primary organization, requestor and scheduler information, and last modified date and user.	
	WebServices	This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains two worksheets. The first worksheet lists the report parameters supplied by the user when the report was run. The second worksheet (Event List-2) lists the relevant event data.	Click to Expand
Drafts Report		The report shows all draft events in an event search.	
	JReport		Click to Expand

Name	Report Type	Description	Example Image
Drafts Report - Excel	WebServices	The report shows all draft events in an event search. Event information listed includes: event name, type, reference number, primary organization, event title, start date, end date, requestor and scheduler information, creation date, last modified date and user.	
		This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains two worksheets. The first worksheet lists the report parameters supplied by the user when the report was run. The second worksheet (Draft List-2) lists the relevant event data.	

Name	Report Type	Description	Example Image
Event Checklist	JReport	<p>This report lists the events occurring in a location on a specified date with their requirements and resources. It can be used as a checklist to indicate that the services were performed and when.</p> <p>The events are listed by starting time. For each event, the following information is shown:</p> <ul style="list-style-type: none"> Starting and ending time. Event name, sponsoring organization name(s), and contact name(s). Services required for the event, with a check box to indicate that the service was completed and a location for the completion date/time. 	<p>The screenshot shows a detailed event checklist for 'PETERSON HALL' on 'Monday, Sep 13 2021'. It includes sections for 'Event Times', 'Meeting' details (Setup, Pre Event, Event, Take-down), 'Layout' instructions, 'Requirements' (Administrative, Alcohol Permit, Contract Approval, Parking Permit, Publicity, Tax I.D.), and 'Resources' (Coffee Service, House Wine-glass, Snacks, Soda / Juice Service). Each item has a 'Quantity', 'Done?' checkbox, and a 'When?' field for completion date/time.</p>

Name	Report Type	Description	Example Image
Event Confirmation Academic		<p>The report shows reservation confirmation information for specified events. Each event confirmation starts on a new page, so you can distribute the confirmations to different people.</p> <p><i>Note: For efficiency, report output is limited to 5,000 events, so adjust the report date range accordingly.</i></p>	 <p>The screenshot displays a report titled 'Event Confirmation' for the 'President's Evening Address'. It includes contact information for the instructor (Hector Howard), requester (Graig Harrel), and scheduler (Becker, Becky). It also lists organizations (CONFERENCE SERVICES, DEPARTMENT OF DEANS) and a confirmation notice. Below this, there is a 'Reservations' section with meeting details (7:00 PM - 8:00 PM on Jan 13, 2021) and a 'Requirements' table. The requirements table lists various administrative needs like account numbers, permits, and approvals, each with a quantity of 1 and a comment. The report is dated Jan 04 2021 at 9:28 AM and is page 1 of 1. A 'Click to Expand' link is visible at the bottom of the example image.</p>

Name	Report Type	Description
Event Confirmation Detailed	JReport	<p>The report shows all information for an event. This version lists all occurrences for the event and may be particularly suitable for special events.</p> <p><i>Note: For efficiency, report output is limited to 5,000 events, so adjust the report date range accordingly.</i></p>

Event Confirmation

Staff Meeting

Title: Annual Staff Meeting **Event Reference:** 2021-AABGD
Event Last Modified: May 21 2016
Current Event State: Tentative

Requestor: Harlow, Howard
323 SE First
Portland OR 98889
Phone: 503-777-8888

Scheduler: Becker, Becky
805 SW Broadway Suite 1800
Portland OR 97204
Phone: 290-5690
Fax: 290-5590
Email: bbecker@collegenet.com

Organizations: ASK MR. SCIENCE (Primary Organization)
DEPARTMENT OF DEANS

Confirmation: The section for event confirmation text will print only when defined.

Event Comments

Meeting: Reservation comments for the staff meeting occurring on October 4th, 11th, and 18th.

Event Occurrences

Sep 27 2021
9:00 AM - 10:00 AM, Meeting Head Count: Exp: 20, Reg: 30

Location	Instructions
Casey Commons - Room 10	Layout: Seminar Seating
Resource - (Quantity)	Instructions
AV - Blu-ray player - (1)	Please connect player to flat screen tv.

Oct 04 2021
9:00 AM - 10:00 AM, Meeting Head Count: Exp: 20, Reg: 30
Comments: Occurrence comments for the meeting on October 4th.

Location	Instructions
Casey Commons - Room 10	Layout: Seminar Seating
Resource - (Quantity)	Instructions
AV - Blu-ray player - (1)	

Oct 11 2021
9:00 AM - 10:00 AM, Meeting Head Count: Exp: 20, Reg: 30

Location	Instructions
Casey Commons - Room 10	Layout: Seminar Seating Location assignment instructions for the Casey 10 Location on October
Resource - (Quantity)	11th, Instructions
AV - Blu-ray player - (1)	

Report Printed on Jan 04 2021 at 8:41 AM Page 1 of 2

[Click to Expand](#)

Event Confirmation

Salsa Making 101

Title: Salsa Making Pilot Class **Event Reference:** 2021-AABGUB
Event Last Modified: Jan 04 2021 9:12 AM
Current Event State: Tentative

Requestor: Jametown, Maureen
101 Locksley Hall
Old Town
Phone: 555-0890
Fax: 555-0892

Scheduler: Becker, Becky
805 SW Broadway Suite 1800
Portland OR 97204
Phone: 290-5690
Fax: 290-5590
Email: bbecker@collegenet.com

Organizations: HEALTH SCIENCES INSTITUTE (Primary Organization)
KIDOM MOB

Confirmation: This is a pilot class that is being evaluated for inclusion into the core curriculum.

Related Events

How to grow peppers, Title: Salsa Making Pilot Class 2021-AABGUC

Event Comments

How to grow peppers: Pepper growing tips will be shared at this event.
Salsa Making 101: Event comments for the salsa class.
Making and eating your own salsa is something families remember years later. No store bought salsa, even if it is shipped from Texas, compares with the taste of that made from your own tomatoes from your garden or fresh-picked from a local farm! In the middle of the winter, you can have tortilla chips and your salsa and taste the summer flavor of fresh tomatoes.
Salsa Making 101, Salsa Tasting: event comments for salsa tasting reservation

Event Occurrences

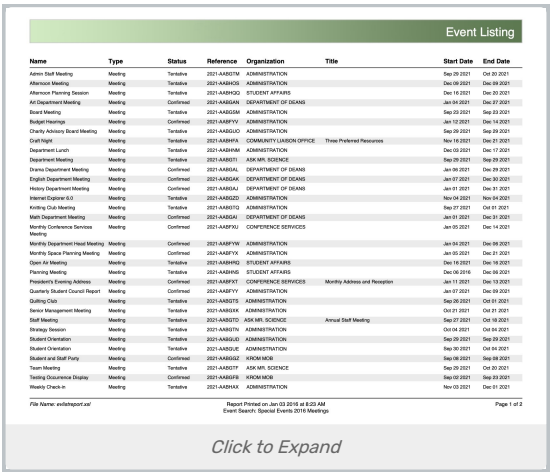


Sep 29 2021
9:00 AM - 10:00 AM, Salsa Making 101 Head Count: Exp: 20, Reg: 15
Reserved: 8:40 AM - 10:00 AM, Doors Open: 8:40 AM

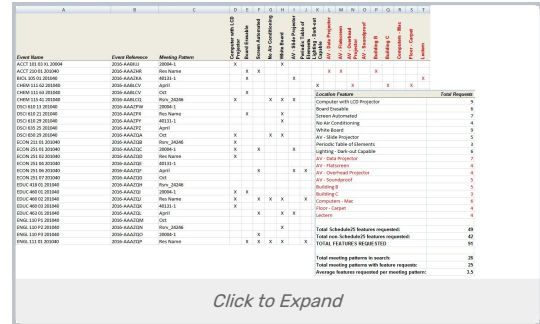
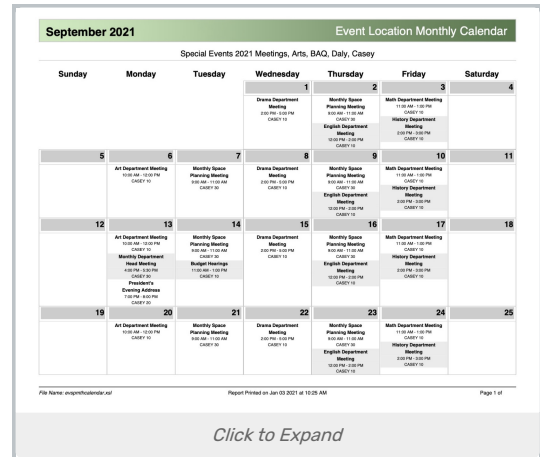

Location	Instructions
Hutton Science Center - Room 405	Layout: Here is where the location instructions go.
Resource - (Quantity)	Instructions
AV - 32" Flat Screen TV - (1)	Please have computer tech connect tv to the laptop.
AV - 42" Flat screen TV - (1)	
AV - Computer Technician - (1)	Computer tech should be on call.
AV - Laptop - PC - (1)	Contact media services to make sure the software you need is available on this machine.
AV - ROB Cable - (1)	
Box Lunch Service - (1)	
Chairs - Stackable - (1)	Make extra chairs available around the room.

Sep 30 2021
10:00 AM - 11:15 AM, How to grow peppers Head Count: Exp: 20, Reg: 15


Report Printed on Jan 04 2021 at 9:12 AM Page 1 of 4

[Click to Expand](#)

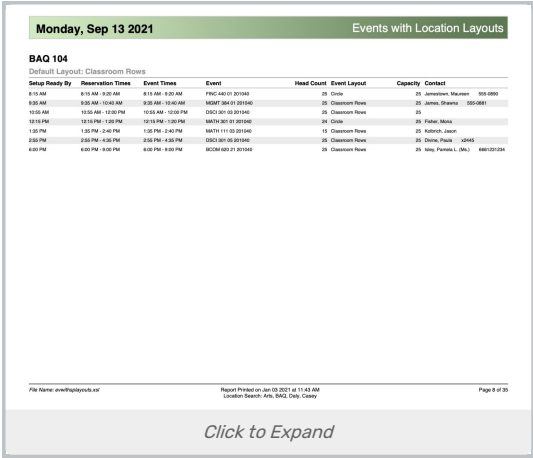
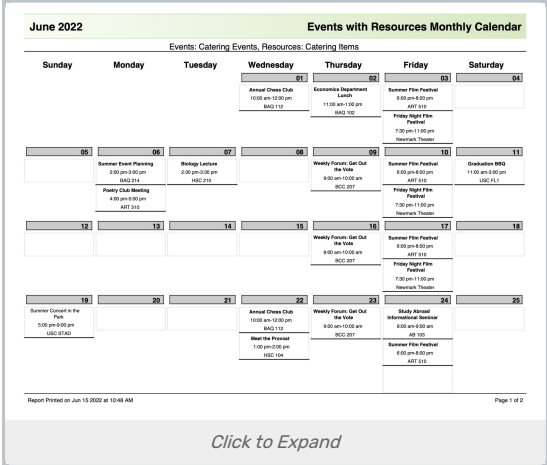
Name	Report Type	Description	Example Image
Event Listing	JReport	<p>This report lists summary information for all events in an event search, including event type, status, reference, and start and end dates.</p> <p><i>Note: For efficiency, report output is limited to 20,000 events, so adjust the report date range accordingly.</i></p>	
Event Listing - CSV	WebServices	<p>This report generates a list of all events from the supplied search in the format required by the CSV Event Import tool.</p> <p><i>Note: For efficiency, report output is limited to 20,000 events, so adjust the report date range accordingly.</i></p>	
Event Listing - Excel	WebServices	<p>Also available: Event Summary (Basic) (Object Specific) (-Excel), Event Summary (Full) (Object Specific)</p> <p>This report lists summary information for all events in an event search, including event name, event type, status, reference number, primary organization, event title, and start and end dates, locations, total invoice, requestor and scheduler information, creation date, last modified date and user, and categories.</p> <p><i>Note: For efficiency, report output is limited to 20,000 events, so adjust the report date range accordingly.</i></p>	

Name	Report Type	Description	Example Image
Event Location Feature Prefs - Excel	WebServices	<p>This report shows a summary list of all location features and the number of requests for each. It also displays a list of each event's location feature preferences for use with Schedule25 Optimizer. The report uses a standard black font to refer to Schedule25 location features and red font to note non-Schedule25 features. This report is designed to open directly in Microsoft Excel or Open Office Calc.</p> <p><i>Note: This report has data limits. Please review the details in 25Live Reports.</i></p>	 <p>Click to Expand</p>
Event Location Monthly Calendar	JReport	<p>Lists the events scheduled during a specified date range, in a monthly calendar format. The event name, event start and end times, and locations are included. You might print this report to post all classes for the month (or any other desired date range).</p>	 <p>Click to Expand</p>
Event Monthly Calendar	JReport	<p>Lists all events scheduled during the date range you specify. Report output is organized by calendar month. You might use this report, for example, to post all classes for the month, or the week.</p>	 <p>Click to Expand</p>

[illegible]

Name	Report Type	Description	Example Image
Event Resources	WebServices	<p>This report will show all resources required for each date in the report date range. The top portion of the report provides a resource summary with resources listed by their assigned resource category. More detailed information for each event reservation is provided below the resource summary.</p>	
Event Security - Excel	WebServices	<p> Only run from within 25Live Event Details view > Group Administration Configure Security view</p> <p>Shows the event's security and parent folder and cabinet security.</p>	

Name	Report Type	Description	Example Image
Event Services	WebServices	<p>This report lists all service requests for the specified locations for the date range.</p> <ul style="list-style-type: none"> When a setup duration is defined (the task label for this entry is "Setup") When the event itself is taking place, which would include the pre-event and post-event times if defined (the task label for this entry is "Event") When a takedown duration is defined (the task label for this entry is "Takedown") 	
		<p>This report lists events within a specified date range, grouped by organization type, organization, and date. You might use this report to see how many events an organization is sponsoring on a particular day or in a week.</p>	

Name	Report Type	Description	Example Image
Events with Location Layouts	WebServices	This report lists event location layout information for selected locations on a specified date. You might print this report periodically (daily or weekly) and distribute it to anyone who needs to be aware of location layouts required for upcoming events in particular locations.	
Events with Resources Monthly Calendar	JReport	Lists the events scheduled during a specified date range, in a monthly calendar format. The event name, event start and end times, and locations are included. You might print this report to post all events having a specific group of resources assigned.	

Name	Report Type	Description	E																																																																																																																																																																																																												
			<div><div>Invoice</div><div>Contemporary Composers Conference</div><div><div>CUSTOMER</div><div><div>Shawna James 55 Ferry Road Portland OR 97281 USA</div><div>CONFERENCE SERVICES</div></div><div><div>Event Reference: 2021-AABFXV Account Code: 8985 Invoice Date: Wed, Jun 22 2021 Pricing Date: Dec 23 2021 Event State: Confirmed</div></div></div><div><div>Contacts</div><table><tr><th>Contact Role</th><th>Name</th><th>Phone</th><th>Fax</th><th>Email</th></tr><tr><td>Requestor</td><td>Shawna James</td><td>555-0881</td><td>555-0889</td><td></td></tr><tr><td>Scheduler</td><td>Arnelia Bronte</td><td>987-7763</td><td>987-7765</td><td>arnelia@collegenet.com</td></tr></table><div>Billing Details</div><table><tr><th></th><th>List Price</th><th>Adjustment</th><th>Reason</th><th>Taxable Amt</th><th>Tax</th><th>Total</th></tr><tr><td colspan="7">Afternoon Rehearsal</td></tr><tr><td colspan="7">Details: Jan 02 2021 - Dec 04 2021</td></tr><tr><td>Conference</td><td>\$1,350.00</td><td>-\$1,350.00</td><td></td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr><tr><td>AV - Data Projector (12)</td><td>\$120.00</td><td></td><td></td><td>\$120.00</td><td>\$7.80</td><td>\$127.80</td></tr><tr><td>AV - Screen (12)</td><td>\$120.00</td><td>-\$120.00</td><td></td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr><tr><td>Soda / Juice Service (800)</td><td>\$1,500.00</td><td></td><td>(10%) Quantity Discount</td><td>\$1,350.00</td><td>\$175.50</td><td>\$1,525.50</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>\$1,653.30</td></tr><tr><td colspan="7">Lunches</td></tr><tr><td colspan="7">Details: Jan 02 2021 - Dec 04 2021</td></tr><tr><td>Conference</td><td>\$1,350.00</td><td>-\$1,500.00</td><td>No Charge</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr><tr><td>House Wine-glass (800)</td><td>\$2,700.00</td><td></td><td></td><td>\$2,700.00</td><td>\$175.50</td><td>\$2,875.50</td></tr><tr><td>Sheet Cake (800)</td><td>\$6,000.00</td><td>-\$100.00</td><td>Delivery fee discount</td><td>\$5,900.00</td><td>\$383.50</td><td>\$6,283.50</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>\$9,159.00</td></tr><tr><td colspan="7">Morning Rehearsal</td></tr><tr><td colspan="7">Details: Jan 02 2021 - Dec 04 2021</td></tr><tr><td>Conference</td><td>\$1,350.00</td><td></td><td></td><td>\$1,350.00</td><td></td><td>\$1,350.00</td></tr><tr><td>AV - Data Projector (12)</td><td>\$120.00</td><td></td><td></td><td>\$120.00</td><td>\$7.80</td><td>\$127.80</td></tr><tr><td>AV - Screen (12)</td><td>\$120.00</td><td></td><td></td><td>\$120.00</td><td>\$7.80</td><td>\$127.80</td></tr><tr><td>Soda / Juice Service (800)</td><td>\$1,500.00</td><td></td><td></td><td>\$1,500.00</td><td>\$185.00</td><td>\$1,685.00</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>\$3,300.60</td></tr><tr><td colspan="4"></td><td>Total Tax</td><td>\$952.90</td><td></td></tr><tr><td colspan="4"></td><td>Subtotal</td><td></td><td>\$14,112.90</td></tr><tr><td colspan="4"></td><td>Adjustments</td><td></td><td></td></tr><tr><td colspan="4"></td><td>Deposit Received</td><td></td><td>-\$1,000.00</td></tr><tr><td colspan="4"></td><td></td><td></td><td>\$1,000.00</td></tr><tr><td colspan="4"></td><td>Grand Total</td><td></td><td>\$13,112.90</td></tr></table></div><div><div>File Name: invoiceeventvnt.xls</div><div>Report Printed on Jun 22 2021 at 10:16 AM</div><div>Page 1</div></div></div>	Contact Role	Name	Phone	Fax	Email	Requestor	Shawna James	555-0881	555-0889		Scheduler	Arnelia Bronte	987-7763	987-7765	arnelia@collegenet.com		List Price	Adjustment	Reason	Taxable Amt	Tax	Total	Afternoon Rehearsal							Details: Jan 02 2021 - Dec 04 2021							Conference	\$1,350.00	-\$1,350.00		\$0.00	\$0.00	\$0.00	AV - Data Projector (12)	\$120.00			\$120.00	\$7.80	\$127.80	AV - Screen (12)	\$120.00	-\$120.00		\$0.00	\$0.00	\$0.00	Soda / Juice Service (800)	\$1,500.00		(10%) Quantity Discount	\$1,350.00	\$175.50	\$1,525.50							\$1,653.30	Lunches							Details: Jan 02 2021 - Dec 04 2021							Conference	\$1,350.00	-\$1,500.00	No Charge	\$0.00	\$0.00	\$0.00	House Wine-glass (800)	\$2,700.00			\$2,700.00	\$175.50	\$2,875.50	Sheet Cake (800)	\$6,000.00	-\$100.00	Delivery fee discount	\$5,900.00	\$383.50	\$6,283.50							\$9,159.00	Morning Rehearsal							Details: Jan 02 2021 - Dec 04 2021							Conference	\$1,350.00			\$1,350.00		\$1,350.00	AV - Data Projector (12)	\$120.00			\$120.00	\$7.80	\$127.80	AV - Screen (12)	\$120.00			\$120.00	\$7.80	\$127.80	Soda / Juice Service (800)	\$1,500.00			\$1,500.00	\$185.00	\$1,685.00							\$3,300.60					Total Tax	\$952.90						Subtotal		\$14,112.90					Adjustments							Deposit Received		-\$1,000.00							\$1,000.00					Grand Total		\$13,112.90
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AV - Data Projector (12)	\$120.00			\$120.00	\$7.80	\$127.80																																																																																																																																																																																																									
AV - Screen (12)	\$120.00			\$120.00	\$7.80	\$127.80																																																																																																																																																																																																									
Soda / Juice Service (800)	\$1,500.00			\$1,500.00	\$185.00	\$1,685.00																																																																																																																																																																																																									
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				Total Tax	\$952.90																																																																																																																																																																																																										
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				Grand Total		\$13,112.90																																																																																																																																																																																																									

Click to Expand

Invoice

JReport

Also available: Invoice Details - Excel, Event Listing Excel, Event Type Listing - Excel

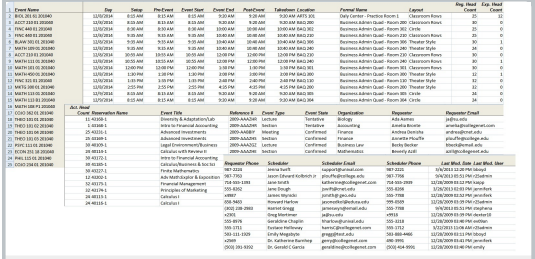
This report shows billing details for an event. The customer address on the report is designed to appear in a window envelope so you can easily print and mail this report to the event customer.

Note: This report has data limits. Please review the details in 25Live Reports.

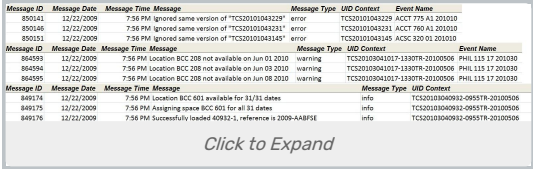
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Name	Report Type	Description	Example Image
Reservations by Date	JReport	<p>This report shows event information for a specified date range. For each date, the events are listed in chronological order.</p> <p><i>Note: For efficiency, report output is limited to 100,000 location reservation rows.</i></p>	

Name	Report Type	Description	Example Image
Reservations by Date - Excel	JReport	<p>This report shows event information for a specified date range. For each date, the events are listed in chronological order. Event information listed includes: event name, setup/pre-event/event start/event end/post-event/takedown times, location, layout, head count, reservation name, event title, reference number, event type, event state, primary organization, requestor and scheduler information, last modified date and user.</p> <p>This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains two worksheets. The first worksheet lists the report parameters supplied by the user when the report was run. The second worksheet (Reservations-2) lists the relevant event data.</p> <p><i>Note: For efficiency, report output is limited to 100,000 location reservation rows.</i></p>	 <p>Click to Expand</p>

Name	Report Type	Description	Example Image																																																																																																																																																																								
Reservations by Date and Location	JReport	<p>This report shows reservation information for a specified date range. For each date, the reservations are grouped by location and listed in chronological order.</p>	<div><div>Friday, August 5</div><div>Reservations by Date and Location</div><table><tr><th>Event/Reservation</th><th>Date</th><th>Reservation Times</th><th>Event Times</th><th>Location</th><th>Head Count</th><th>Organization</th><th>Requestor</th></tr><tr><td colspan="8">ARTS 240</td></tr><tr><td>BOL 103 001, WWF 0730-0800, BOL 103 001-1</td><td>8/5/2022</td><td>7:30 A.M.</td><td>8:30 A.M.</td><td>7:30 A.M. - 8:30 A.M.</td><td>38</td><td>BOL</td><td></td></tr><tr><td>EDUC 300 001, WWF 1000-1100, EDUC 300 001-1</td><td>8/5/2022</td><td>10:30 A.M.</td><td>11:30 A.M.</td><td>10:30 A.M. - 11:30 A.M.</td><td>36</td><td>EDUC</td><td>Mary M. Gentry</td></tr><tr><td>EDUC 300 001, WWF 1200-1300, EDUC 300 001-1</td><td>8/5/2022</td><td>1:00 P.M.</td><td>2:00 P.M.</td><td>1:00 P.M. - 2:00 P.M.</td><td>36</td><td>EDUC</td><td></td></tr><tr><td>OPSW 510 001-1</td><td>8/5/2022</td><td>4:00 P.M.</td><td>5:00 P.M.</td><td>4:00 P.M. - 5:00 P.M.</td><td>44</td><td>BCCM</td><td>Mary M. Gentry</td></tr><tr><td>RODM 511 001, WWF 1600-1700, RODM 511 001-1</td><td>8/5/2022</td><td>7:00 P.M.</td><td>8:30 P.M.</td><td>7:00 P.M. - 8:30 P.M.</td><td>39</td><td>ARMS</td><td></td></tr><tr><td>ARMS 510 001, WWF 1900-2000, ARMS 510 001-1</td><td>8/5/2022</td><td>7:00 P.M.</td><td>8:30 P.M.</td><td>7:00 P.M. - 8:30 P.M.</td><td>39</td><td>ARMS</td><td></td></tr><tr><td colspan="8">Baker Classroom Complex - Room 101</td></tr><tr><td>GENS 300 001, WWF 0730-0800, GENS 300 001-1</td><td>8/5/2022</td><td>7:30 A.M.</td><td>8:30 A.M.</td><td>7:30 A.M. - 8:30 A.M.</td><td>30</td><td>GENS</td><td>Sarah E. Llewellyn</td></tr><tr><td>BLAW 300 001, WWF 1700-1800, BLAW 300 001-1</td><td>8/5/2022</td><td>5:30 P.M.</td><td>6:30 P.M.</td><td>5:30 P.M. - 6:30 P.M.</td><td>30</td><td>BLAW</td><td></td></tr><tr><td colspan="8">Baker Classroom Complex - Room 109</td></tr><tr><td>CCUD 121 001, WWF 0730-0800, CCUD 121 001-1</td><td>8/5/2022</td><td>7:30 A.M.</td><td>8:30 A.M.</td><td>7:30 A.M. - 8:30 A.M.</td><td>36</td><td>CCUD</td><td></td></tr><tr><td>ARMS 100 001, WWF 1000-1100, ARMS 100 001-1</td><td>8/5/2022</td><td>10:30 A.M.</td><td>11:30 A.M.</td><td>10:30 A.M. - 11:30 A.M.</td><td>36</td><td>ARMS</td><td></td></tr><tr><td colspan="8">Baker Classroom Complex - Room 117</td></tr><tr><td>GENS 110 001, WWF 0900-1000, GENS 110 001-1</td><td>8/5/2022</td><td>9:00 A.M.</td><td>10:00 A.M.</td><td>9:00 A.M. - 10:00 A.M.</td><td>36</td><td>GENS</td><td></td></tr><tr><td colspan="8">Baker Classroom Complex - Room 205</td></tr><tr><td>GENS 111 001, WWF 0730-0800, GENS 111 001-1</td><td>8/5/2022</td><td>7:30 A.M.</td><td>8:30 A.M.</td><td>7:30 A.M. - 8:30 A.M.</td><td>36</td><td>GENS</td><td>Tamara M. White</td></tr><tr><td colspan="8">Baker Classroom Complex - Room 213</td></tr><tr><td>ARMS 011 001, WWF 0730-0800, ARMS 011 001-1</td><td>8/5/2022</td><td>7:30 A.M.</td><td>8:30 A.M.</td><td>7:30 A.M. - 8:30 A.M.</td><td>36</td><td>ARMS</td><td></td></tr><tr><td colspan="8">Baker Classroom Complex - Room 303</td></tr></table><div>Report Printed on Nov 29 2022 at 2:18 PM Special Events with REC Name, All Locations, All Layouts</div><div>Page 1 of 1</div><div>Click to Expand</div></div>	Event/Reservation	Date	Reservation Times	Event Times	Location	Head Count	Organization	Requestor	ARTS 240								BOL 103 001, WWF 0730-0800, BOL 103 001-1	8/5/2022	7:30 A.M.	8:30 A.M.	7:30 A.M. - 8:30 A.M.	38	BOL		EDUC 300 001, WWF 1000-1100, EDUC 300 001-1	8/5/2022	10:30 A.M.	11:30 A.M.	10:30 A.M. - 11:30 A.M.	36	EDUC	Mary M. Gentry	EDUC 300 001, WWF 1200-1300, EDUC 300 001-1	8/5/2022	1:00 P.M.	2:00 P.M.	1:00 P.M. - 2:00 P.M.	36	EDUC		OPSW 510 001-1	8/5/2022	4:00 P.M.	5:00 P.M.	4:00 P.M. - 5:00 P.M.	44	BCCM	Mary M. Gentry	RODM 511 001, WWF 1600-1700, RODM 511 001-1	8/5/2022	7:00 P.M.	8:30 P.M.	7:00 P.M. - 8:30 P.M.	39	ARMS		ARMS 510 001, WWF 1900-2000, ARMS 510 001-1	8/5/2022	7:00 P.M.	8:30 P.M.	7:00 P.M. - 8:30 P.M.	39	ARMS		Baker Classroom Complex - Room 101								GENS 300 001, WWF 0730-0800, GENS 300 001-1	8/5/2022	7:30 A.M.	8:30 A.M.	7:30 A.M. - 8:30 A.M.	30	GENS	Sarah E. Llewellyn	BLAW 300 001, WWF 1700-1800, BLAW 300 001-1	8/5/2022	5:30 P.M.	6:30 P.M.	5:30 P.M. - 6:30 P.M.	30	BLAW		Baker Classroom Complex - Room 109								CCUD 121 001, WWF 0730-0800, CCUD 121 001-1	8/5/2022	7:30 A.M.	8:30 A.M.	7:30 A.M. - 8:30 A.M.	36	CCUD		ARMS 100 001, WWF 1000-1100, ARMS 100 001-1	8/5/2022	10:30 A.M.	11:30 A.M.	10:30 A.M. - 11:30 A.M.	36	ARMS		Baker Classroom Complex - Room 117								GENS 110 001, WWF 0900-1000, GENS 110 001-1	8/5/2022	9:00 A.M.	10:00 A.M.	9:00 A.M. - 10:00 A.M.	36	GENS		Baker Classroom Complex - Room 205								GENS 111 001, WWF 0730-0800, GENS 111 001-1	8/5/2022	7:30 A.M.	8:30 A.M.	7:30 A.M. - 8:30 A.M.	36	GENS	Tamara M. White	Baker Classroom Complex - Room 213								ARMS 011 001, WWF 0730-0800, ARMS 011 001-1	8/5/2022	7:30 A.M.	8:30 A.M.	7:30 A.M. - 8:30 A.M.	36	ARMS		Baker Classroom Complex - Room 303							
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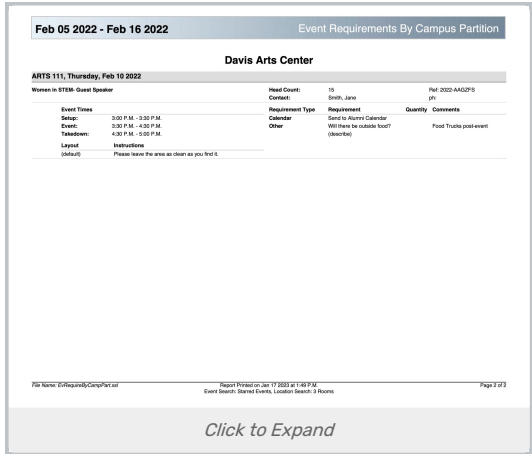
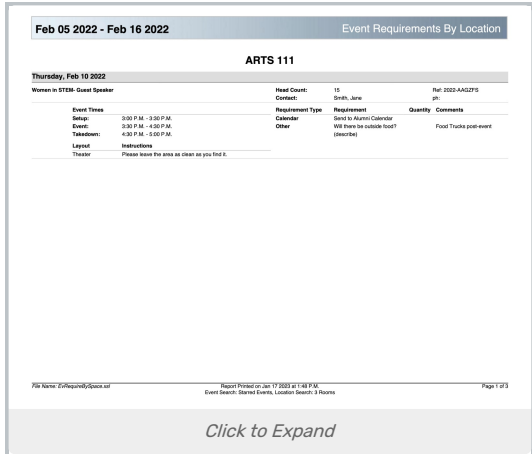
Name	Report Type	Description	Example Image
SIS Import Messages - Excel	WebServices	<p>This report lists messages generated from the SIS Import and Data Import Tool processes for a specified date and time range. The report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains up to five worksheets. The first worksheet lists the report parameters supplied by the user when the report was run. The second worksheet lists a summary of distinct messages and respective distinct variable values. The subsequent worksheets (error, warning, info) list the various messages separated by level into their own worksheet.</p> <p>LYNX messages of type, Exclude, will not appear in this report. They can be viewed in the LYNX Import-Export Utility.</p> <p><i>Note: This report allows a maximum date range of 8 days.</i></p>	

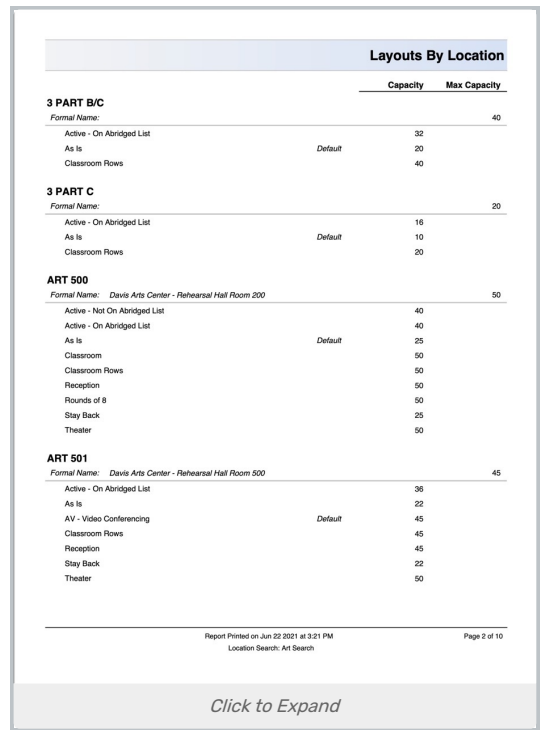
Location Reports


Name	Report Type	Description	Example Image
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Name	Report Type	Description	Example Image
Building Activity Change Times	JReport	<p>For each day in a given census week, this report shows how many students are entering and leaving a building as recorded by each events start and end time. Each class contributes its registered head count if greater than zero else its expected head count.</p>	<p>The screenshot displays a detailed report titled 'Building Activity Change Times'. It shows data for a specific census week (01/02/21) across various buildings (e.g., 4th-5th FLD, 6th-7th FLD, etc.). The report is organized by day of the week (Monday through Sunday) and time slots (e.g., 12:00 AM, 1:00 AM, etc.). For each time slot, it lists the number of students entering and leaving the building, along with the total head count. The data is presented in a tabular format with columns for 'Enter', 'Leave', and 'Total'.</p>

Name	Report Type	Description	Example Image
Building Location Timeline	JReport	<p>Grouped by Date, Building and Location, this report shows reservation occurrence activity plotted on a timeline as a shaded cell. Timeline cells reflect 30 minute time gaps.</p> <p>Only locations, returned by the location search, that are assigned to a 25Live Building are included in the report.</p>	
Daily Room Sheet	JReport	<p><i>Also available: Daily Room Sheet Per Room (Object Specific)</i></p> <p>This report lists the events occurring in a set of specified locations on a specified date. The report makes it easy to see what's happening in a location on a given day, to see when the location is available for maintenance or housekeeping, and to determine open and lock schedules.</p>	

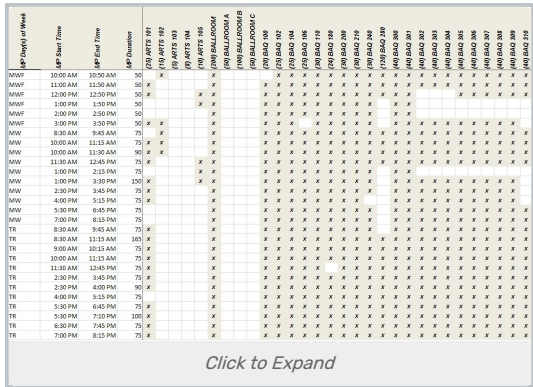
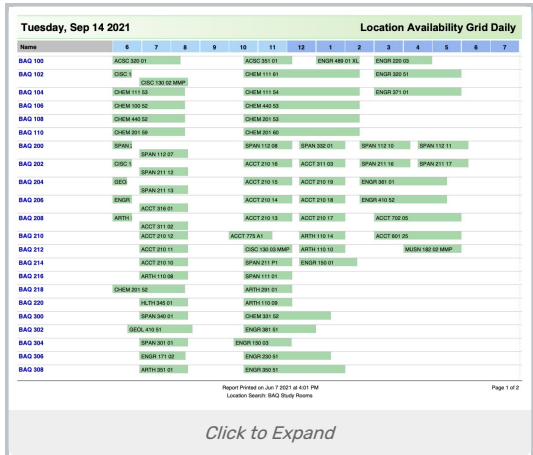
Name	Report Type	Description	Example Image
Event Requirements By Campus Partition	WebServices	This report lists event requirement information for specified locations by location partition. You might print this report periodically (for example, weekly or monthly) and distribute it to anyone who needs to be aware of the requirements for upcoming events in locations.	
Event Requirements By Location	WebServices	This report lists the requirements of specified events. The events are grouped by assigned location. You might print this report periodically (for example, weekly or monthly) and distribute it to anyone who needs to be aware of the requirements of upcoming events in particular locations.	

Name	Report Type	Description	Example Image																																																																																			
Layout By Location	JReport	This report lists specified locations and their default layouts. You might use this report to verify the completeness, accuracy, and currency of your location layouts.	 <p>The screenshot displays a report titled "Layouts By Location". It lists several locations with their respective capacity and max capacity. The locations are grouped into sections: 3 PART B/C, 3 PART C, ART 500, and ART 501. Each section lists various layout types and their corresponding capacity values.</p> <table border="1"> <thead> <tr> <th>Location</th> <th>Layout Type</th> <th>Capacity</th> <th>Max Capacity</th> </tr> </thead> <tbody> <tr> <td rowspan="4">3 PART B/C</td> <td>Active - On Abridged List</td> <td>32</td> <td>40</td> </tr> <tr> <td>As Is</td> <td>20</td> <td></td> </tr> <tr> <td>Classroom Rows</td> <td>40</td> <td></td> </tr> <tr> <td>Default</td> <td>20</td> <td></td> </tr> <tr> <td rowspan="4">3 PART C</td> <td>Active - On Abridged List</td> <td>16</td> <td>20</td> </tr> <tr> <td>As Is</td> <td>10</td> <td></td> </tr> <tr> <td>Classroom Rows</td> <td>20</td> <td></td> </tr> <tr> <td>Default</td> <td>10</td> <td></td> </tr> <tr> <td rowspan="10">ART 500</td> <td>Active - Not On Abridged List</td> <td>40</td> <td>50</td> </tr> <tr> <td>Active - On Abridged List</td> <td>40</td> <td></td> </tr> <tr> <td>As Is</td> <td>25</td> <td></td> </tr> <tr> <td>Classroom</td> <td>50</td> <td></td> </tr> <tr> <td>Classroom Rows</td> <td>50</td> <td></td> </tr> <tr> <td>Reception</td> <td>50</td> <td></td> </tr> <tr> <td>Rounds of 8</td> <td>50</td> <td></td> </tr> <tr> <td>Stay Back</td> <td>25</td> <td></td> </tr> <tr> <td>Theater</td> <td>50</td> <td></td> </tr> <tr> <td>Default</td> <td>25</td> <td></td> </tr> <tr> <td rowspan="7">ART 501</td> <td>Active - On Abridged List</td> <td>36</td> <td>45</td> </tr> <tr> <td>As Is</td> <td>22</td> <td></td> </tr> <tr> <td>AV - Video Conferencing</td> <td>45</td> <td></td> </tr> <tr> <td>Classroom Rows</td> <td>45</td> <td></td> </tr> <tr> <td>Reception</td> <td>45</td> <td></td> </tr> <tr> <td>Stay Back</td> <td>22</td> <td></td> </tr> <tr> <td>Theater</td> <td>50</td> <td></td> </tr> </tbody> </table> <p>Report Printed on Jun 22 2021 at 3:21 PM Location Search: Art Search Page 2 of 10</p> <p>Click to Expand</p>	Location	Layout Type	Capacity	Max Capacity	3 PART B/C	Active - On Abridged List	32	40	As Is	20		Classroom Rows	40		Default	20		3 PART C	Active - On Abridged List	16	20	As Is	10		Classroom Rows	20		Default	10		ART 500	Active - Not On Abridged List	40	50	Active - On Abridged List	40		As Is	25		Classroom	50		Classroom Rows	50		Reception	50		Rounds of 8	50		Stay Back	25		Theater	50		Default	25		ART 501	Active - On Abridged List	36	45	As Is	22		AV - Video Conferencing	45		Classroom Rows	45		Reception	45		Stay Back	22		Theater	50	
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Name	Report Type	Description	Example Image
Layouts By Location - Excel	WebServices	<p>This report lists layout information for the specified locations. You might use it to verify that layout information in 25Live is complete, and that the basic data about those layouts and locations is accurate.</p> <p>This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains two worksheets. The first worksheet lists the report parameters supplied by the user when the report was run. The second worksheet lists the following location layout data:</p> <ul style="list-style-type: none"> • Location Short Name • Location Formal Name • Layout Name • Default? • Location Max. Capacity • Layout Max. Capacity • Default Setup Time • Default Takedown Time • Layout Image (with hyperlink to view image in a browser) • Layout Diagram (with hyperlink to view image in a browser) 	

Name	Report Type	Description	Example Image
Location Activity Date Grid	WebServices	<p>This report provides a weekly view, by location, of selected events for a specified date range. For each day and each location, the event and reservation names and the event start and end times are included.</p> <p><i>Note: For efficiency, report output is limited to 100,000 location reservation rows.</i></p>	
Location Activity Date/Time Graphic	JReport	<p>For each location, a list of event occurrences is displayed in chronological order. Grouped by date, each row represents an event occurrence. A green bar is plotted on a timeline for each reservation occurrence based on the reservation start and reservation end times. A black bar is plotted for each blackout defined for the location.</p>	

Name	Report Type	Description	Example Image
Location Activity Date/Time Grid	WebServices	<p>This report provides a weekly calendar grid view, by location, of selected events for a specified date range. Event and reservation names are included for each day and location. Exact start and end times are not listed, but approximate times can be estimated by the placement of the event on the grid. This report is particularly suitable for identifying gaps in the schedule for the specified locations.</p> <p><i>Note: For efficiency, report output is limited to 2,000 report pages and a 10-minute interval.</i></p>	
Location Activity Term Grid	WebServices	<p>For each location, this report lists each event once on each day it occurs. The list of times (rows) is generated by the distinct start and end times of the events in that location within the range of report start and end times.</p> <p><i>Note: For efficiency, report output is limited to 100,000 location reservation rows.</i></p>	


Name	Report Type	Description	Example Image
Location Avail By Meeting Pat - Excel	WebServices	<p>This report shows the locations available, within the specified date range, for each standard meeting pattern defined in X25 Analytics (or for just those meeting patterns with the duration you specify).</p> <p>This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains two worksheets. The first worksheet lists the report parameters supplied by the user when the report was run. The second worksheet (Location Availability-2) shows the location availability data.</p> <p><i>This report is sometimes referred to as "LAMP - Excel."</i></p>	 <p>Click to Expand</p>
		<p>For each location on a given day, event occurrences, blackouts, and open and close hours are plotted as horizontal bars from start time to end time. Locations that are unavailable due to a pre-defined "location relationship" are also displayed.</p> <ul style="list-style-type: none"> <i>Green</i> indicates normal assignment of the location to the event ☐ <i>Orange/Beige</i> indicates the location is unavailable at this time due to a pre-defined ☐ "location relationship" with another location that's scheduled at this time ☐ <i>Dark Gray/Black</i> indicates open and close hours as well as blackouts 	 <p>Click to Expand</p>

Name	Report Type	Description	Example Image
Location Availability by Meeting Pattern	JReport	<p>This report shows the locations available, within the specified date range, for each standard meeting pattern defined in X25 Analytics (or for just those meeting patterns with the duration you specify).</p> <p><i>This report is sometimes referred to as "LAMP."</i></p>	
Location Blackout Dates	WebServices	<p>This report lists blackouts defined for the specified locations. All blackout definitions that have at least one occurrence that falls within the report date range are included.</p> <p>The locations are listed in alphabetical order by location short name. Blackouts are listed for each location by date and then by start time.</p>	

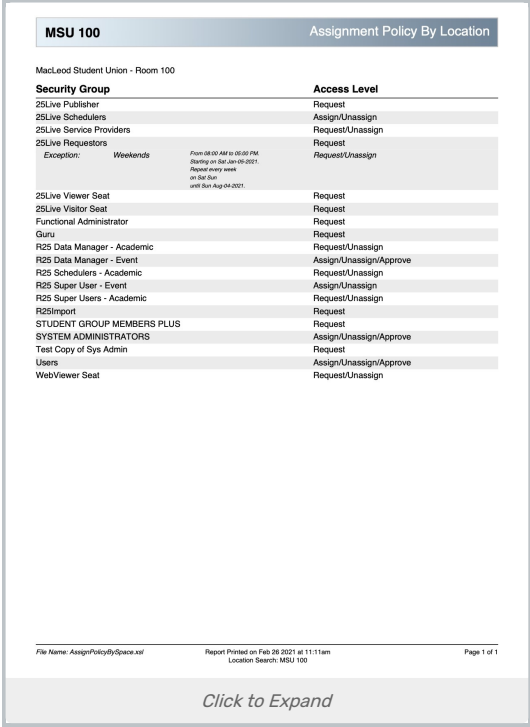

Name	Report Type	Description	Example Image
Location Blackout Dates - Excel	WebServices	<p>This report lists blackouts defined for the specified locations. All blackout definitions that have at least one occurrence that falls within the report date range are included.</p> <p>This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains two worksheets. The first worksheet lists the report parameters supplied by the user when the report was run. The second worksheet lists the following location data:</p> <ul style="list-style-type: none"> • Location Name • Location Formal Name • Maximum Capacity • Default Layout Capacity • Blackout Name • Initial Date • Start Time • End Time • Date(s) • Repeat Pattern • Occurrence(s) (count) 	 <p><i>Click to Expand</i></p>

Name	Report Type	Description	Example Image
Location Definitions	WebServices	<p>The report is a list of all selected locations and all of the details of each location. It includes:</p> <ul style="list-style-type: none"> • Features • Categories • Layouts • Custom Attributes • Relationships 	
Location Features	JReport	<p>This Microsoft Excel optimized report provides a cross-tab view of locations with the features assigned to each and the feature quantity also displayed.</p>	

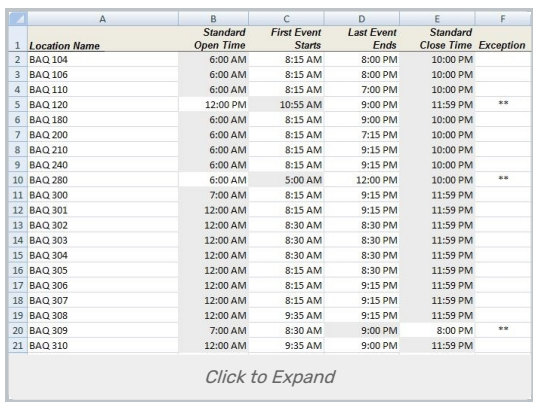
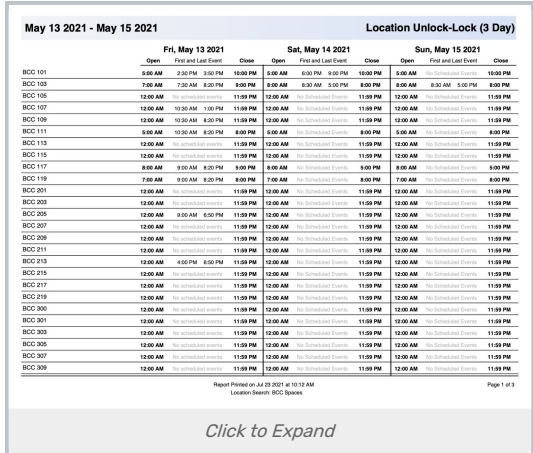
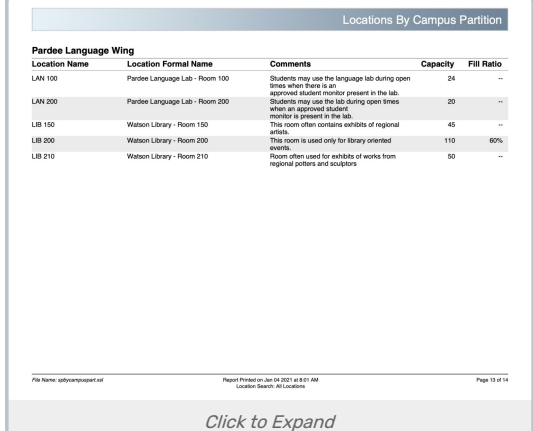
Name	Report Type	Description	Example Image
Location Inventory	JReport	<p>For each location included in the location search, this report provides a list of all possible Features, Categories, and Layouts. The items assigned to the current location are at the beginning of each list.</p> <p>This report might be used as a worksheet to verify location details are accurate and up to date. The locations are listed in alphabetical order, by location short name.</p>	
Location Listing	JReport	<p>This report lists specified locations. You might use it to verify that the list of locations in 25Live is complete and that the basic data about those locations is accurate. The locations are listed in alphabetical order, by location short name. For each location the report also shows:</p> <ul style="list-style-type: none"> • Location formal name • Maximum capacity • Fill ratio • Campus Partition • Default layout 	

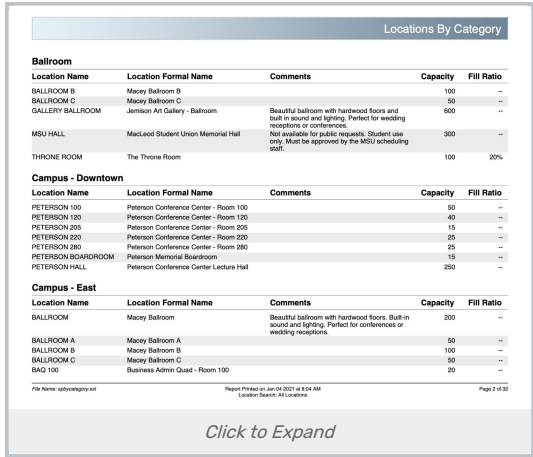
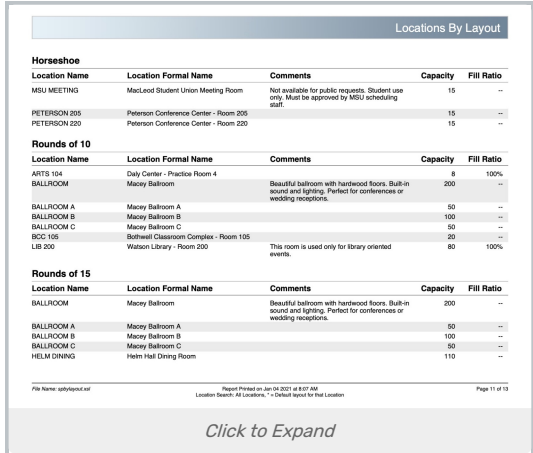
Name	Report Type	Description	Example Image
Location Listing - Excel	WebServices	<p>This report lists specified locations. You might use it to verify that the list of locations in 25Live is complete and that the basic data about those locations is accurate.</p> <p>This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains two worksheets. The first worksheet lists the report parameters supplied by the user when the report was run.</p> <p>The second worksheet lists the following location data:</p> <ul style="list-style-type: none"> • Location Short Name • Location Formal Name • Location Scheduler • Maximum Capacity • X25 Assignable Area • Default Layout • Default Layout Capacity • Always Shared? • Campus Partition • Categories • Features • Latitude • Longitude • X25 Building • X25 Floor Number • X25 Owner Organization • X25 Room Use Code • Express Scheduling Enabled? • Express Scheduling Event Type • Express Scheduling Max. Duration 	


Name	Report Type	Description	Example																																																																																																																																																				
Location Listing by Scheduler	JReport	<p>Lists all locations grouped by their default Location Scheduler. Locations without a default Scheduler are added to a group "No location scheduler defined."</p>	<div><div>Location Listing by Scheduler</div><div><p>No location scheduler assigned</p><table><tr><th>Location Name</th><th>Location Formal Name</th><th>Max Capacity</th><th>Default Layout</th></tr><tr><td>BCC 215</td><td>Baker Classroom Complex - Room 215</td><td>40</td><td>Classrooms Rows</td></tr><tr><td>BCC 307</td><td>Baker Classroom Complex - Room 307</td><td>50</td><td>Classrooms Rows</td></tr><tr><td>BCC 309</td><td>Baker Classroom Complex - Room 309</td><td>35</td><td>Classrooms Rows</td></tr><tr><td>BCC 311</td><td>Baker Classroom Complex - Room 311</td><td>40</td><td>Classrooms Rows</td></tr><tr><td>BCC 313</td><td>Baker Classroom Complex - Room 313</td><td>45</td><td>Classrooms Rows</td></tr><tr><td>BCC 315</td><td>Baker Classroom Complex - Room 315</td><td>50</td><td>Classrooms Rows</td></tr><tr><td>BCC 317</td><td>Baker Classroom Complex - Room 317</td><td>35</td><td>Classrooms Rows</td></tr><tr><td>BCC 319</td><td>Baker Classroom Complex - 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Room 215	40	Classrooms Rows	BCC 307	Baker Classroom Complex - Room 307	50	Classrooms Rows	BCC 309	Baker Classroom Complex - Room 309	35	Classrooms Rows	BCC 311	Baker Classroom Complex - Room 311	40	Classrooms Rows	BCC 313	Baker Classroom Complex - Room 313	45	Classrooms Rows	BCC 315	Baker Classroom Complex - Room 315	50	Classrooms Rows	BCC 317	Baker Classroom Complex - Room 317	35	Classrooms Rows	BCC 319	Baker Classroom Complex - Room 319	35	Classrooms Rows	BCC 401	Baker Classroom Complex - Room 401	45	Classrooms Rows	BCC 403	Baker Classroom Complex - Room 403	50	Classrooms Rows	BCC 405	Baker Classroom Complex - Room 405	35	Classrooms Rows	BCC 407	Baker Classroom Complex - Room 407	40	Classrooms Rows	BCC 409	Baker Classroom Complex - Room 409	45	Classrooms Rows	BCC 411	Baker Classroom Complex - Room 411	50	Classrooms Rows	BCC 413	Baker Classroom Complex - Room 413	35	Classrooms Rows	BCC 415	Baker Classroom Complex - Room 415	40	Classrooms Rows	BCC 417	Baker Classroom Complex - Room 417	45	Classrooms Rows	BCC 419	Baker Classroom Complex - Room 419	50	Classrooms Rows	BCC 501	Baker Classroom Complex - Room 501	40	Classrooms Rows	BCC 503	Baker Classroom Complex - Room 503	40	Classrooms Rows	BCC 505	Baker Classroom Complex - Room 505	40	Classrooms Rows	BCC 507	Baker Classroom Complex - Room 507	40	Classrooms Rows	BCC 509	Baker Classroom Complex - Room 509	40	Classrooms Rows	BCC 511	Baker Classroom Complex - Room 511	40	Classrooms Rows	BCC 513	Baker Classroom Complex - Room 513	40	Classrooms Rows	BCC 515	Baker Classroom Complex - Room 515	40	Classrooms Rows	BCC 517	Baker Classroom Complex - Room 517	40	Classrooms Rows	BCC 519	Baker Classroom Complex - Room 519	40	Classrooms Rows	BCC 601	Baker Classroom Complex - Room 601	40	Classrooms Rows	BCC 603	Baker Classroom Complex - Room 603	40	Classrooms Rows	BCC 605	Baker Classroom Complex - Room 605	40	Classrooms Rows	BCC 607	Baker Classroom Complex - Room 607	40	Classrooms Rows	BCC 609	Baker Classroom Complex - Room 609	40	Classrooms Rows	BCC 611	Baker Classroom Complex - Room 611	40	Classrooms Rows	BCC 613	Baker Classroom Complex - 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Location Monthly Calendar	JReport	<p>Lists all events scheduled in a specified group of locations during a time period you specify. Report output is organized by calendar month. You might print this report, for example, to post all classes in specified locations for the month or for the next week.</p>	<div><div>September 2021</div><div>Location Monthly Calendar</div><div>CASEY 30</div><table><tr><th>Sunday</th><th>Monday</th><th>Tuesday</th><th>Wednesday</th><th>Thursday</th><th>Friday</th><th>Saturday</th></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td></td><td></td><td></td><td>1:00 PM - 2:00 PM Conti Book Room Meeting</td><td>9:00 AM - 11:00 AM Morning Book Planning Meeting</td><td>9:00 PM - 10:00 PM Conti Book Room Meeting</td><td></td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td></td><td>7:00 PM - 8:00 PM The Dance Of Service</td><td>9:00 AM - 11:00 AM Morning Book Planning Meeting</td><td>1:00 PM - 2:00 PM Conti Book Room Meeting</td><td>9:00 AM - 11:00 AM Morning Book Planning Meeting</td><td>9:00 PM - 10:00 PM Beginning Salary</td><td></td></tr><tr><td></td><td></td><td>2:00 PM - 3:00 PM American Film - The Dark Years</td><td></td><td>11:00 AM - 1:00 PM HIS 510 History Lunch Meeting</td><td></td><td></td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td></td><td>4:00 PM - 5:00 PM Morning Classroom Head Meeting</td><td>9:00 AM - 11:00 AM Morning Book Planning Meeting</td><td>1:00 PM - 2:00 PM Conti Book Room Meeting</td><td>9:00 AM - 11:00 AM Morning Book Planning Meeting</td><td>9:00 PM - 10:00 PM Conti Book Room Meeting</td><td></td></tr><tr><td></td><td>7:00 PM - 8:00 PM The Dance Of Service</td><td>2:00 PM - 3:00 PM American Film - The Dark Years</td><td></td><td></td><td></td><td></td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td></td><td>7:00 PM - 8:00 PM The Dance Of Service</td><td>9:00 AM - 11:00 AM Morning Book Planning Meeting</td><td>1:00 PM - 2:00 PM Conti Book Room Meeting</td><td>9:00 AM - 11:00 AM Morning Book Planning Meeting</td><td>9:00 PM - 10:00 PM Beginning Salary</td><td></td></tr><tr><td></td><td></td><td>2:00 PM - 3:00 PM American Film - The Dark Years</td><td></td><td>11:00 AM - 1:00 PM HIS 510 History Lunch Meeting</td><td></td><td></td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr><tr><td></td><td>7:00 PM - 8:00 PM The Dance Of Service</td><td></td><td>1:00 PM - 2:00 PM Conti Book Room Meeting</td><td>9:00 AM - 11:00 AM Morning Book Planning Meeting</td><td></td><td></td></tr></table><p>File Name: septcalendar.pdf Report Printed on: Sep 03 2021 at 9:24 PM Location Search: Casey Locations</p><p>Page 8 of 8</p><p>Click to Expand</p></div>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				1	2	3	4				1:00 PM - 2:00 PM Conti Book Room Meeting	9:00 AM - 11:00 AM Morning Book Planning Meeting	9:00 PM - 10:00 PM Conti Book Room Meeting		5	6	7	8	9	10	11		7:00 PM - 8:00 PM The Dance Of Service	9:00 AM - 11:00 AM Morning Book Planning Meeting	1:00 PM - 2:00 PM Conti Book Room Meeting	9:00 AM - 11:00 AM Morning Book Planning Meeting	9:00 PM - 10:00 PM Beginning Salary				2:00 PM - 3:00 PM American Film - The Dark Years		11:00 AM - 1:00 PM HIS 510 History Lunch Meeting			12	13	14	15	16	17	18		4:00 PM - 5:00 PM Morning Classroom Head Meeting	9:00 AM - 11:00 AM Morning Book Planning Meeting	1:00 PM - 2:00 PM Conti Book Room Meeting	9:00 AM - 11:00 AM Morning Book Planning Meeting	9:00 PM - 10:00 PM Conti Book Room Meeting			7:00 PM - 8:00 PM The Dance Of Service	2:00 PM - 3:00 PM American Film - The Dark Years					19	20	21	22	23	24	25		7:00 PM - 8:00 PM The Dance Of Service	9:00 AM - 11:00 AM Morning Book Planning Meeting	1:00 PM - 2:00 PM Conti Book Room Meeting	9:00 AM - 11:00 AM Morning Book Planning Meeting	9:00 PM - 10:00 PM Beginning Salary				2:00 PM - 3:00 PM American Film - The Dark Years		11:00 AM - 1:00 PM HIS 510 History Lunch Meeting			26	27	28	29	30				7:00 PM - 8:00 PM The Dance Of Service		1:00 PM - 2:00 PM Conti Book Room Meeting	9:00 AM - 11:00 AM Morning Book Planning Meeting																																																				
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Name	Report Type	Description	Example Image
Location Security	WebServices	<p>This report lists for each location, the assignment policy settings of each security group. A system administrator might use this report to review location assignment policy settings.</p>	
		<p>This report contains two worksheets:</p> <ul style="list-style-type: none">The Assignment Policy and OLS worksheet lists—for each location—the assignment policy settings of each security group. A system administrator might use this report to review location assignment policy settings.The Exceptions worksheet lists exception settings for each location and security group. <p>This report is designed to open directly in Microsoft Excel or Open Office Calc.</p>	

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Location Unlock - Lock Times	JReport	<p>This report lists the standard open and close times for each location in the location search, as well as the first and last events occurring in each location.</p>	<div><div>Friday, Sep 10 2021</div><div>Location Unlock - Lock Times</div><table><thead><tr><th></th><th>Standard Open Time</th><th>First Event Starts</th><th>Last Event Ends</th><th>Standard Close Time</th></tr></thead><tbody><tr><td>ARTS 101</td><td>6:00 AM</td><td>9:55 AM</td><td>1:00 PM</td><td>10:00 PM</td></tr><tr><td>ARTS 102</td><td>6:00 AM</td><td>9:35 AM</td><td>4:30 PM</td><td>10:00 PM</td></tr><tr><td>ARTS 103</td><td>6:00 AM</td><td>No Scheduled Events</td><td></td><td>10:00 PM</td></tr><tr><td>ARTS 104</td><td>6:00 AM</td><td>No Scheduled Events</td><td></td><td>10:00 PM</td></tr><tr><td>ARTS 105</td><td>6:00 AM</td><td>No Scheduled Events</td><td></td><td>10:00 PM</td></tr><tr><td>BAG 100</td><td>6:00 AM</td><td>8:15 AM</td><td>2:40 PM</td><td>10:00 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PM	10:00 PM	BAG 300	12:00 AM	8:15 AM	1:20 PM	11:59 PM	BAG 301	12:00 AM	8:15 AM	12:00 PM	11:59 PM	BAG 302	12:00 AM	No Scheduled Events		11:59 PM	BAG 303	12:00 AM	No Scheduled Events		11:59 PM	BAG 304	12:00 AM	No Scheduled Events		11:59 PM	BAG 305	12:00 AM	8:15 AM	12:00 PM	11:59 PM	BAG 306	12:00 AM	8:15 AM	12:00 PM	11:59 PM	BAG 307	12:00 AM	8:15 AM	12:00 PM	11:59 PM	BAG 308	12:00 AM	9:35 AM	12:00 PM	11:59 PM	BAG 309	12:00 AM	9:35 AM	12:00 PM	11:59 PM	BAG 310	12:00 AM	9:35 AM	12:00 PM	11:59 PM	CASEY 10	12:00 AM	11:00 AM	6:00 PM	11:59 PM	CASEY 110	12:00 AM	No Scheduled Events		11:59 PM	CASEY 20	12:00 AM	No Scheduled Events		11:59 PM	CASEY 30	12:00 AM	5:00 PM	8:30 PM	11:59 PM	CASEY 40	12:00 AM	10:55 AM	2:40 PM	11:59 PM	DALY 100	12:00 AM	1:30 PM	5:30 PM	11:59 PM	DALY 101	12:00 AM	1:30 PM	4:35 PM	11:59 PM	DALY 102	12:00 AM	2:55 PM	4:35 PM	11:59 PM	DALY 103	12:00 AM	No Scheduled Events		11:59 PM	DALY 104	12:00 AM	No Scheduled Events		11:59 PM	DALY 105	12:00 AM	No Scheduled Events		11:59 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Name	Report Type	Description	Example Image
Location Unlock - Lock Times - Excel	WebServices	<p>This report lists the standard open and close times for each location in the location search, as well as the first and last events occurring in each location.</p> <p>This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains multiple worksheets. The first worksheet, (Parameter Summary-1) lists the report parameters supplied by the user when the report was run. The report data is shown on separate worksheets for each day of the selected date</p>	
Location Unlock-Lock (3 Day)	JReport	<p>For a 3-day period beginning on the Start Date, this report lists the standard open and close times for each location in the location search, as well as the first and last events occurring in each location.</p> <p><i>Note: This report has data limits. Please review the details in 25Live Reports.</i></p>	
Locations By Campus Partition	JReport	<p>Lists all locations by partition, sorted by location name, and grouped by partition.</p>	


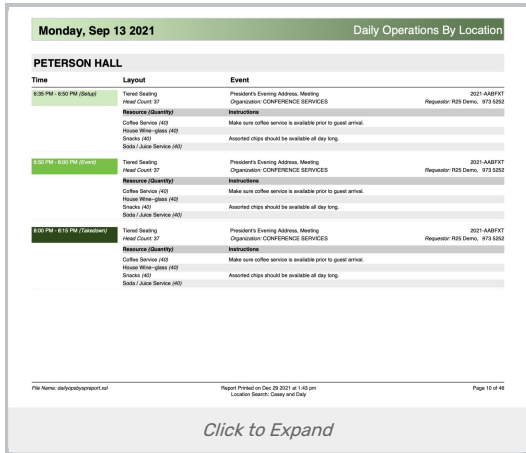
Name	Report Type	Description	Example Image
Locations By Category	JReport	This report lists locations, grouped by category. You might use this report to verify that all locations in an intended category have been assigned to that category.	 <p>The screenshot shows the 'Locations By Category' report. It has a title bar 'Locations By Category'. Below it are three sections: 'Ballroom', 'Campus - Downtown', and 'Campus - East'. Each section contains a table with columns: Location Name, Location Formal Name, Comments, Capacity, and Fill Ratio. The 'Ballroom' section lists BALLROOM B, BALLROOM C, GALLERY BALLROOM, MSU HALL, and THRONE ROOM. The 'Campus - Downtown' section lists PETERSON 100, PETERSON 130, PETERSON 205, PETERSON 220, PETERSON 280, PETERSON BOARDROOM, and PETERSON HALL. The 'Campus - East' section lists BALLROOM, BALLROOM A, BALLROOM B, BALLROOM C, and BQD 100. At the bottom, there is a 'Click to Expand' button.</p>
Locations By Layout	JReport	This report lists possible layouts and the locations with each of them.	 <p>The screenshot shows the 'Locations By Layout' report. It has a title bar 'Locations By Layout'. Below it are three sections: 'Horseshoe', 'Rounds of 10', and 'Rounds of 15'. Each section contains a table with columns: Location Name, Location Formal Name, Comments, Capacity, and Fill Ratio. The 'Horseshoe' section lists MSU MEETING, PETERSON 205, and PETERSON 220. The 'Rounds of 10' section lists ARTS 104, BALLROOM, BALLROOM A, BALLROOM B, BALLROOM C, BQD 105, and LIB 300. The 'Rounds of 15' section lists BALLROOM, BALLROOM A, BALLROOM B, BALLROOM C, and HELM DINING. At the bottom, there is a 'Click to Expand' button.</p>

Name	Report Type	Description	Example Image
Notification Policy - Locations - Excel	WebServices	<p>This report lists the notification policy (NP) settings for each location. There are two worksheets in this report. Notification by Location lists each location, the type and duration of NP, and a concatenated list of associated contacts. The Notification by Contact worksheet lists each contact associated with location NP and the corresponding locations for that contact. A system administrator might use this report to review location notification policy settings.</p> <p>This report is designed to open directly in Microsoft Excel or Open Office Calc.</p>	 <p>The screenshot shows a spreadsheet with two tabs. The first tab, 'Notification by Location', lists various locations (e.g., McNelly Arts Center, McNelly Arts Center - Room 100) and their associated notification policies (e.g., 1 day, 2 day, 3 day). The second tab, 'Notification by Contact', lists contacts (e.g., McNelly Arts Center, McNelly Arts Center - Room 100) and their associated locations (e.g., McNelly Arts Center, McNelly Arts Center - Room 100).</p>

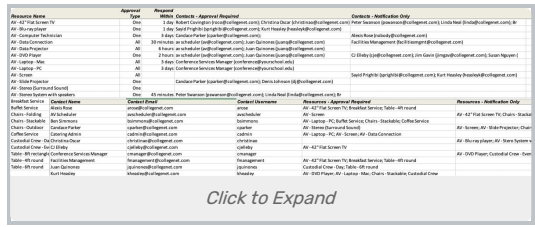
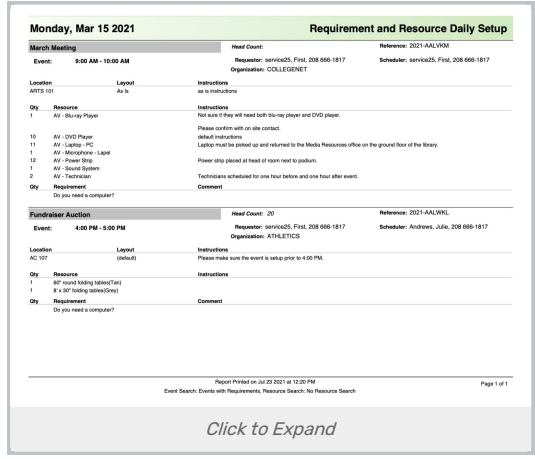
Name	Report Type	Description	Example Image																																																																		
Weekly Room Sheet	JReport	<p>This report lists the events occurring in a set of specified locations for a specified date range. The report makes it easy to see what's happening in a location, to see when the location is available for maintenance or housekeeping, and to determine open and lock schedules.</p> <p><i>Data Included</i></p> <ul style="list-style-type: none">Only records returned by the location search are evaluated for inclusion.Only locations for which you have security privileges are included.	<div><div><div>BCC 109</div><div>Jan 8 2018 - Jan 14 2018</div></div><table><thead><tr><th>Event Times</th><th>Event</th><th>Contact</th></tr></thead><tbody><tr><td colspan="3">Wednesday Jan 10 2018</td></tr><tr><td>8:15 AM - 9:20 AM</td><td>ENGL 215 01, MW 0815-0920, 41873-1</td><td></td></tr><tr><td>9:35 AM - 10:40 AM</td><td>ENGL 403 01, MW 0935-1040, 42801-1</td><td></td></tr><tr><td>10:55 AM - 12:00 PM</td><td>PSYC 322 01, MW 1055-1200, 40857-1</td><td></td></tr><tr><td>12:15 PM - 1:20 PM</td><td>HIST 304 01, MW 1215-1320, 43028-1</td><td></td></tr><tr><td>2:55 PM - 4:35 PM</td><td>HIST 112 05, MW 1455-1635, 43260-1</td><td></td></tr><tr><td>5:30 PM - 7:15 PM</td><td>HIST 114 02, MW 1730-1915, 40593-1</td><td></td></tr><tr><td colspan="3">Thursday Jan 11 2018</td></tr><tr><td>8:30 AM - 10:00 AM</td><td>BETH 701 F1, TR 0830-1000, 43212-1</td><td></td></tr><tr><td>10:15 AM - 11:45 AM</td><td>BETH 701 F2, TR 1015-1145, 43213-1</td><td></td></tr><tr><td>1:30 PM - 3:10 PM</td><td>HIST 111 02, TR 1330-1510, 40584-1</td><td></td></tr><tr><td>3:25 PM - 5:00 PM</td><td>ENGL 481 61, TR 1525-1700, 40455-1</td><td></td></tr><tr><td>6:00 PM - 9:00 PM</td><td>GEOG 421 01, R 1800-2100, 41479-1</td><td></td></tr><tr><td colspan="3">Friday Jan 12 2018</td></tr><tr><td>8:15 AM - 9:20 AM</td><td>ENGL 215 01, MW 0815-0920, 41873-1</td><td></td></tr><tr><td>9:35 AM - 10:40 AM</td><td>ENGL 403 01, MW 0935-1040, 42801-1</td><td></td></tr><tr><td>10:55 AM - 12:00 PM</td><td>PSYC 322 01, MW 1055-1200, 40857-1</td><td></td></tr><tr><td>12:15 PM - 1:20 PM</td><td>HIST 304 01, MW 1215-1320, 43028-1</td><td></td></tr><tr><td>2:00 PM - 3:00 PM</td><td>History Department Meeting, F 1400-1500, Meeting</td><td>Ambrose, Stephen ph: 503-677-0989</td></tr><tr><td colspan="3">Saturday Jan 13 2018</td></tr><tr><td>9:00 AM - 12:00 PM</td><td>BETH 601 37, S 0900-1200, 42825-1</td><td></td></tr></tbody></table><div><div>Updated: 6/9/2021 4:01 PM</div><div>Note: Days without scheduled activity are not displayed. Location Search: BCC 109</div><div>Page 1 of 1</div></div><div>Click to Expand</div></div>	Event Times	Event	Contact	Wednesday Jan 10 2018			8:15 AM - 9:20 AM	ENGL 215 01, MW 0815-0920, 41873-1		9:35 AM - 10:40 AM	ENGL 403 01, MW 0935-1040, 42801-1		10:55 AM - 12:00 PM	PSYC 322 01, MW 1055-1200, 40857-1		12:15 PM - 1:20 PM	HIST 304 01, MW 1215-1320, 43028-1		2:55 PM - 4:35 PM	HIST 112 05, MW 1455-1635, 43260-1		5:30 PM - 7:15 PM	HIST 114 02, MW 1730-1915, 40593-1		Thursday Jan 11 2018			8:30 AM - 10:00 AM	BETH 701 F1, TR 0830-1000, 43212-1		10:15 AM - 11:45 AM	BETH 701 F2, TR 1015-1145, 43213-1		1:30 PM - 3:10 PM	HIST 111 02, TR 1330-1510, 40584-1		3:25 PM - 5:00 PM	ENGL 481 61, TR 1525-1700, 40455-1		6:00 PM - 9:00 PM	GEOG 421 01, R 1800-2100, 41479-1		Friday Jan 12 2018			8:15 AM - 9:20 AM	ENGL 215 01, MW 0815-0920, 41873-1		9:35 AM - 10:40 AM	ENGL 403 01, MW 0935-1040, 42801-1		10:55 AM - 12:00 PM	PSYC 322 01, MW 1055-1200, 40857-1		12:15 PM - 1:20 PM	HIST 304 01, MW 1215-1320, 43028-1		2:00 PM - 3:00 PM	History Department Meeting, F 1400-1500, Meeting	Ambrose, Stephen ph: 503-677-0989	Saturday Jan 13 2018			9:00 AM - 12:00 PM	BETH 601 37, S 0900-1200, 42825-1	
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Resource Reports

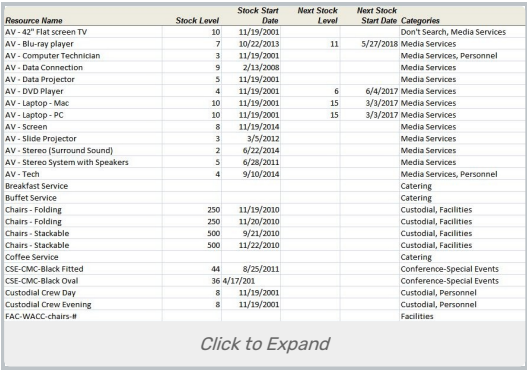

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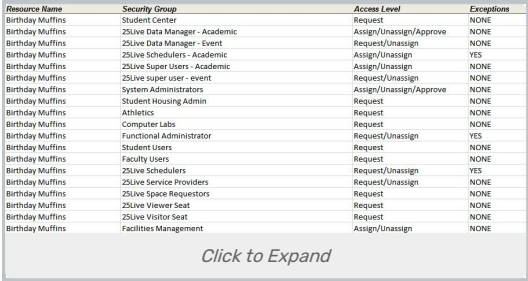
Name	Report Type	Description	Example Image
Daily Operations	JReport	<p>This report lists all specified events for the date range, and may further limit events to those with assigned resources returned by the resource search. An event will print once for each of the following conditions:</p> <ul style="list-style-type: none"> When a setup duration is defined (the task label for this entry is "Setup") When the event itself is taking place, which would include the pre-event and post-event times if defined (the task label for this entry is "Event") When a takedown duration is defined (the task label for this entry is "Takedown") 	
Daily Operations By Locations	WebServices	<p>This report lists all events for the specified date range within the specified locations. An event will print once for each of the following conditions:</p> <ul style="list-style-type: none"> When a setup duration is defined (the task label for this entry is "Setup") When the event itself is taking place, which would include the pre-event and post-event times if defined (the task label for this entry is "Event") When a takedown duration is defined (the task label for this entry is "Takedown") 	

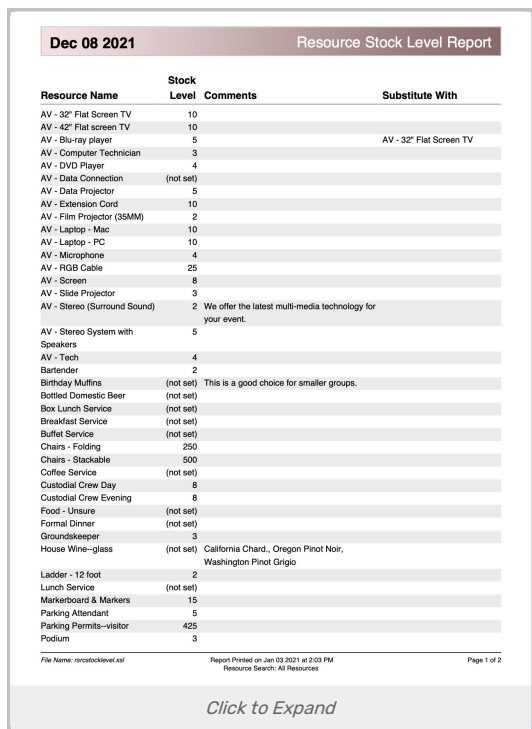
Name	Report Type	Description	Example Image
Daily Setup By Location	JReport	<p>Grouped by location, this report lists all specified events in chronological order based on the "Setup Ready By" date/time. The Setup Ready By time is the pre-event start time, if defined. If a pre-event start time is not defined, the Setup Ready By time is the event start time. Event information includes the primary organization, requestor, scheduler, resource assignments, location layout, and instructions.</p>	
Daily Setup Report	JReport	<p>Grouped by date, this report lists all specified events in chronological order based on the "Setup Ready By" date/time. The Setup Ready By time is the pre-event start time, if defined. If a pre-event start time is not defined the Setup Ready By time is the event start time. If a resource search is provided (optional parameter), only events that have any of those resources assigned will appear on the report. Event information includes the primary organization and requestor, resource and location assignments, and details of those assignments.</p>	

Name	Report Type	Description	Example Image
Notification Policy - Resources - Excel	WebServices	<p>This report lists the notification policy (NP) settings for each resource. There are two worksheets in this report. Notification by Resource lists each resource, the type and duration of NP, and a concatenated list of associated contacts. The Notification by Contact worksheet lists each contact associated with resource NP and the corresponding resources for that contact. A system administrator might use this report to review resource notification policy settings.</p> <p><i>Data Included</i></p> <ul style="list-style-type: none"> Notification by Resource columns: Resource Name, Approval Type, Respond Within, Contacts - Approval Required, Contacts - Notification Notification by Contact columns: Contact, Email, Username, Resources - Approval Required, Resources - Notification Only 	 <p>Click to Expand</p>
Requirement and Resource Daily Setup	JReport	<p>This report lists requirements, resources, and location assignments for specified events, grouped by date and time. If a resource search is provided (optional parameter), only events that have any of those resources assigned will appear on the report. Event information includes the primary organization, requestor, scheduler, requirements, resource and location assignments, and details of those assignments.</p>	 <p>Click to Expand</p>

Name	Report Type	Description	Example Image
Resource Inventory Worksheet	WebServices	This report lists resources returned from a resource search and their stock levels in a format that allows you to note current inventory levels.	
Resource Listing	WebServices	This report lists specified resources. You might use it to verify that the list of resources in 25Live is complete. The resources are listed in alphabetical order by resource name.	

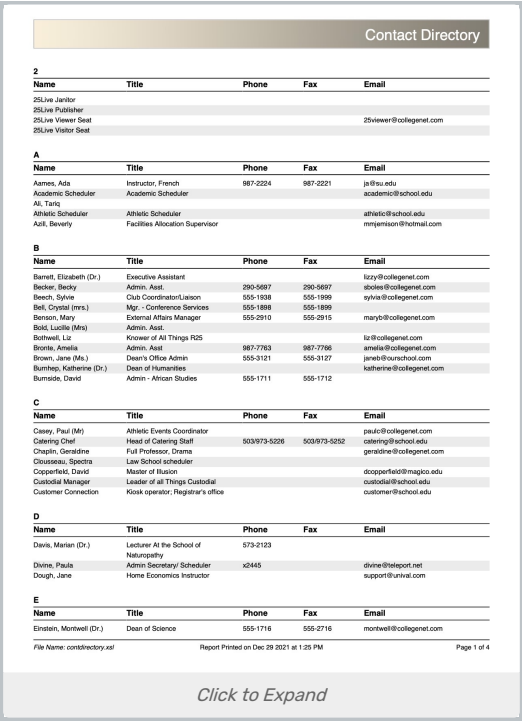
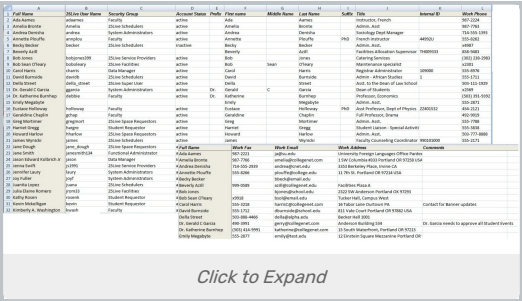
Name	Report Type	Description	Example Image
Resource Listing - Excel	WebServices	<p>This report lists specified resources. You might use it to verify that the list of resources in 25Live is complete, and that the basic data about those resources is accurate.</p> <p>This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains two worksheets. The first worksheet lists the report parameters supplied by the user when the report was run. The second worksheet lists the following resource data:</p> <ul style="list-style-type: none"> Resource Name Quantity Level Quantity Start Date Next Quantity Level Next Quantity Level Start Date Categories 	
Resource Reservations by Date - Excel	WebServices	<p>This report shows resource reservation information for a specified date range. For each date, the reservations are listed in chronological order.</p> <p>This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains two worksheets. The first worksheet lists the report parameters supplied by the user when the report was run. The second worksheet (Reservations-2) lists the relevant resource reservation data.</p>	

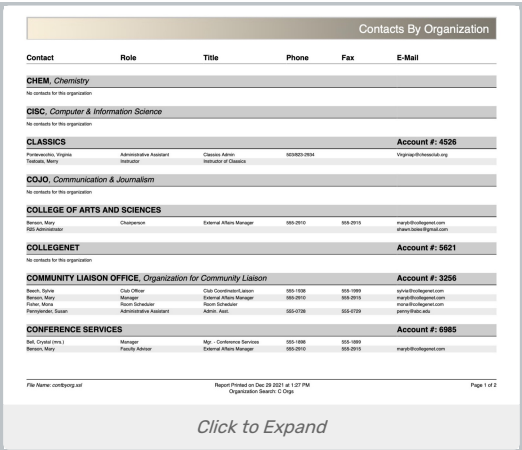
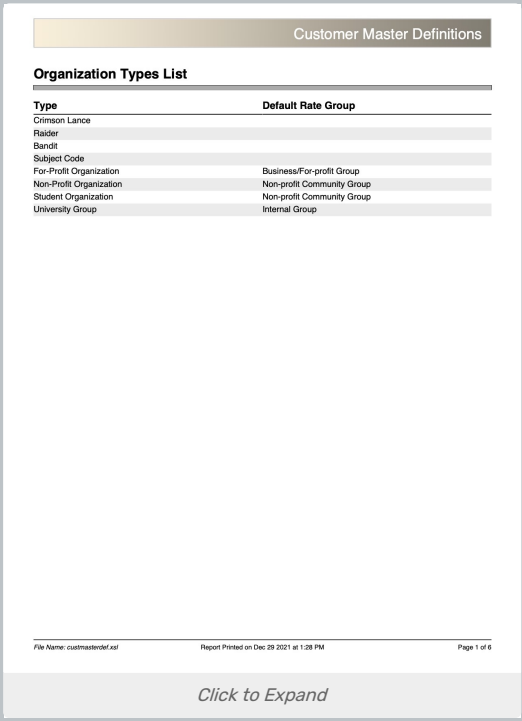
Name	Report Type	Description	Example Image
Resource Security	WebServices	<p>This report lists for each resource, the assignment policy settings of each security group. A system administrator might use this report to review resource assignment policy settings.</p>	
Resource Security - Excel	WebServices	<p>This report lists for each resource, the assignment policy settings of each security group. A system administrator might use this report to review resource assignment policy settings.</p> <p>This report is designed to open directly in Microsoft Excel or Open Office Calc.</p>	

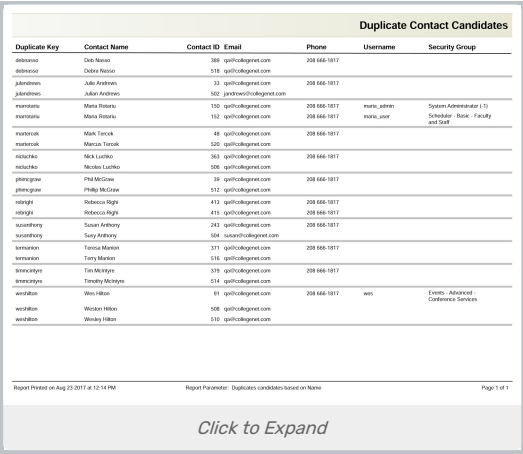

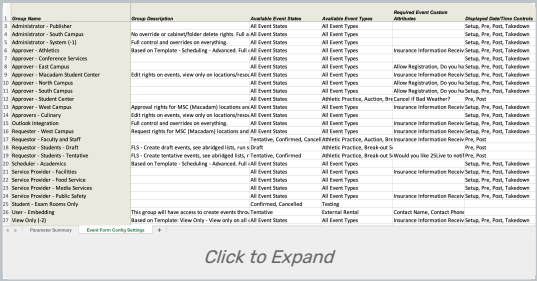
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Resource Stock Level Report	WebServices	This report lists stock levels for all resources returned from a resource search and the resource that can be substituted (if defined).	 <p>Dec 08 2021 Resource Stock Level Report</p> <table border="1"> <thead> <tr> <th>Resource Name</th> <th>Stock Level</th> <th>Comments</th> <th>Substitute With</th> </tr> </thead> <tbody> <tr><td>AV - 32" Flat Screen TV</td><td>10</td><td></td><td></td></tr> <tr><td>AV - 42" Flat Screen TV</td><td>10</td><td></td><td></td></tr> <tr><td>AV - Blu-ray player</td><td>5</td><td></td><td>AV - 32" Flat Screen TV</td></tr> <tr><td>AV - Computer Technician</td><td>3</td><td></td><td></td></tr> <tr><td>AV - DVD Player</td><td>4</td><td></td><td></td></tr> <tr><td>AV - Data Connection</td><td>(not set)</td><td></td><td></td></tr> <tr><td>AV - Data Projector</td><td>5</td><td></td><td></td></tr> <tr><td>AV - Extension Cord</td><td>10</td><td></td><td></td></tr> <tr><td>AV - Film Projector (35MM)</td><td>2</td><td></td><td></td></tr> <tr><td>AV - Laptop - Mac</td><td>10</td><td></td><td></td></tr> <tr><td>AV - Laptop - PC</td><td>10</td><td></td><td></td></tr> <tr><td>AV - Microphone</td><td>4</td><td></td><td></td></tr> <tr><td>AV - RGB Cable</td><td>25</td><td></td><td></td></tr> <tr><td>AV - Screen</td><td>8</td><td></td><td></td></tr> <tr><td>AV - Slide Projector</td><td>3</td><td></td><td></td></tr> <tr><td>AV - Stereo (Surround Sound)</td><td>2</td><td>We offer the latest multi-media technology for your event.</td><td></td></tr> <tr><td>AV - Stereo System with</td><td>5</td><td></td><td></td></tr> <tr><td>Speakers</td><td></td><td></td><td></td></tr> <tr><td>AV - Tech</td><td>4</td><td></td><td></td></tr> <tr><td>Bartender</td><td>2</td><td></td><td></td></tr> <tr><td>Birthday Muffins</td><td>(not set)</td><td>This is a good choice for smaller groups.</td><td></td></tr> <tr><td>Bottled Domestic Beer</td><td>(not set)</td><td></td><td></td></tr> <tr><td>Box Lunch Service</td><td>(not set)</td><td></td><td></td></tr> <tr><td>Breakfast Service</td><td>(not set)</td><td></td><td></td></tr> <tr><td>Buffet Service</td><td>(not set)</td><td></td><td></td></tr> <tr><td>Chairs - Folding</td><td>250</td><td></td><td></td></tr> <tr><td>Chairs - Stackable</td><td>500</td><td></td><td></td></tr> <tr><td>Coffee Service</td><td>(not set)</td><td></td><td></td></tr> <tr><td>Custodial Crew Day</td><td>8</td><td></td><td></td></tr> <tr><td>Custodial Crew Evening</td><td>8</td><td></td><td></td></tr> <tr><td>Food - Unsure</td><td>(not set)</td><td></td><td></td></tr> <tr><td>Formal Dinner</td><td>(not set)</td><td></td><td></td></tr> <tr><td>Groundskeeper</td><td>3</td><td></td><td></td></tr> <tr><td>House Wine-glass</td><td>(not set)</td><td>California Chard., Oregon Pinot Noir, Washington Pinot Grigio</td><td></td></tr> <tr><td>Ladder - 12 foot</td><td>2</td><td></td><td></td></tr> <tr><td>Lunch Service</td><td>(not set)</td><td></td><td></td></tr> <tr><td>Markerboard & Markers</td><td>15</td><td></td><td></td></tr> <tr><td>Parking Attendant</td><td>5</td><td></td><td></td></tr> <tr><td>Parking Permits-visitor</td><td>425</td><td></td><td></td></tr> <tr><td>Podium</td><td>3</td><td></td><td></td></tr> </tbody> </table> <p>File Name: rncstocklevel.txt Report Printed on: Jan 03 2021 at 2:03 PM Resource Search: All Resources Page 1 of 2</p> <p>Click to Expand</p>	Resource Name	Stock Level	Comments	Substitute With	AV - 32" Flat Screen TV	10			AV - 42" Flat Screen TV	10			AV - Blu-ray player	5		AV - 32" Flat Screen TV	AV - Computer Technician	3			AV - DVD Player	4			AV - Data Connection	(not set)			AV - Data Projector	5			AV - Extension Cord	10			AV - Film Projector (35MM)	2			AV - Laptop - Mac	10			AV - Laptop - PC	10			AV - Microphone	4			AV - RGB Cable	25			AV - Screen	8			AV - Slide Projector	3			AV - Stereo (Surround Sound)	2	We offer the latest multi-media technology for your event.		AV - Stereo System with	5			Speakers				AV - Tech	4			Bartender	2			Birthday Muffins	(not set)	This is a good choice for smaller groups.		Bottled Domestic Beer	(not set)			Box Lunch Service	(not set)			Breakfast Service	(not set)			Buffet Service	(not set)			Chairs - Folding	250			Chairs - Stackable	500			Coffee Service	(not set)			Custodial Crew Day	8			Custodial Crew Evening	8			Food - Unsure	(not set)			Formal Dinner	(not set)			Groundskeeper	3			House Wine-glass	(not set)	California Chard., Oregon Pinot Noir, Washington Pinot Grigio		Ladder - 12 foot	2			Lunch Service	(not set)			Markerboard & Markers	15			Parking Attendant	5			Parking Permits-visitor	425			Podium	3		
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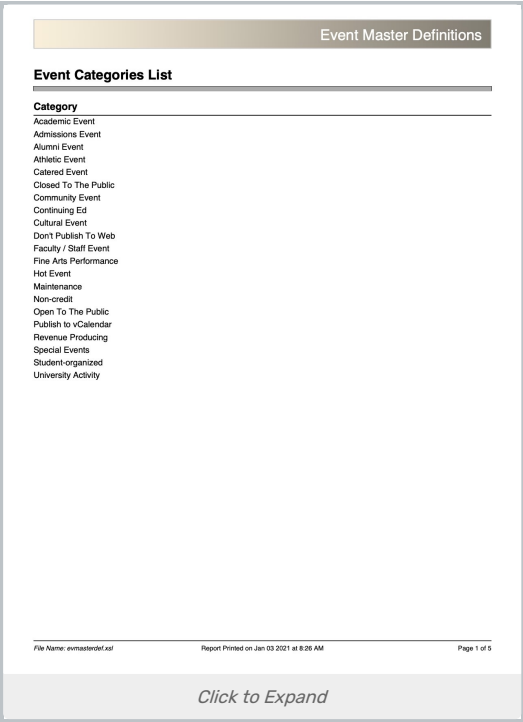
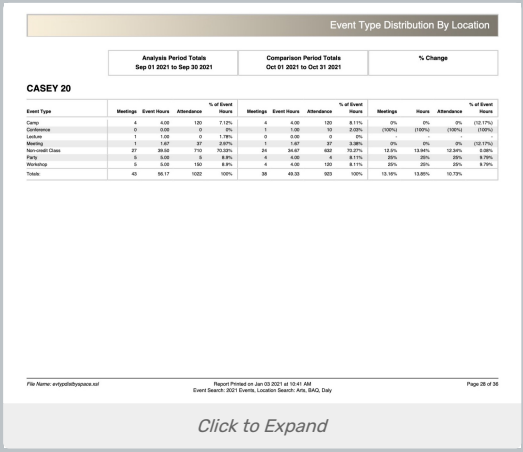
Other Reports

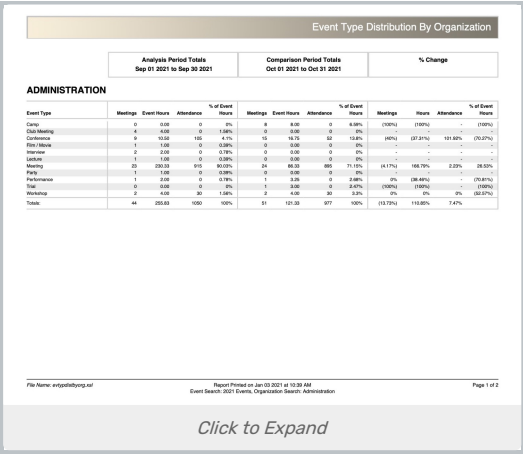
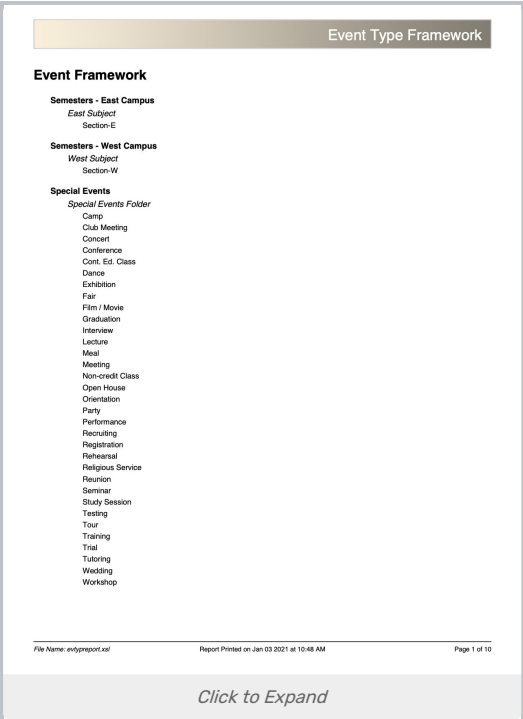
Name	Report Type	Description	Example Image
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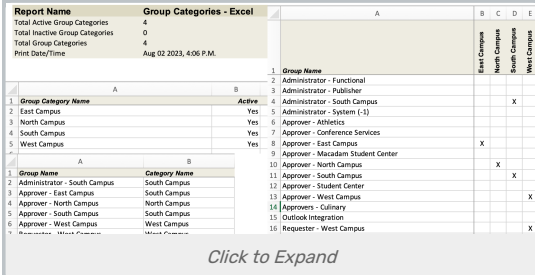

Name	Report Type	Description	Example Image
Contact Directory	JReport	<p>The report is a list of all contacts in alphabetical order by last name. The work phone number, fax number, and email for each contact are listed (if the information exists in the database).</p>	
	WebServices	<p>The report is a list of contact information. The name, user name, security group, account status, work phone number, fax number, address, and email for each contact are listed (if the information exists in the database).</p> <p>This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains two worksheets. The first worksheet lists the report summary information. The second worksheet (Contacts-2) lists the contact information.</p>	

Name	Report Type	Description	Example Image
Contacts By Organization	JReport	The report is a list of all contacts in alphabetical order by last name, grouped by organization. The organization's contact role, title, work phone number, fax number, and email for each contact are listed (if the information exists in the database).	
Customer Master Definitions	JReport	This report lists customer master definitions from all your organization and contact master lists (the sample below shows three). You might use this report to verify the completeness, accuracy, and currency of your organization and contact master lists.	

Name	Report Type	Description	Example Image
Duplicate Contact Candidates	JReport	<p>This report lists potential duplicate contacts on the basis of names or emails. Information displayed for each contact includes contact name, contact ID, work email, username, and security group, as well as a "duplicate key" column as a unique identifier for each group of duplicates.</p>	
Email Notification Settings - Excel	WebServices	<p>This report lists the email notification settings for each security group. A system administrator might use this report to get an overview of these settings.</p> <p>This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains two worksheets. The first worksheet lists the report summary information. The second worksheet (Email Notification Settings) contains the following report information:</p> <ul style="list-style-type: none">Group NameAssignment Policy Email settingNotification Policy Email settingTo Do Tasks Email settingAll Tasks Complete Email setting <p>The settings can be one of the following: 5 minutes, Daily, or None.</p>	
Event Form Config by Sec Group - Excel	JReport	<p>Available Variations:</p> <ul style="list-style-type: none">Per EventEstimate Per Event <p>The report shows all information for an event. This version lists all occurrences for the event and may be particularly suitable for special events.</p>	

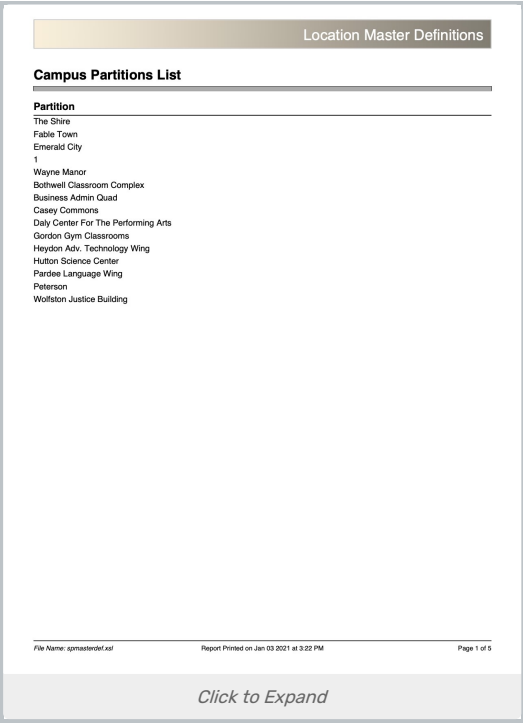
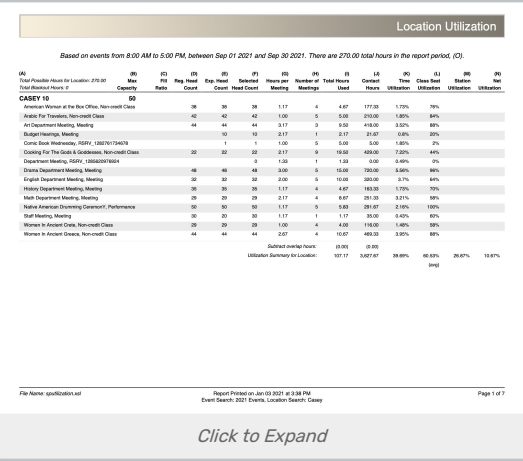
Name	Report Type	Description	Example Image
Event Master Definitions	JReport	This report lists event master definitions from all your event master lists (the sample below shows three). You might use this report to verify the completeness, accuracy, and currency of your event master lists.	
Event Type Distribution By Location	WebServices	The report shows the distribution of event types occurring in each location and the number of occurrences (meetings) and hours for events of each type, as well as the attendance. It also shows an optional comparison to a time period you specify.	

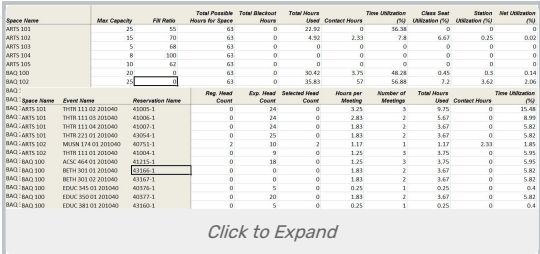
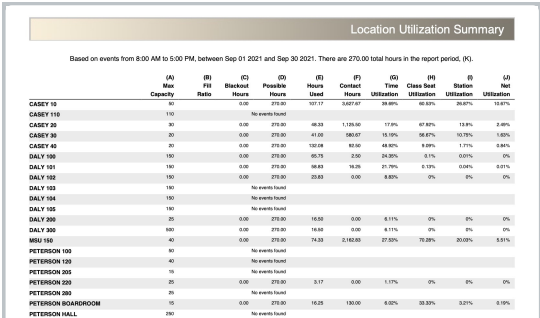
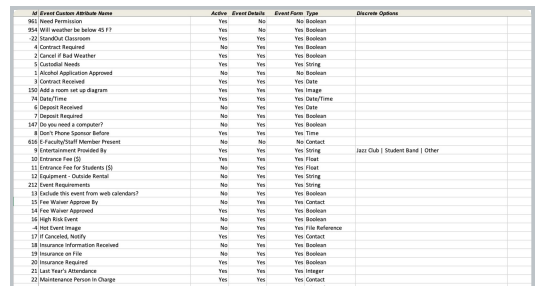
Name	Report Type	Description	Example Image
Event Type Distribution By Organization	WebServices	The report shows the distribution of event types for each organization and the number of occurrences (meetings) and hours for events of each type, as well as the attendance. The data is based on each event's primary sponsor organization. The report shows an optional comparison to a time period you specify.	
Event Type Framework	WebServices	This report lists all event types in the event framework. It also outlines the categories, requirements, custom attributes, and contact roles for each. You might use this report to verify the completeness, accuracy, and currency of your Event Types Master List.	

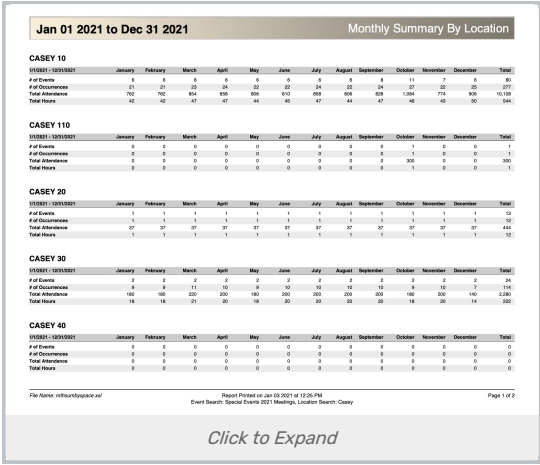
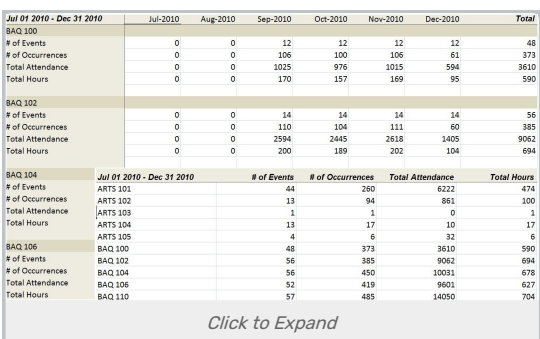
Name	Report Type	Description	Example Image
Event Type Listing - Excel	WebServices	<p>This report is a listing of all event types and related data.</p> <p>The Excel Workbook contains six worksheets. The first worksheet lists the report summary information. The second worksheet (Event Types) contains the following report information:</p> <ul style="list-style-type: none"> Event Type Active? (<i>whether event type is active or inactive</i>) Sort Order Default Confirmation Report Default Invoice Report <p>Worksheets 3-6 show which contact roles, custom attributes, reports, and requirements (respectively) are associated with each event type (denoted with an "X").</p>	 <p>Click to Expand</p>
Group Categories - Excel	WebServices	<p>This report lists all Group Categories and related information. You might use this report to check which group categories are in your system and which are active or inactive.</p>	 <p>Click to Expand</p>
Group Searches - Excel	WebServices	<p>This report lists Groups and associated Event/Location/Organization/Resource public searches. You might use it to verify that public searches in 25Live are associated with the proper Groups.</p>	 <p>Click to Expand</p>

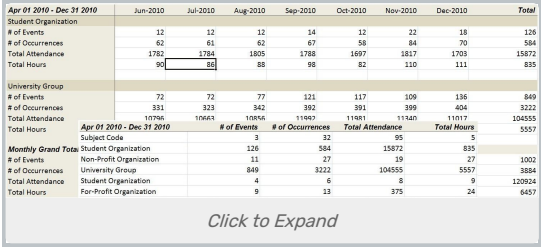
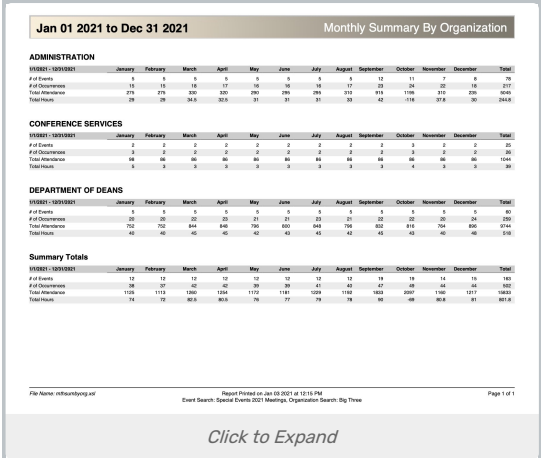
Name	Report Type	Description	Example Image
Group Security - Excel	WebServices	<p>The report shows security access to all functional areas by security group. It is designed to be opened directly in Microsoft Excel or Open Office Calc.</p> <p><i>Note:</i> In order for all data values to appear in this report, you must explicitly define every security setting for each security group, whether or not you are using the default value.</p>	
Import Tool Template - Contacts - Excel	WebServices	<p>This report produces a spreadsheet designed to be used with the Series25 Data Import Tool.</p> <p>The report is downloaded as an .xml file, which you can open in a spreadsheet editor like Excel. Use the <i>File > Save As</i> menu item to change the file extension to .xlsx before continuing. Then you can fill out the template and import data as described in the Series25 Data Import Tool Help.</p>	
Import Tool Template - Locations - Excel	WebServices	<p>This report produces a spreadsheet designed to be used with the Series25 Data Import Tool.</p> <p>The report is downloaded as an .xml file, which you can open in a spreadsheet editor like Excel. Click <i>File > Save As</i> to change the file extension to .xlsx before continuing. Then you can fill out the template and import data as described in the Series25 Data Import Tool Help.</p>	

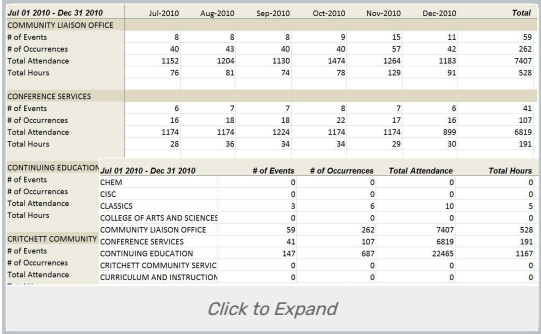
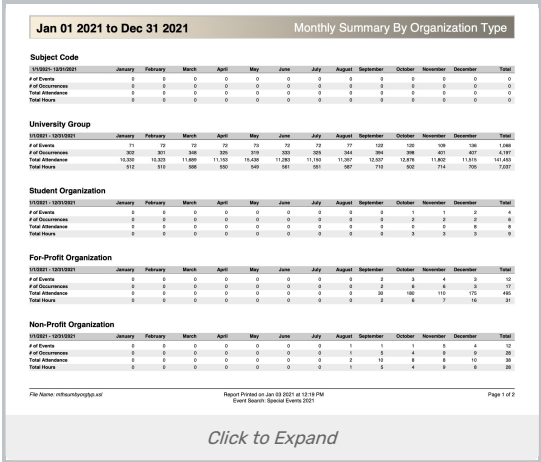
Name	Report Type	Description	Example Image
Import Tool Template - Orgs - Excel	WebServices	<p>This report produces a spreadsheet designed to be used with the Series25 Data Import Tool.</p> <p>The report is downloaded as an .xml file, which you can open in a spreadsheet editor like Excel. Use the <i>File > Save As</i> menu item to change the file extension to .xlsx before continuing. Then you can fill out the template and import data as described in the Series25 Data Import Tool Help.</p>	 <p>Click to Expand</p>
Import Tool Template - Resources - Excel	Webservices	<p>This report produces a spreadsheet designed to be used with the Series25 Data Import Tool.</p> <p>The report is downloaded as an .xml file, which you can open in a spreadsheet editor like Excel. Use the <i>File > Save As</i> menu item to change the file extension to .xlsx before continuing. Then you can fill out the template and import data as described in the Series25 Data Import Tool Help.</p>	 <p>Click to Expand</p>
JReport Run	WebServices	<p>This report will output an XML document that contains parameter set data returned by the report.xml WebService and is intended to be viewed in a browser. This report can be used as an aid to assist those creating custom reports using the JReport Designer.</p> <p>The JReport Designer, as part of a local reporting environment, can be used to fully design, develop and test custom reports prior to deployment to the 25Live Interactive Reporting System.</p>	 <p>Click to Expand</p>


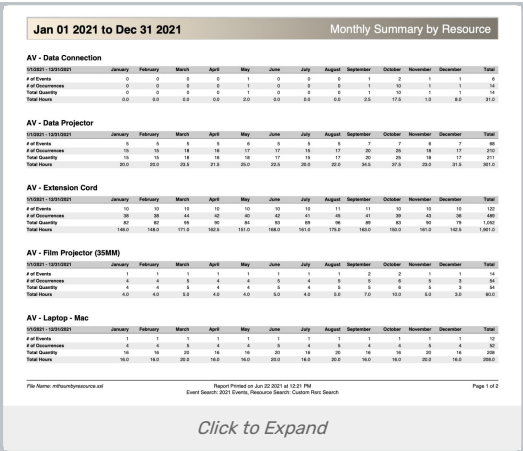
Name	Report Type	Description	Example Image
Location Master Definitions	JReport	<p>This report lists location master definitions for all your location master lists. You might use this report to verify the completeness, accuracy, and currency of your location master lists.</p>	
Location Utilization	WebServices	<p>This report shows how well each location at your location is being used. The first part of the report lists utilization statistics (by event) for selected locations, with a summary of the statistics for each location. The second part summarizes how well each location is utilized. For a summary of location utilization statistics without event details, use the Location Utilization Summary report.</p> <p>The utilization calculations in this report are summarized on the Column Guide for Location Utilization Values page.</p> <p><i>Note: This report has data limits. Please review the details in 25Live Reports.</i></p>	


Name	Report Type	Description	Example Image
Location Utilization – Excel	WebServices	<p>This report shows how well each location at your site is being used. The report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains three worksheets. The first worksheet lists the report parameters supplied by the user when the report was run. The second worksheet (Location Summary-2) lists report totals for each location. The third worksheet (Event Details-3) lists utilization statistics (by event) for the selected locations.</p>	 <p>Click to Expand</p>
Location Utilization Summary	WebServices	<p>This report shows how well each location at your location is being used. The first part of the report lists utilization statistics for selected locations (without event details). The second part summarizes how well each location is utilized. For a summary of location utilization statistics including event details, use the Location Utilization report.</p>	 <p>Click to Expand</p>
Master Definitions – Excel	WebServices	<p>This report lists all Master Definitions and related information. It mimics the data and order seen in 25Live > System Settings > Master Definitions. You might use it to verify that master definitions in 25Live are complete and accurate.</p> <p>This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains 21 worksheets. The first worksheet lists the total counts of each Master Definition and the date/time when the report was run.</p>	 <p>Click to Expand</p>


Name	Report Type	Description	Example Image
Monthly Summary By Location	WebServices	This report lists the number of events for a set of locations, and their distribution over a time period.	
Monthly Summary By Location - Excel	WebServices	This report lists the number of events for a set of locations, and their distribution over a time period. The report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains three worksheets. The first worksheet lists the report parameters supplied by the user when the report was run. The second worksheet (Location Totals By Month-2) shows calculated values for # of Events, # of Occurrences, Total Attendance, and Total Hours for each month. The third worksheet (Location Totals-3) shows the report totals for each location.	


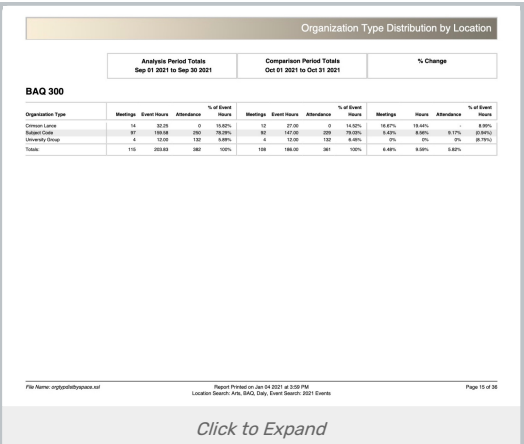
Name	Report Type	Description	Example Image
Monthly Summary By Org Type - Excel	WebServices	<p>This report lists the number of events for a set of organization types, and their distribution over a time period. The report is designed to open directly in Microsoft Excel or Open Office Calc.</p> <p>The Excel Workbook contains three worksheets. The first worksheet lists the report parameters supplied by the user when the report was run. The second worksheet (Organization Type Totals By Month-2) shows calculated values for # of Events, # of Occurrences, Total Attendance, and Total Hours for each month. The third worksheet (Organization Type Totals-3) shows the report totals for each organization type.</p>	
Monthly Summary By Organization	WebServices	<p>This report lists the number of events for an organization, and their distribution over a time period.</p>	

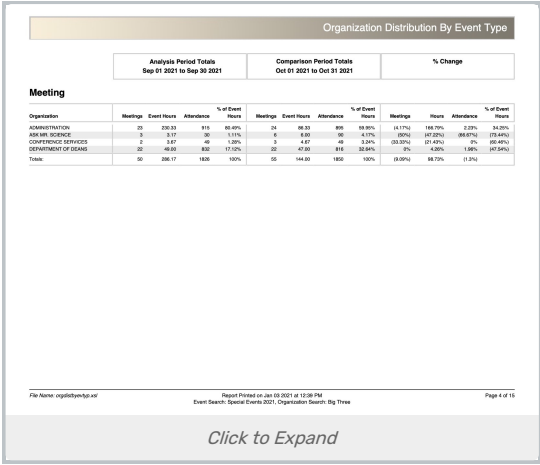
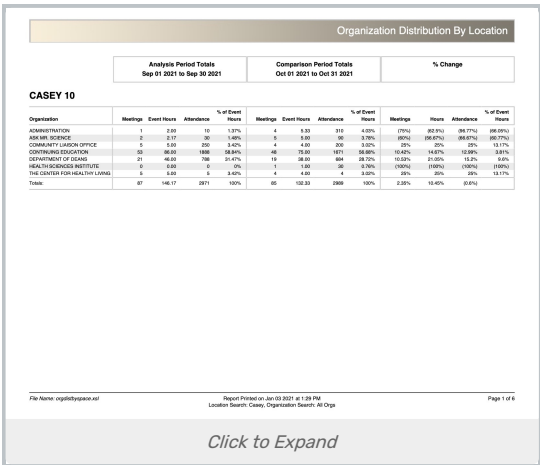
Name	Report Type	Description	Example Image
Monthly Summary By Organization - Excel	WebServices	<p>This report lists the number of events for a set of organizations, and their distribution over a time period. The report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains three worksheets. The first worksheet lists the report parameters supplied by the user when the report was run. The second worksheet (Organization Totals By Month-2) shows calculated values for # of Events, # of Occurrences, Total Attendance, and Total Hours for each month. The third worksheet (Organization Totals-3) shows the report totals for each organization.</p>	
Monthly Summary By Organization Type	WebServices	<p>This report lists the number of events for an organization type, and their distribution over a time period.</p>	

Name	Report Type	Description	Example Image
Monthly Summary By Resource - Excel	WebServices	This report lists the number of events for a set of resources, and their distribution over a time period. If run for Microsoft Excel or Open Office Calc, the workbook contains three worksheets. The first worksheet lists the report parameters supplied by the user when the report was run. The second worksheet (Resource Totals By Month-2) shows calculated values for # of Events, # of Occurrences, Total Quantity, and Total Hours for each month. The third worksheet (Resource Totals-3) shows the report totals for each resource.	 <p>Click to Expand</p>
Monthly Summary By Resource	WebServices	This report lists the number of events for a set of resources, and their distribution over a monthly time period.	 <p>Click to Expand</p>


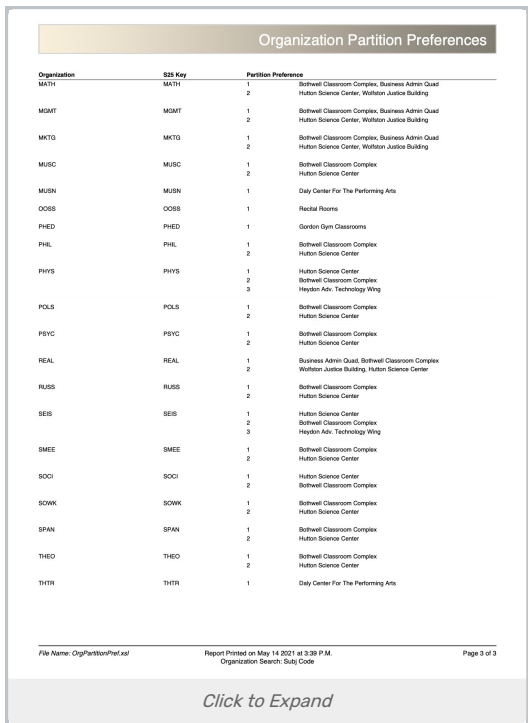
Name	Report Type	Description	Example Image
Notification Policy - Event Req. - Excel	WebServices	<p>This report lists the notification policy (NP) settings for each event requirement. There are two worksheets in this report. Notification by Event Requirement lists each event requirement, the type and duration of NP, and a concatenated list of associated contacts. The Notification by Contact worksheet lists each contact associated with event requirement NP and the corresponding event requirements for that contact. A system administrator might use this report to review event requirement notification policy settings.</p> <p><i>Data Included</i></p> <ul style="list-style-type: none"> Notification by Event Requirement columns: Requirement Name, Requirement Type, Active?, Approval Type, Respond Within, Contacts - Approval Required, Contacts - Notification Notification by Contact columns: Contact, Email, Username, Requirements - Approval Required, Requirements - Notification Only 	 <p>Click to Expand</p>


Name	Report Type	Description	Example Image
Notification Policy - Event Type - Excel	WebServices	<p>This report lists the notification policy (NP) settings for each event type. There are two worksheets in this report. Notification by Event Type lists each event type, the type and duration of NP, and a concatenated list of associated contacts. The Notification by Contact worksheet lists each contact associated with event type NP and the corresponding event types for that contact. A system administrator might use this report to review event type notification policy settings.</p> <p><i>Data Included</i></p> <ul style="list-style-type: none"> Notification by Event Type columns: Event Type, Active?, Approval Type, Respond Within, Contacts - Approval Required, Contacts - Notification Notification by Contact columns: Contact, Event Types - Approval Required, Event Types - Notification Only 	 <p>Click to Expand</p>

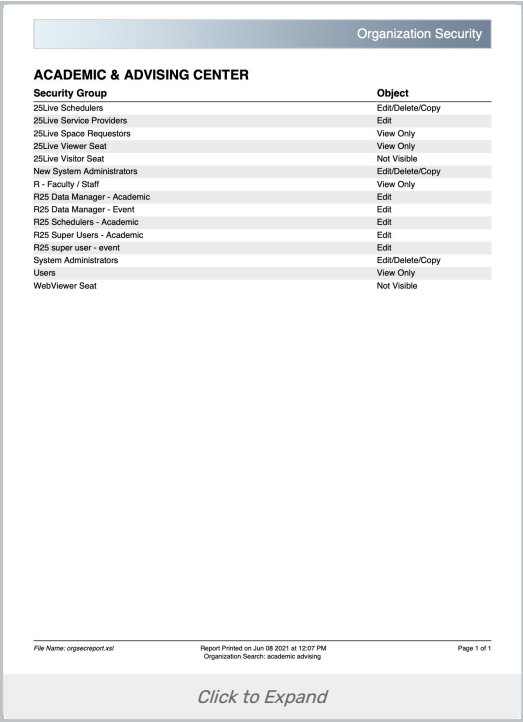

Name	Report Type	Description	Example Image
Notification Policy - Orgs - Excel	WebServices	<p>This report lists the notification policy (NP) settings for each organization. There are two worksheets in this report. Notification by Org lists each organization, the type and duration of NP, and a concatenated list of associated contacts. The Notification by Contact worksheet lists each contact associated with organization NP and the corresponding organizations for that contact. A system administrator might use this report to review organization notification policy settings.</p> <p><i>Data Included</i></p> <ul style="list-style-type: none"> Notification by Organization columns: Organization Name, Organization Title, Approval Type, Respond Within, Contacts - Approval Required, Contacts - Notification Notification by Contact columns: Contact, Email, Username, Organizations - Approval Required, Organizations - Notification Only 	 <p>Click to Expand</p>
Org Type Distribution by Location	WebServices	<p>This report lists for each location the distribution of event occurrences (meetings) based on the organization type of their primary sponsor. It also shows an optional comparison to a time period you specify.</p>	 <p>Click to Expand</p>

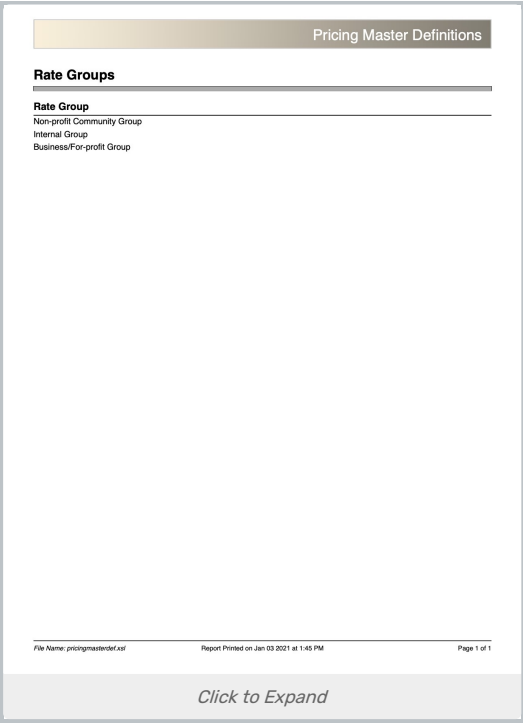


Name	Report Type	Description	Example Image
Organization Distribution By Event Type	WebServices	This report lists for each event type the distribution of event occurrences (meetings) based on each event's primary sponsor organization. It also shows an optional comparison to a time period you specify.	
Organization Distribution By Location	WebServices	This report lists for each location the distribution of event occurrences (meetings) based on each event's primary sponsor organization. It also shows an optional comparison to a time period you specify.	

Name	Report Type	Description	Example Image
Organization Listing	JReport	<p>This report lists specified organizations. You might use it to verify that the list of organizations in 25Live is complete and that the basic data about those organizations is accurate. The organizations are listed in alphabetical order by name. For each organization the report also shows:</p> <ul style="list-style-type: none"> Organization Formal Name Organization Type 	<p>The screenshot shows a report titled 'Organization Listing'. It contains a table with three columns: 'Name', 'Formal Name', and 'Type'. The table lists numerous organizations, including ACSC, ACST, ADMINISTRATION, ADMISSIONS, AEDS, ARAB, ARHS, ARTH, ASK MR. SCIENCE, BASKETBALL CAMP, BCOM, BETH, BIOL, BLAW, BRADY FOODS, INC., BUSN, CHSM, CISC, CLASSICS, COJO, COLLEGE OF ARTS AND SCIENCES, COLLEGE NET, COMMUNITY LIAISON OFFICE, CONFERENCE SERVICES, CONTINUING EDUCATION, CORTNET COMMUNITY SERVICES, CURRICULUM AND INSTRUCTION, DELTA SIGMA CHI, DEPARTMENT OF ATHLETICS, DEPARTMENT OF DEANS, DEPARTMENT OF ENGLISH, DEPARTMENT OF HISTORY, DEPARTMENT OF LANGUAGES, DEPARTMENT OF MATHEMATICS, DEPARTMENT OF MUSIC, DISCI, ECON, EDUC, ENGL, ENGR, ENTR, ENVR, ETLI, EXTENSION/CONFERENCES, FACILITIES, FACULTY SENATE, FINO, FREN, FULMER MARITIME COMMITTEE, GESC, GENG, and GEOG. Each row provides the organization's name, its formal name, and its type. At the bottom of the screenshot, there is a 'Click to Expand' link.</p>

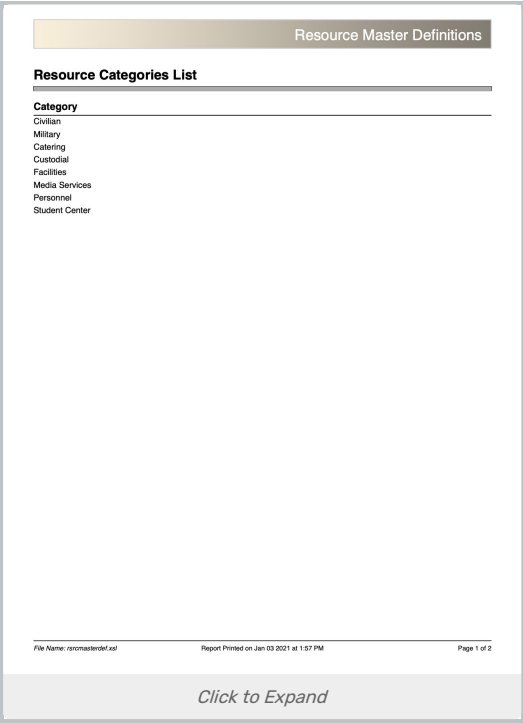
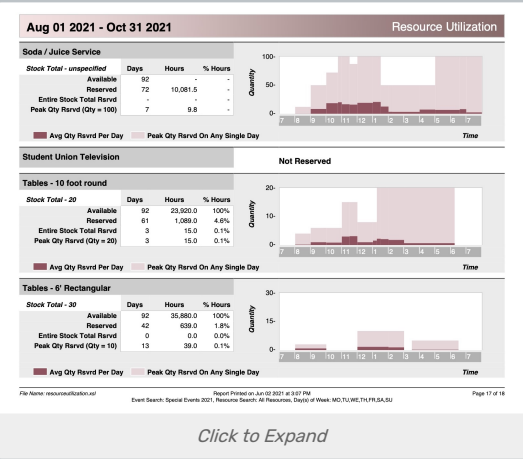
Name	Report Type	Description	Example Image
Organization Listing - Excel	WebServices	<p>This report lists specified organizations. You might use it to verify that the list of organizations in 25Live is complete, and that the basic data about those organizations is accurate.</p> <p>This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains two worksheets. The first worksheet lists the report parameters supplied by the user when the report was run. The second worksheet lists the following organization data:</p> <ul style="list-style-type: none"> Organization Name Organization Formal Name Organization Type Rating Name Accounting Code Categories 	 <p>Click to Expand</p>
		<p>This report provides a list of the Schedule25 partition preferences for academic departments. For each organization returned from your organization search, you can view the assigned S25 key as well as all partition preferences associated with the organization, in the order those preferences were set. You might want to print this report prior to running Schedule25 to ensure you have the correct partitions associated with your academic departments.</p>	 <p>Click to Expand</p>

Name	Report Type	Description	Example Image
Organization Partition Prefs - Excel	WebServices	<p>This report provides a list of the Optimizer partition preferences for academic departments. For each organization returned from your organization search, you can view the partition preferences associated with the organization, in the order those preferences were set. You might want to print this report prior to running Optimizer to insure you have the correct partitions associated with your academic departments.</p> <p>This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains two worksheets. The first worksheet lists the report summary information. The second worksheet (Org Partition Prefs) contains the following information:</p> <ul style="list-style-type: none"> • Organization Name • Organization Title • Organization Type • Preference Rank • Partition Preference 	

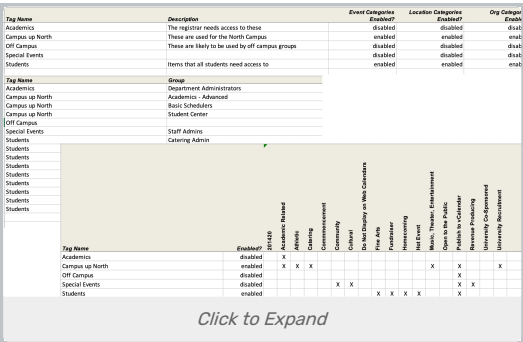
Name	Report Type	Description	Example Image
Organization Security	WebServices	<p>This report lists organizations and all security groups that have access to them. It also shows the access levels for each security group. A system administrator might use this report to review organization security settings.</p> <p>Parameters</p> <ul style="list-style-type: none"> Organization search (a saved organization search specifying which organizations are to be included). <p>Data Included</p> <ul style="list-style-type: none"> Only organizations for which you have security privileges will be included. 	 <p>The screenshot shows a report titled "Organization Security" for the "ACADEMIC & ADVISING CENTER". It displays a table with two columns: "Security Group" and "Object". The table lists various security groups like "25Live Schedulers", "25Live Service Providers", etc., and their corresponding objects and access levels. At the bottom, there is a "Click to Expand" link.</p>
		<p>For each organization, this report lists the object security setting for each security group. A system administrator might use this report to review organization security settings.</p> <p>This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains two worksheets. The first worksheet lists the report summary information.</p> <p>Parameters</p> <ul style="list-style-type: none"> Organization search (a saved organization search specifying which organizations are to be included). <p>Data Included</p> <ul style="list-style-type: none"> Only organizations for which you have security privileges will be included. 	 <p>The screenshot shows an Excel spreadsheet titled "Organization Security - Excel". It contains a table with columns: "Organization Name", "Organization Title", "Org Type", "Security Group", and "Object Security". The table lists numerous organizations and their associated security groups and object security settings. At the bottom, there is a "Click to Expand" link.</p>

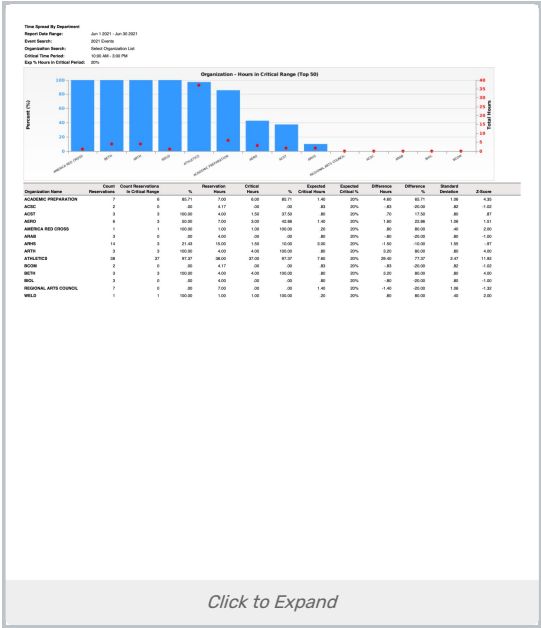

Name	Report Type	Description	Example Image
Pricing Master Definitions	JReport	This report lists all pricing rate groups. You might use this report to verify the completeness, accuracy, and currency of your Rate Groups Master List.	
Rate Schedules - Excel	WebServices	This report lists details of each Rate Schedule including Rate Group, Effective Dates, Formulas, Billable Items, and Tax Schedules. The report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains a worksheet for each type of Rate Schedule: Event Type, Location, Resource, and Requirement. It also includes a worksheet with Tax Schedule information.	
Report Listing - Excel	WebServices	This report is a listing of all standard and custom reports. This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains two worksheets.	

Name	Report Type	Description	Example Image																																																																																																																								
Report Run	WebServices	<p>This report_run report will output an XML document that contains report.xml WebService data. The report output XML document will also include your WebServices base URL, a session_id, timezone and report_loc. This report was designed to expose all the necessary elements needed to design, develop and test a WebServices (XSL) report using a local reporting environment.</p>	<pre><?xml version="1.0" encoding="UTF-8"?> <r25:reports xmlns:r25="http://www.collegenet.com/r25" <r25:base_url=http://www.collegenet.com/r25:session_id=318F39C2F659620497038A436E79C/r25:session_id=r25:timezone=PT0700M/r25:time r25:report_loc=r25:report xmlns:xsl="http://www.w3.org/1999/xsl" id="BRJ00T0x" crc="000000022" status="est"> <r25:report_id=107/r25:report_id> <r25:last_mod_user>jane.smith/r25:last_mod_user> <r25:last_mod_dt=2017-10-25T17:04:36-07:00/r25:last_mod_dt> <r25:report_name>Report Run/r25:report_name> <r25:report_group_id=8/r25:report_group_id> <r25:report_engine=MS/r25:report_engine> <r25:report_filename>report_run.xml/r25:report_filename> <r25:object_type=9/r25:object_type> <r25:favorite=F/r25:favorite> <r25:name_type=text/xml/r25:name_type> <r25:pipe_line=saonml/r25:pipe_line> <r25:content_disposition=attachment; filename=report_run.xml/r25:content_disposition> <r25:asyno=1/r25:asyno> <r25:parameter_id="BRJ00T0x" crc="000000022" status="mod"> <r25:parameter_number=1/r25:parameter_number> <r25:parameter_name=Start Date/r25:parameter_name> <r25:parameter_type=D/r25:parameter_type> <r25:parameter_field_mapping=date_parm2/r25:parameter_field_mapping> <r25:sort_order=2/r25:sort_order> <r25:required=F/r25:required> </r25:parameter> <r25:parameter_id="BRJ00T0x" crc="000000022" status="mod"> <r25:parameter_number=2/r25:parameter_number> <r25:parameter_name=End Date/r25:parameter_name> <r25:parameter_type=D/r25:parameter_type> <r25:parameter_field_mapping=date_parm2/r25:parameter_field_mapping> <r25:sort_order=2/r25:sort_order> <r25:required=F/r25:required> </r25:parameter> <r25:parameter_id="BRJ00T0x" crc="000000022" status="mod"> <r25:parameter_number=3/r25:parameter_number> <r25:parameter_name=Comparison Start Date/r25:parameter_name> <r25:parameter_type=D/r25:parameter_type> <r25:parameter_field_mapping=date_parm3/r25:parameter_field_mapping> <r25:sort_order=3/r25:sort_order> <r25:required=F/r25:required> </r25:parameter> </r25:reports></pre> <p>Click to Expand</p>																																																																																																																								
Report Security - Excel	WebServices	<p>For each report, the object security level for each security group is listed. A system administrator might use this report to review report security settings.</p> <p>This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains two worksheets.</p> <p>Parameters</p> <p>There are no parameters for this report.</p>	<table border="1"> <thead> <tr> <th>Report Name</th><th>Report Type</th><th>Security Group</th><th>Object Security</th></tr> </thead> <tbody> <tr><td>Academic Term Summary</td><td>Standard</td><td>25Live Viewer Seat</td><td>View Only</td></tr> <tr><td>Academic Term Summary</td><td>Standard</td><td>25Live Visitor Seat</td><td>View Only</td></tr> <tr><td>Academic Term Summary</td><td>Standard</td><td>Academic Schedulers (Intermediate)</td><td>Edit</td></tr> <tr><td>Academic Term Summary</td><td>Standard</td><td>Academics - Basic</td><td>Edit</td></tr> <tr><td>Academic Term Summary</td><td>Standard</td><td>Academics - Intermediate</td><td>Edit</td></tr> <tr><td>Academic Term Summary</td><td>Standard</td><td>Academics - Advanced</td><td>Edit, Delete, Copy</td></tr> <tr><td>Academic Term Summary</td><td>Standard</td><td>Athletics - Advanced</td><td>Edit, Delete, Copy</td></tr> <tr><td>Academic Term Summary</td><td>Standard</td><td>Athletics - 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External</td><td>View Only</td></tr> <tr><td>Academic Term Summary</td><td>Standard</td><td>Requestor - Faculty and Staff</td><td>View Only</td></tr> <tr><td>Academic Term Summary</td><td>Standard</td><td>Scheduler - Basic - Faculty and Staff</td><td>Edit</td></tr> <tr><td>Academic Term Summary</td><td>Standard</td><td>Scheduler - Basic - Students</td><td>Edit</td></tr> <tr><td>Academic Term Summary</td><td>Standard</td><td>Service Provider - Facilities</td><td>Edit, Delete, Copy</td></tr> <tr><td>Academic Term Summary</td><td>Standard</td><td>Service Provider - Food Service</td><td>Edit, Delete, Copy</td></tr> <tr><td>Academic Term Summary</td><td>Standard</td><td>Service Provider - Media Services</td><td>Edit, Delete, Copy</td></tr> <tr><td>Academic Term Summary</td><td>Standard</td><td>Service Provider - Public Safety</td><td>Edit, Delete, Copy</td></tr> <tr><td>Academic Term Summary</td><td>Standard</td><td>Service Providers - Public Safety East</td><td>Edit, Delete, Copy</td></tr> <tr><td>Academic Term Summary</td><td>Standard</td><td>Users</td><td>View Only</td></tr> <tr><td>Academic Term Summary</td><td>Standard</td><td>Users - Enhanced</td><td>Edit</td></tr> </tbody> </table> <p>Click to Expand</p>	Report Name	Report Type	Security Group	Object Security	Academic Term Summary	Standard	25Live Viewer Seat	View Only	Academic Term Summary	Standard	25Live Visitor Seat	View Only	Academic Term Summary	Standard	Academic Schedulers (Intermediate)	Edit	Academic Term Summary	Standard	Academics - Basic	Edit	Academic Term Summary	Standard	Academics - Intermediate	Edit	Academic Term Summary	Standard	Academics - Advanced	Edit, Delete, Copy	Academic Term Summary	Standard	Athletics - Advanced	Edit, Delete, Copy	Academic Term Summary	Standard	Athletics - Basic	Edit	Academic Term Summary	Standard	Athletics - Intermediate	Edit	Academic Term Summary	Standard	Default Scheduler	Edit, Delete, Copy	Academic Term Summary	Standard	Events - Advanced - Conference Services	Edit, Delete, Copy	Academic Term Summary	Standard	Events - Advanced - Student Center	Edit, Delete, Copy	Academic Term Summary	Standard	Events - Basic - Conference Services	Edit	Academic Term Summary	Standard	Events - 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Name	Report Type	Description	Example Image
Resource Master Definitions	JReport	This report lists resource master definitions for all your resource master lists. You might use this report to verify the completeness, accuracy, and currency of your resource master lists.	
Resource Utilization	WebServices	This report shows how often each resource is being used. Resources are listed with their corresponding stock total if specified. A report entry is created for each resource stock total with dates that fall within or overlap the report date range (so a single resource may have multiple report entries).	

Name	Report Type	Description	Example Image																																																																																																																														
Standard Schedules - Excel	WebServices	<p>This Excel report displays a list of distinct meeting patterns and the standard schedules they appear in. You might use this report to see if your meeting patterns are up-to-date.</p>	<div><div></div><table><tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td>M</td><td>13:35:00</td><td>17:35:00</td><td>240</td><td>X</td><td>X</td></tr><tr><td>3</td><td>M</td><td>13:35:00</td><td>17:35:00</td><td>240</td><td>X</td><td>X</td></tr><tr><td>4</td><td>M</td><td>16:00:00</td><td>18:45:00</td><td>165</td><td>X</td><td></td></tr><tr><td>5</td><td>M</td><td>17:30:00</td><td>20:15:00</td><td>165</td><td>X</td><td></td></tr><tr><td>6</td><td>M</td><td>17:30:00</td><td>20:30:00</td><td>180</td><td>X</td><td>X</td></tr><tr><td>7</td><td>M</td><td>17:30:00</td><td>20:30:00</td><td>180</td><td>X</td><td>X</td></tr><tr><td>8</td><td>M</td><td>17:30:00</td><td>21:15:00</td><td>225</td><td>X</td><td>X</td></tr><tr><td>9</td><td>M</td><td>17:30:00</td><td>21:15:00</td><td>225</td><td>X</td><td>X</td></tr><tr><td>10</td><td>M</td><td>17:45:00</td><td>21:00:00</td><td>195</td><td>X</td><td>X</td></tr><tr><td>11</td><td>M</td><td>17:45:00</td><td>21:00:00</td><td>195</td><td>X</td><td>X</td></tr><tr><td>12</td><td>M</td><td>18:00:00</td><td>21:00:00</td><td>180</td><td>X</td><td>X</td></tr><tr><td>13</td><td>M</td><td>18:00:00</td><td>21:00:00</td><td>180</td><td>X</td><td>X</td></tr><tr><td>14</td><td>M</td><td>19:00:00</td><td>21:45:00</td><td>165</td><td>X</td><td></td></tr><tr><td>15</td><td>MW</td><td>14:55:00</td><td>16:35:00</td><td>100</td><td>X</td><td>X</td></tr><tr><td>16</td><td>MW</td><td>14:55:00</td><td>16:35:00</td><td>100</td><td>X</td><td>X</td></tr><tr><td>17</td><td>MW</td><td>16:00:00</td><td>17:15:00</td><td>75</td><td>X</td><td></td></tr><tr><td>18</td><td>MW</td><td>17:30:00</td><td>18:45:00</td><td>75</td><td>X</td><td></td></tr></table><div><div><div></div></div><div>Parameter Summary</div><div>Location Availability</div><div>+</div></div><div>Click to Expand</div></div>	1							2	M	13:35:00	17:35:00	240	X	X	3	M	13:35:00	17:35:00	240	X	X	4	M	16:00:00	18:45:00	165	X		5	M	17:30:00	20:15:00	165	X		6	M	17:30:00	20:30:00	180	X	X	7	M	17:30:00	20:30:00	180	X	X	8	M	17:30:00	21:15:00	225	X	X	9	M	17:30:00	21:15:00	225	X	X	10	M	17:45:00	21:00:00	195	X	X	11	M	17:45:00	21:00:00	195	X	X	12	M	18:00:00	21:00:00	180	X	X	13	M	18:00:00	21:00:00	180	X	X	14	M	19:00:00	21:45:00	165	X		15	MW	14:55:00	16:35:00	100	X	X	16	MW	14:55:00	16:35:00	100	X	X	17	MW	16:00:00	17:15:00	75	X		18	MW	17:30:00	18:45:00	75	X	
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Name	Report Type	Description	Example Image
System Tags - Excel	WebServices	<p>This report lists System Tags and related information. You might use it to verify that System Tags in 25Live are associated with the proper Groups and Categories.</p> <p>This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains 7 worksheets. The first worksheet lists the total count of System Tags and the date/time when the report was run. The following 6 worksheets include:</p> <ul style="list-style-type: none"> • System Tags • Groups By Tag • Event Categories By Tag • Location Categories By Tag • Organization Categories By Tag • Resource Categories By Tag 	

Name	Report Type	Description	Example Image
Time Spread By Department	JReport	<p>This report is optimized for output to Microsoft Office Excel. A chart appears at the top of the report output followed by a table containing the calculated values for each organization.</p> <p>The report shows how each department is spreading its meetings across a particular time span during the dates you specify. (A "meeting" is a continuous period during which a class or event takes place.) This report compares the spread of each department's actual meeting hours against an expected norm for a specified critical time period. The use of Z-scores allows for a fair comparison across organizations, regardless of the total number of meetings each organization offers.</p>	
			<p><i>Click to Expand</i></p>
User List - Excel	WebServices	<p>This report lists 25Live users, their security group, and contact information. The report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains two worksheets. The first worksheet lists the information by user, while the second worksheet lists the information by security group.</p>	

Name	Report Type	Description	Example Image
User List By Security Group	JReport	This report lists all security groups and the members of each, including each member's contact information. You might use this report to verify the completeness and accuracy of your security groups.	