25Live Standard Reports Reference

In This Article:

- Event Reports
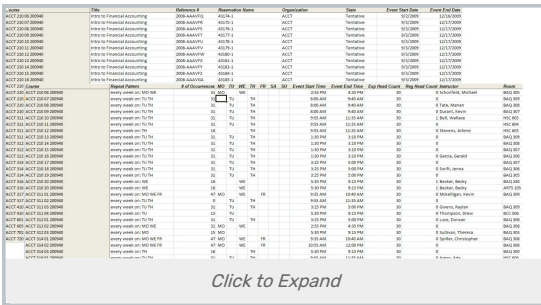- Location Reports
- Resource Reports
- Other Reports

Series25 includes many standard reports that you can partially customize with searches or fully customize with the 25Live Interactive Report Designer.
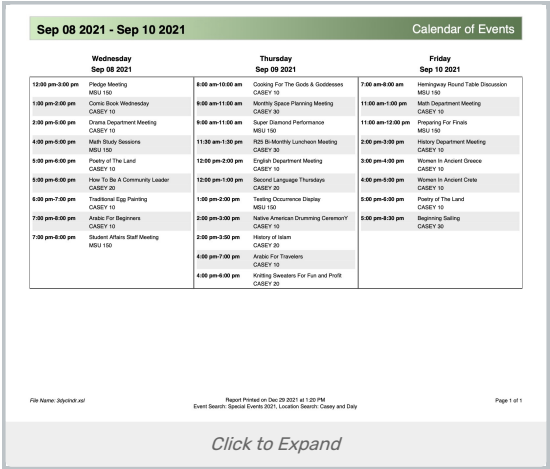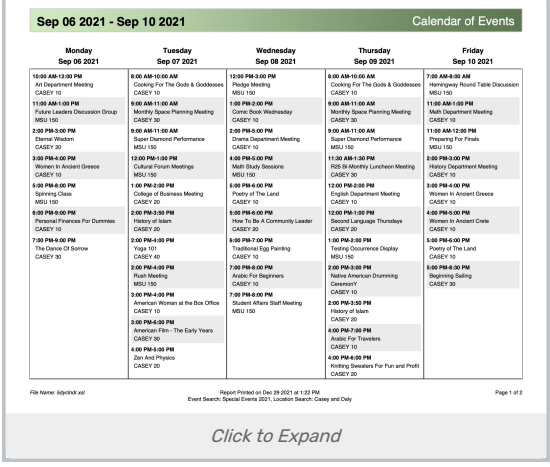
25Live users have the ability to create searches to specify exactly which data (that is, which events, organizations, locations, and resources) they want to appear in the report they're generating. They can print reports or export and save reports in various file formats including PDF, Excel, rich text (RTF, Word), HTML, and plain text. See the following help topics:

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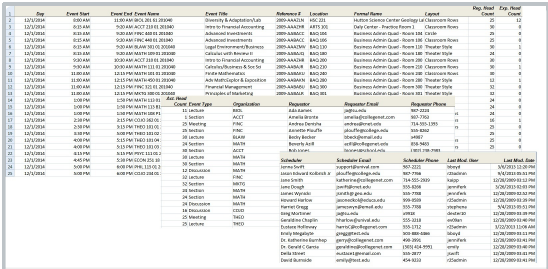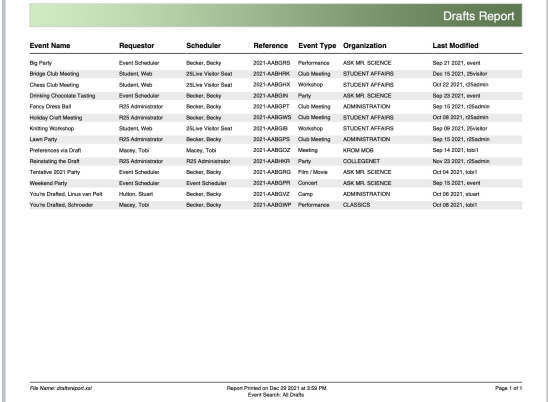   - *Note: Only reports listed as "JReport" can be scheduled.*

Event Reports

Name	Report Type	Description	Example Image
Academic Term Summary	JReport	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. *Note: For efficiency, report output is limited to 20,000 events, so adjust the report date range accordingly.*	Click to Expand

Name	Report Type	Description	Example Image
Academic Term Summary – Excel	WebServices	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. 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. 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. *Note: For efficiency, report output is limited to 20,000 events, so adjust the report date range accordingly.*	*Click to Expand*

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.	*Click to Expand*
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.	*Click to Expand*

Name	Report Type	Description	Example Image
Calendar of Events (7 Day)	JReport	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.	 *Click to Expand*
Daily Events	JReport	For each event, the report shows the start and end times, location(s), event name and title, and contact name and phone number.	 *Click to Expand*

Name	Report Type	Description	Example Image
Daily Events – Excel	WebServices	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. 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	JReport	The report shows all draft events in an event search.	 *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.	 *Click to Expand*

Name	Report Type	Description	Example Image
Event Checklist	JReport	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. The events are listed by starting time. For each event, the following information is shown: • 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.	Click to Expand

Name	Report Type	Description	Example Image
Event Confirmation Academic		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. *Note: For efficiency, report output is limited to 5,000 events, so adjust the report date range accordingly.*	 *Click to Expand*

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

Name	Report Type	Description	Example Image
Event Listing	JReport	This report lists summary information for all events in an event search, including event type, status, reference, and start and end dates. *Note: For efficiency, report output is limited to 20,000 events, so adjust the report date range accordingly.*	*Click to Expand*
Event Listing – CSV	WebServices	This report generates a list of all events from the supplied search in the format required by the CSV Event Import tool. *Note: For efficiency, report output is limited to 20,000 events, so adjust the report date range accordingly.*	*Click to Expand*
Event Listing – Excel	WebServices	*Also available: Event Summary (Basic) (Object Specific) (–Excel), Event Summary (Full) (Object Specific)* 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. *Note: For efficiency, report output is limited to 20,000 events, so adjust the report date range accordingly.*	*Click to Expand*

Name	Report Type	Description	Example Image
Event Location Feature Prefs - Excel	WebServices	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. *Note: This report has data limits. Please review the details in 25Live Reports.*	 *Click to Expand*
Event Location 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 classes for the month (or any other desired date range).	 *Click to Expand*
Event Monthly Calendar	JReport	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.	 *Click to Expand*

Name	Report Type	Description	Example Image
Event Pricing Sets	JReport	For each selected event that fits within the report date range, this report will show which event requirements and reservations have been assigned to a pricing set. This report is optimized for output to Microsoft Excel or Open Office Calc. *Data Included* • Only events returned by the event search are evaluated for inclusion. • Only events and reservations falling within the report date range are included in the report.	 *Click to Expand*
Event Requirements By Date	WebServices	This report lists requirements (with current quantity counts) for specified events, grouped by date and time. You might print this report periodically (for example, weekly or monthly) and distribute it to anyone who needs to be aware of the required quantities of the requirements for upcoming events.	 *Click to Expand*

Name	Report Type	Description	Example Image
Event Resources	WebServices	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.	*Click to Expand*
Event Security – Excel	WebServices	⚠️ *Only run from within 25Live Event Details view > Group Administration Configure Security view* Shows the event's security and parent folder and cabinet security.	*Click to expand*

Name	Report Type	Description	Example Image
Event Services	WebServices	This report lists all service requests for the specified locations for the date range. • 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")	 *Click to Expand*
Events By Organization Type	JReport	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.	 *Click to Expand*

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.	*Click to Expand*
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.	*Click to Expand*

Name	Report Type	Description	
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.*	 *Click to Expand* *Click to Expand*
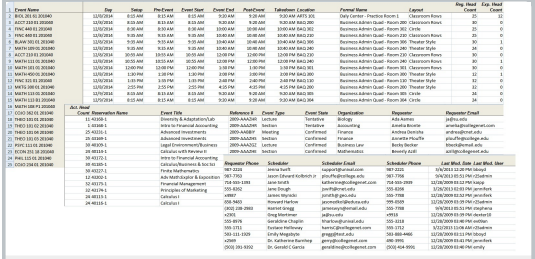
Name	Report Type	Description	E
			Click to Expand
Invoice Details – Excel	WebServices	This report shows pricing details by event and is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains two Worksheets. The first worksheet (Event Summary-1) provides a summary of pricing details for each organization with charges for an event. The second worksheet (Billing Details-2) contains a row for each priced line item.	Click to Expand

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

Name	Report Type	Description	Example Image
Reservations by Date – Excel	JReport	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. 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. *Note: For efficiency, report output is limited to 100,000 location reservation rows.*	 *Click to Expand*

Name	Report Type	Description	Example Image
Reservations by Date and Location	JReport	This report shows reservation information for a specified date range. For each date, the reservations are grouped by location and listed in chronological order.	*Click to Expand*

Name	Report Type	Description	Example Image
SIS Import Messages – Excel	WebServices	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. LYNX messages of type, Exclude, will not appear in this report. They can be viewed in the LYNX Import-Export Utility. *Note: This report allows a maximum date range of 8 days.*	*Click to Expand*
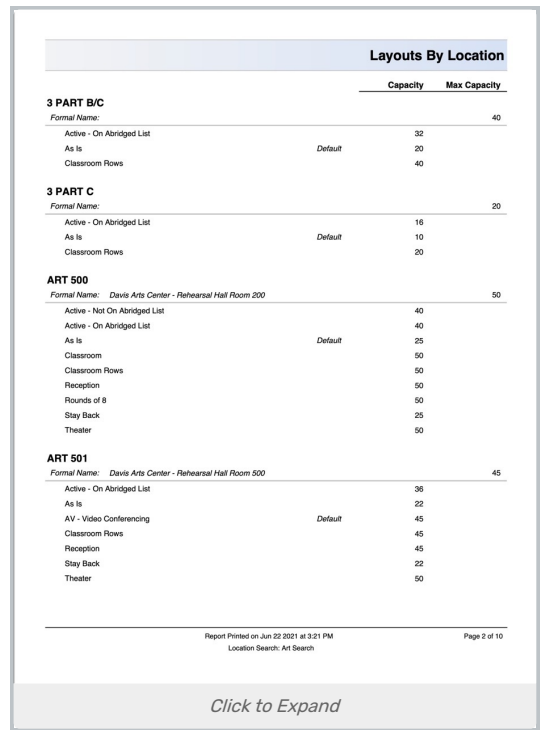
Location Reports

Name	Report Type	Description	Example Image

Name	Report Type	Description	Example Image
Building Activity Change Times	JReport	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.	*Click to Expand*

Name	Report Type	Description	Example Image
Building Location Timeline	**JReport**	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. Only locations, returned by the location search, that are assigned to a 25Live Building are included in the report.	 *Click to expand*
Daily Room Sheet	JReport	*Also available: Daily Room Sheet Per Room (Object Specific)* 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.	 *Click to Expand*

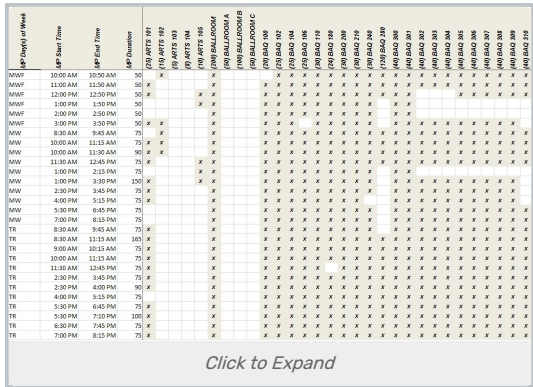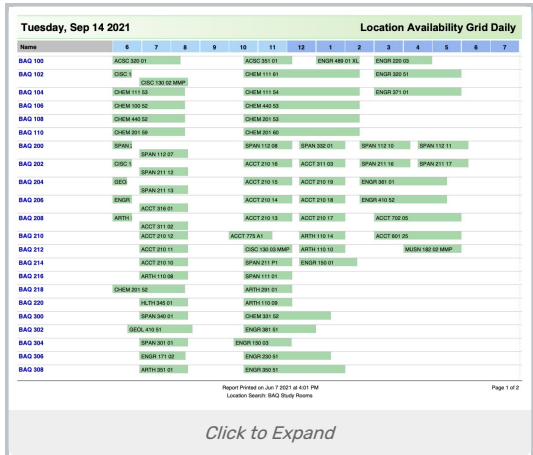| Name	Report Type	Description	Example Image
Event Requirements By Campus Partition	WebServices	This report lists event requirement information for specified locations by location partition. You might print this report periodically (for example, weekly or monthly) and distribute it to anyone who needs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

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.	*Click to Expand*

Name	Report Type	Description	Example Image
Layouts By Location – Excel	WebServices	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. 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: • 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)	 *Click to Expand*

Name	Report Type	Description	Example Image
Location Activity Date Grid	WebServices	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. *Note: For efficiency, report output is limited to 100,000 location reservation rows.*	*Click to Expand*
Location Activity Date/Time Graphic	JReport	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.	*Click to Expand*

Name	Report Type	Description	Example Image
Location Activity Date/Time Grid	WebServices	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. *Note: For efficiency, report output is limited to 2,000 report pages and a 10-minute interval.*	*Click to Expand*
Location Activity Term Grid	WebServices	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. *Note: For efficiency, report output is limited to 100,000 location reservation rows.*	*Click to Expand*

Name	Report Type	Description	Example Image
Location Avail By Meeting Pat – Excel	WebServices	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). 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. *This report is sometimes referred to as "LAMP - Excel."*	 *Click to Expand*
Location Availability Grid Daily	JReport	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. • *Green* indicates normal assignment of the location to the event ▯ • *Orange/Beige* indicates the location is unavailable at this time due to a pre-defined ▯"location relationship" with another location that's scheduled at this time ▯ • *Dark Gray/Black* indicates open and close hours as well as blackouts	 *Click to Expand*

Name	Report Type	Description	Example Image
Location Availability by Meeting Pattern	JReport	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). *This report is sometimes referred to as "LAMP."*	*Click to Expand*
Location Blackout Dates	WebServices	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. The locations are listed in alphabetical order by location short name. Blackouts are listed for each location by date and then by start time.	*Click to Expand*

This content is intended only for licenced CollegeNET Series25 customers. Unauthorized use is prohibited.
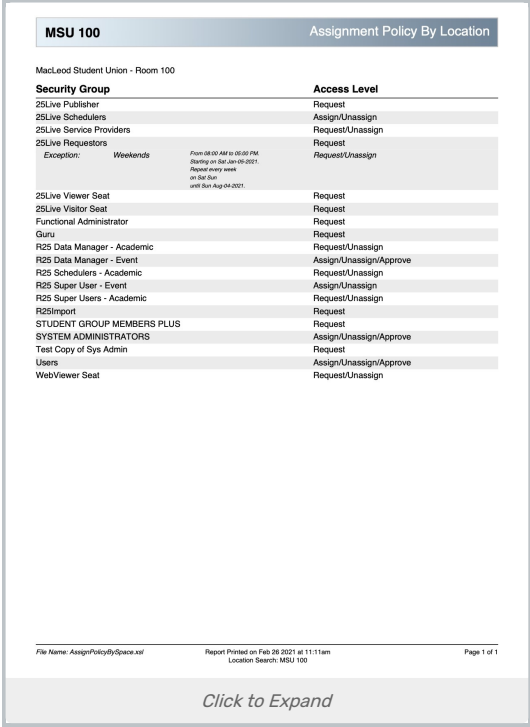
Name	Report Type	Description	Example Image
Location Blackout Dates – Excel	WebServices	This report lists blackouts defined for the specified locations. All blackout definitions that have at least one occurrence that falls within the report date range are included. This report is designed to open directly 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: • 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)	*Click to Expand*

Name	Report Type	Description	Example Image
Location Definitions	WebServices	The report is a list of all selected locations and all of the details of each location. It includes: • Features • Categories • Layouts • Custom Attributes • Relationships	 *Click to Expand*
Location Features	JReport	This Microsoft Excel optimized report provides a cross-tab view of locations with the features assigned to each and the feature quantity also displayed.	 *Click to Expand*
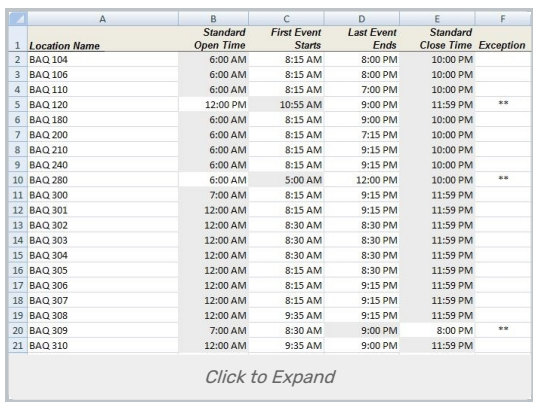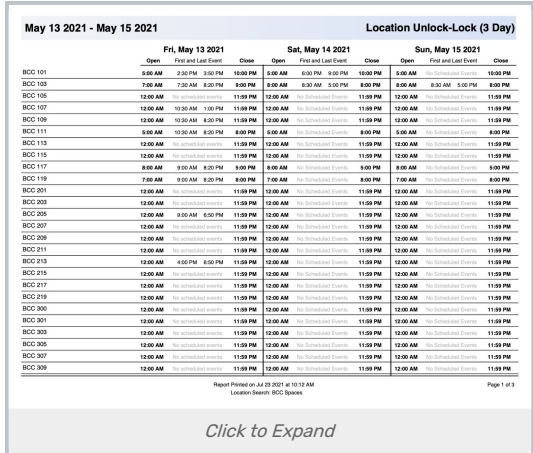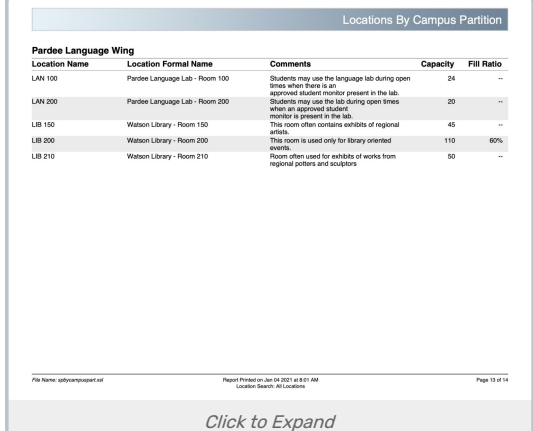
Name	Report Type	Description	Example Image
Location Inventory	JReport	For each location included in the location search, this report provides a list of all possible Features, Categories, and Layouts. The items assigned to the current location are at the beginning of each list. This report might be used as a worksheet to verify location details are accurate and up to date. The locations are listed in alphabetical order, by location short name.	 *Click to Expand*
Location Listing	JReport	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: • Location formal name • Maximum capacity • Fill ratio • Campus Partition • Default layout	 *Click to Expand*
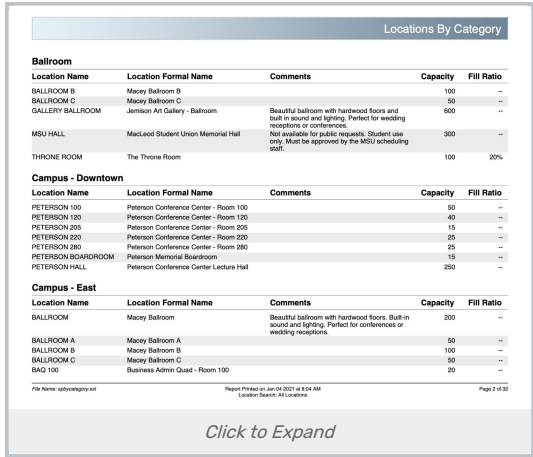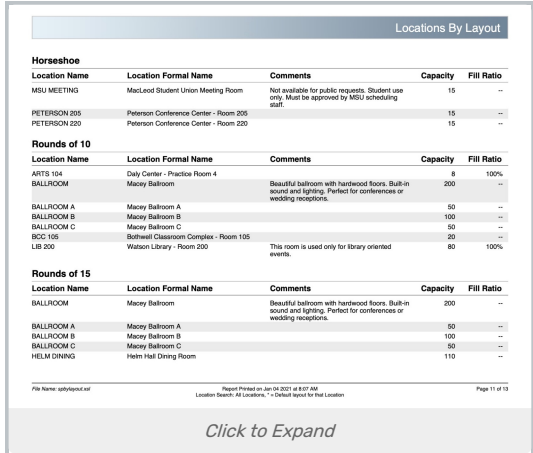
Name	Report Type	Description	Example Image
Location Listing – Excel	WebServices	This report lists specified locations. You might use it to verify that the list of locations in 25Live is complete and that the basic data about those locations is accurate. This report is designed to open directly in Microsoft 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: • 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	 *Click to Expand*

Name	Report Type	Description	E
Location Listing by Scheduler	JReport	Lists all locations grouped by their default Location Scheduler. Locations without a default Scheduler are added to a group "No location scheduler defined."	*Click to Expand*
Location Monthly Calendar	JReport	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.	*Click to Expand*

Name	Report Type	Description	Example Image
Location Security	WebServices	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.	 *Click to Expand*
Location Security – Excel	WebServices	This report contains two worksheets: • 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. This report is designed to open directly in Microsoft Excel or Open Office Calc.	 *Click to Expand*

Name	Report Type	Description	Example Image
Location Unlock – Lock Times	JReport	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.	*Click to Expand*

Name	Report Type	Description	Example Image
Location Unlock – Lock Times – Excel	WebServices	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. 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	 *Click to Expand*
Location Unlock– Lock (3 Day)	JReport	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. *Note: This report has data limits. Please review the details in 25Live Reports.*	 *Click to Expand*
Locations By Campus Partition	JReport	Lists all locations by partition, sorted by location name, and grouped by partition.	 *Click to Expand*
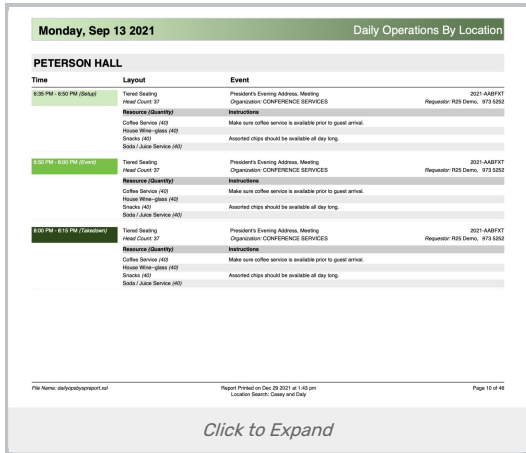
Name	Report Type	Description	Example Image
Locations By Category	JReport	This report lists locations, grouped by category. You might use this report to verify that all locations in an intended category have been assigned to that category.	 *Click to Expand*
Locations By Layout	JReport	This report lists possible layouts and the locations with each of them.	 *Click to Expand*

Name	Report Type	Description	Example Image
Notification Policy – Locations – Excel	WebServices	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. This report is designed to open directly in Microsoft Excel or Open Office Calc.	*Click to Expand*
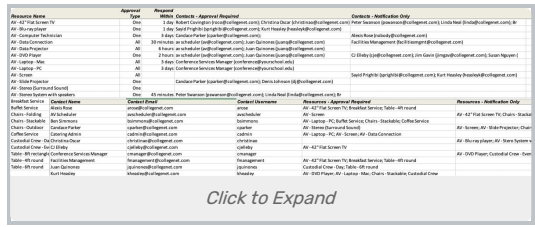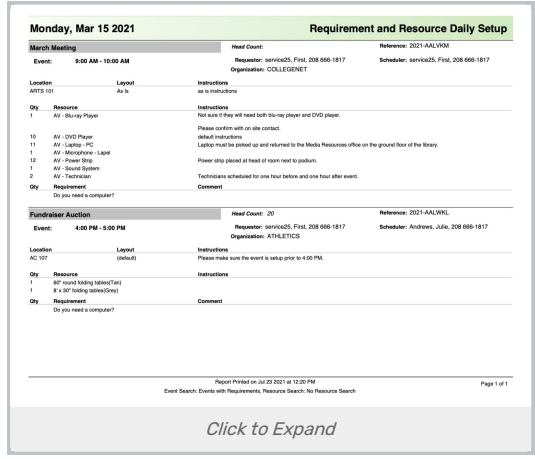
Name	Report Type	Description	Example Image
Weekly Room Sheet	JReport	This report lists the events occurring in a set of specified locations for a specified date range. The report makes it easy to see what's happening in a location, to see when the location is available for maintenance or housekeeping, and to determine open and lock schedules. *Data Included* • Only records returned by the location search are evaluated for inclusion. • Only locations for which you have security privileges are included.	 *Click to Expand*

Resource Reports

Name	Report Type	Description	Example Image
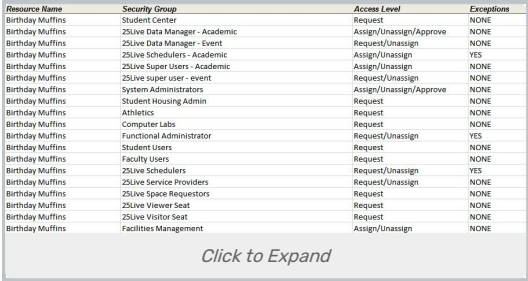
Name	Report Type	Description	Example Image
Daily Operations	JReport	This report lists all specified events for the date range, and may further limit events to those with assigned resources returned by the resource search. An event will print once for each of the following conditions: • When a setup duration 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")	 *Click to Expand*
Daily Operations By Locations	WebServices	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: • 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")	 *Click to Expand*
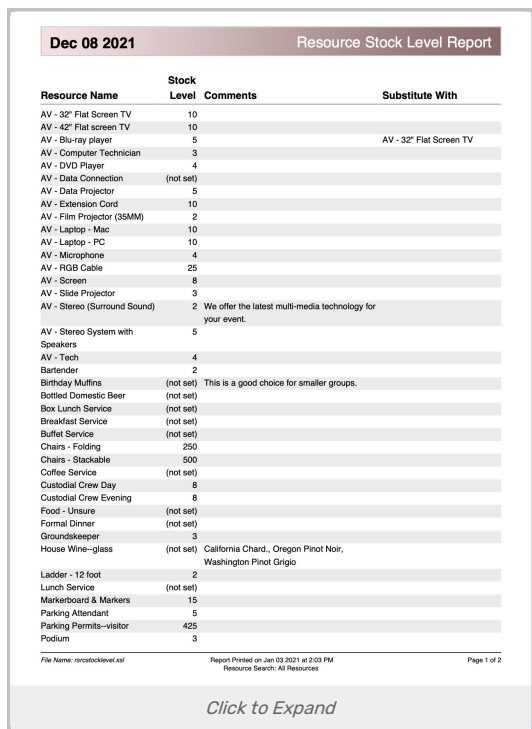
Name	Report Type	Description	Example Image
Daily Setup By Location	JReport	Grouped by location, this report lists all specified events in chronological order based on the "Setup Ready By" date/time. The Setup Ready By time is the pre-event start time, if defined. If a pre-event start time is not defined, the Setup Ready By time is the event start time. Event information includes the primary organization, requestor, scheduler, resource assignments, location layout, and instructions.	 *Click to Expand*
Daily Setup Report	JReport	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.	 *Click to Expand*

Name	Report Type	Description	Example Image
Notification Policy – Resources – Excel	WebServices	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. *Data Included* • 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	 *Click to Expand*
Requirement and Resource Daily Setup	JReport	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.	 *Click to Expand*

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.	*Click to Expand*
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.	*Click to Expand*
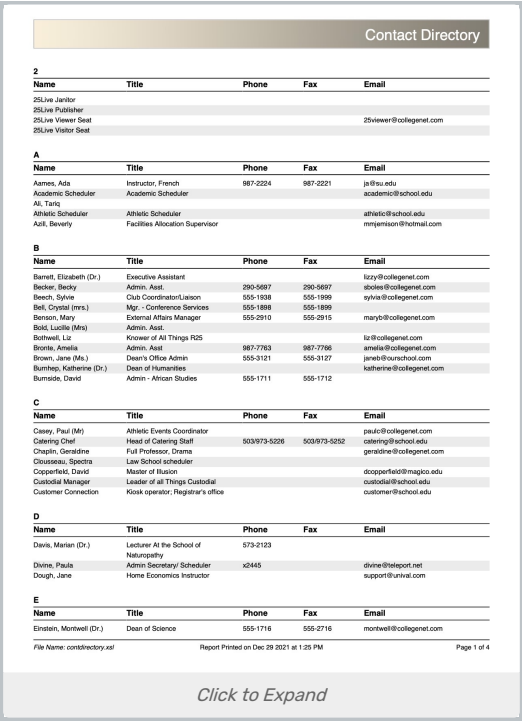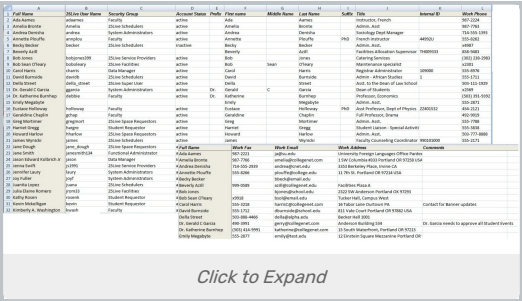
Name	Report Type	Description	Example Image
Resource Listing – Excel	WebServices	This report lists specified resources. You might use it to verify that the list of resources in 25Live is complete, and that the basic data about those resources is accurate. This report is designed to open directly in Microsoft 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: • Resource Name • Quantity Level • Quantity Start Date • Next Quantity Level • Next Quantity Level Start Date • Categories	 *Click to Expand*
Resource Reservations by Date – Excel	WebServices	This report shows resource reservation information for a specified date range. For each date, the reservations are listed in chronological order. 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.	 *Click to Expand*
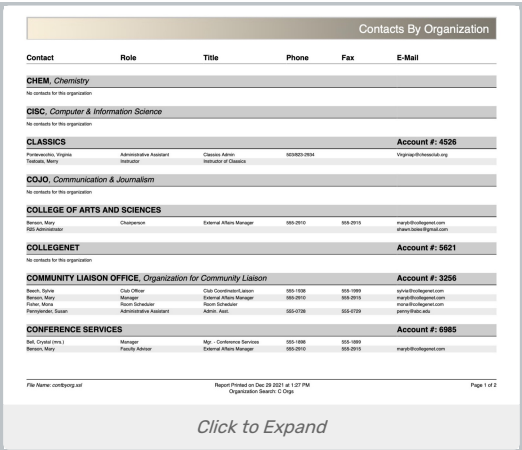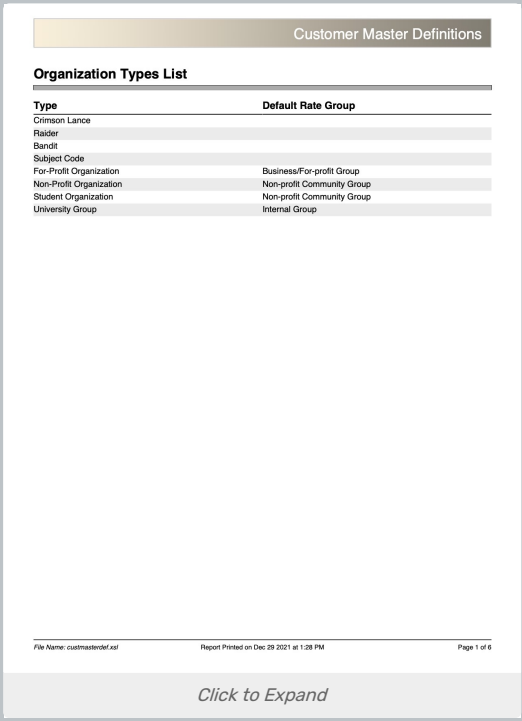
Name	Report Type	Description	Example Image
Resource Security	WebServices	This report lists for each resource, the assignment policy settings of each security group. A system administrator might use this report to review resource assignment policy settings.	*Click to Expand*
Resource Security – Excel	WebServices	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. This report is designed to open directly in Microsoft Excel or Open Office Calc.	*Click to Expand*
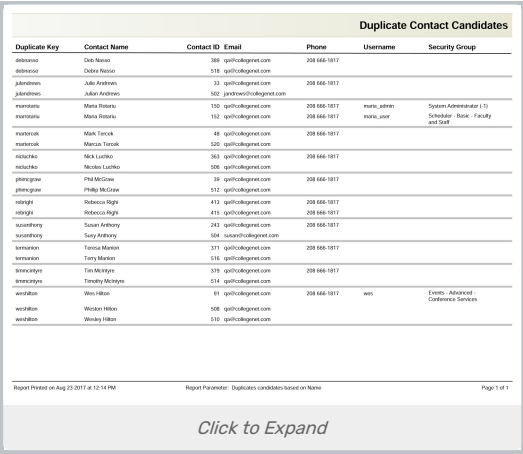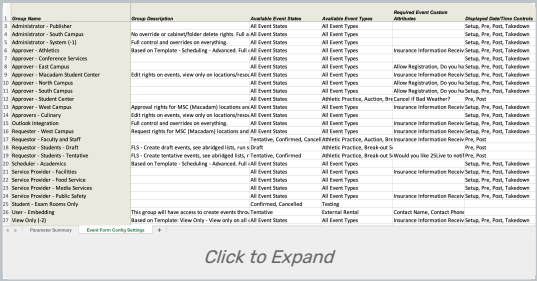
Name	Report Type	Description	Example Image
Resource Stock Level Report	WebServices	This report lists stock levels for all resources returned from a resource search and the resource that can be substituted (if defined).	

Other Reports

Name	Report Type	Description	Example Image

Name	Report Type	Description	Example Image
Contact Directory	JReport	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).	*Click to Expand*
Contact Directory - Excel	WebServices	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). 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.	*Click to Expand*

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).	*Click to Expand*
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.	*Click to Expand*

Name	Report Type	Description	Example Image
Duplicate Contact Candidates	JReport	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.	 *Click to Expand*
Email Notification Settings - Excel	WebServices	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. 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: • Group Name • Assignment Policy Email setting • Notification Policy Email setting • To Do Tasks Email setting • All Tasks Complete Email setting The settings can be one of the following: 5 minutes, Daily, or None.	 *Click to Expand*
Event Form Config by Sec Group - Excel	JReport	*Available Variations:* • *Per Event* • *Estimate Per Event* The report shows all information for an event. This version lists all occurrences for the event and may be particularly suitable for special events.	 *Click to Expand*
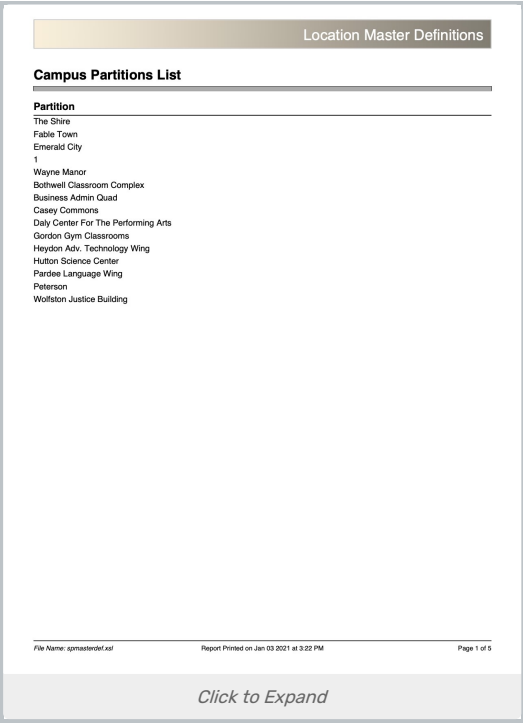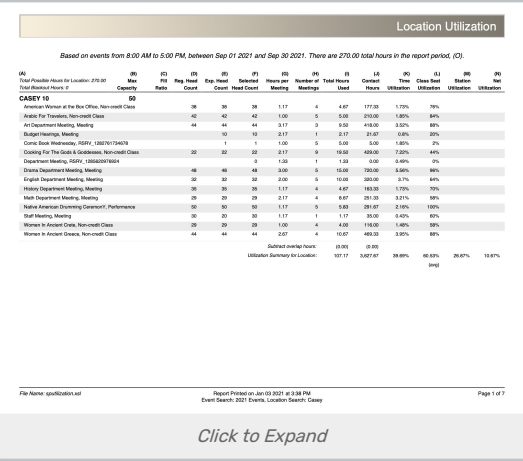
Name	Report Type	Description	Example Image
Event Master Definitions	JReport	This report lists event master definitions from all your event master lists (the sample below shows three). You might use this report to verify the completeness, accuracy, and currency of your event master lists.	Click to Expand
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.	Click to Expand
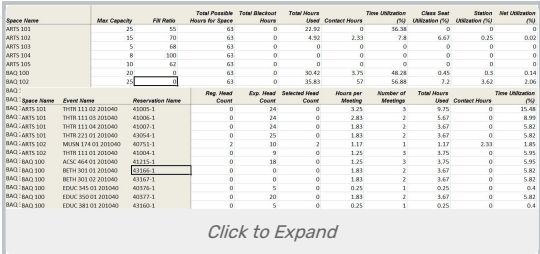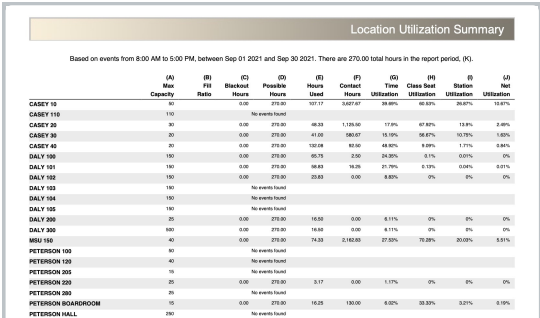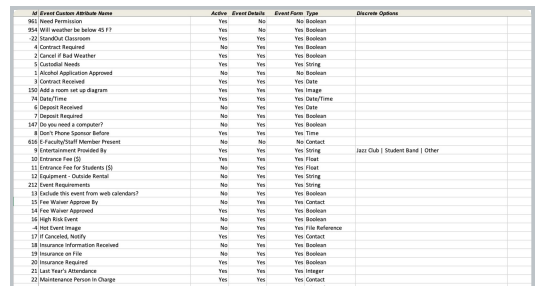
Name	Report Type	Description	Example Image
Event Type Distribution By Organization	WebServices	The report shows the distribution of event types for each organization and the number of occurrences (meetings) and hours for events of each type, as well as the attendance. The data is based on each event's primary sponsor organization. The report shows an optional comparison to a time period you specify.	*Click to Expand*
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.	*Click to Expand*
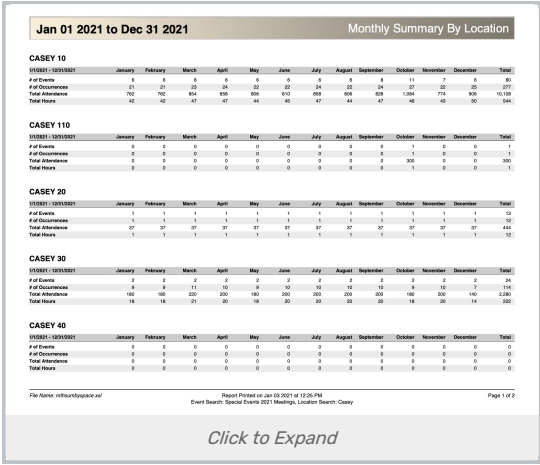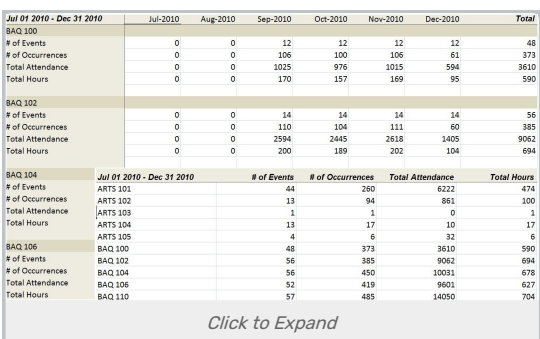
Name	Report Type	Description	Example Image
Event Type Listing – Excel	WebServices	This report is a listing of all event types and related data. The Excel Workbook contains six worksheets. The first worksheet lists the report summary information. The second worksheet (Event Types) contains the following report information: • Event Type • Active? *(whether event type is active or inactive)* • Sort Order • Default Confirmation Report • Default Invoice Report Worksheets 3–6 show which contact roles, custom attributes, reports, and requirements (respectively) are associated with each event type (denoted with an "X").	 *Click to Expand*
Group Categories – Excel	WebServices	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.	 *Click to Expand*
Group Searches – Excel	WebServices	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.	 *Click to Expand*
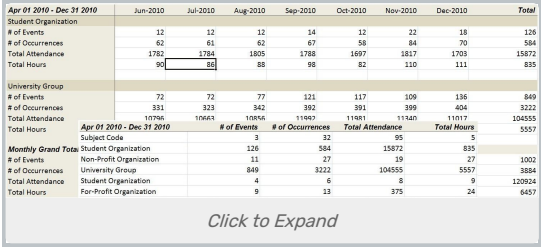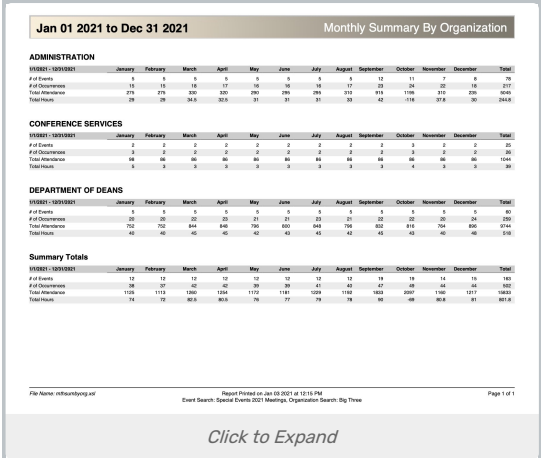
Name	Report Type	Description	Example Image
Group Security – Excel	WebServices	The report shows security access to all functional areas by security group. It is designed to be opened directly in Microsoft Excel or Open Office Calc. *Note:* In order for all data values to appear in this report, you must explicitly define every security setting for each security group, whether or not you are using the default value.	*Click to Expand*
Import Tool Template – Contacts – Excel	WebServices	This report produces a spreadsheet designed to be used with the Series25 Data Import Tool. The report is downloaded as an .xml file, which you can open in a spreadsheet editor like Excel. Use the *File > Save As* 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 .	*Click to Expand*
Import Tool Template – Locations – Excel	WebServices	This report produces a spreadsheet designed to be used with the Series25 Data Import Tool. The report is downloaded as an .xml file, which you can open in a spreadsheet editor like Excel. Click *File > Save As* 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.	*Click to Expand*
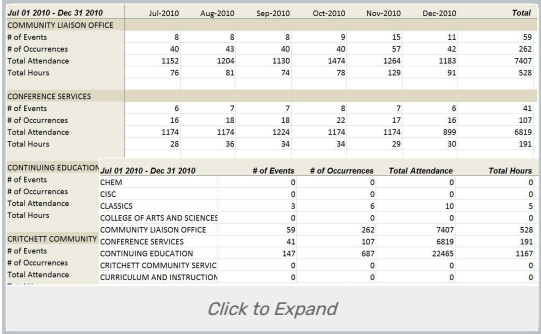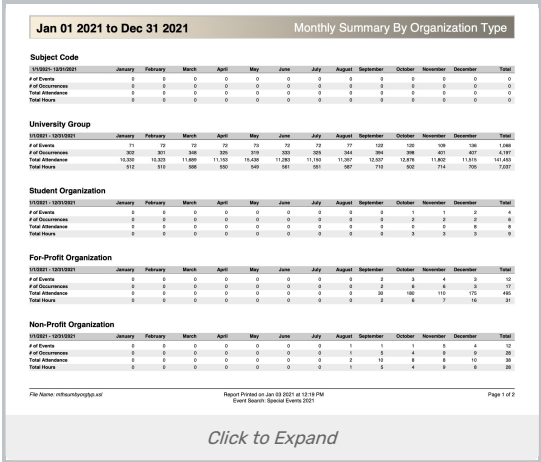
Name	Report Type	Description	Example Image
Import Tool Template – Orgs – Excel	WebServices	This report produces a spreadsheet designed to be used with the Series25 Data Import Tool. The report is downloaded as an .xml file, which you can open in a spreadsheet editor like Excel. Use the *File > Save As* 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 .	 *Click to Expand*
Import Tool Template – Resources – Excel	Webservices	This report produces a spreadsheet designed to be used with the Series25 Data Import Tool. The report is downloaded as an .xml file, which you can open in a spreadsheet editor like Excel. Use the *File > Save As* 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 .	 *Click to Expand*
JReport Run	WebServices	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. 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.	 *Click to Expand*
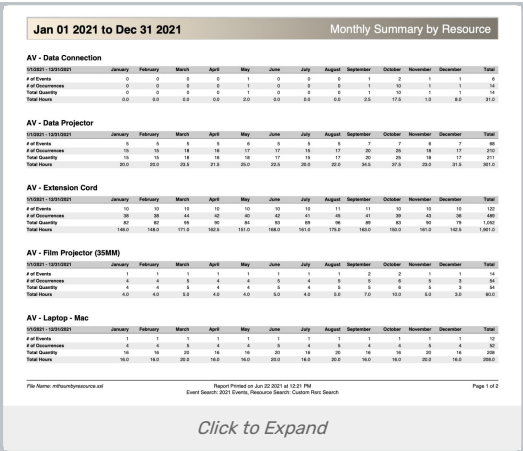
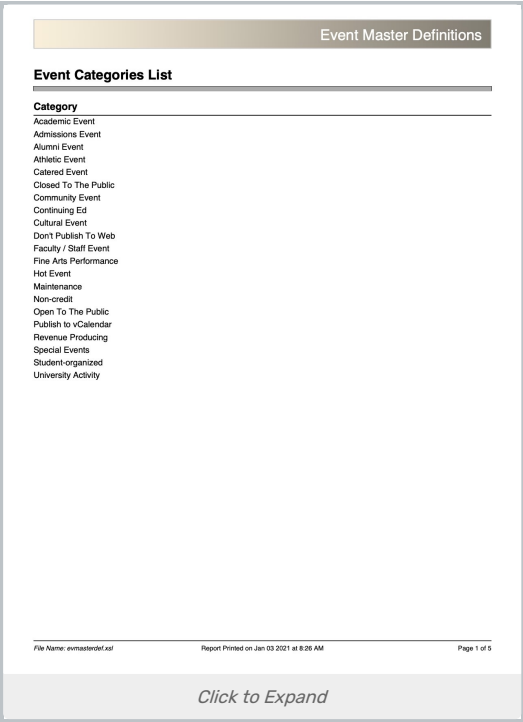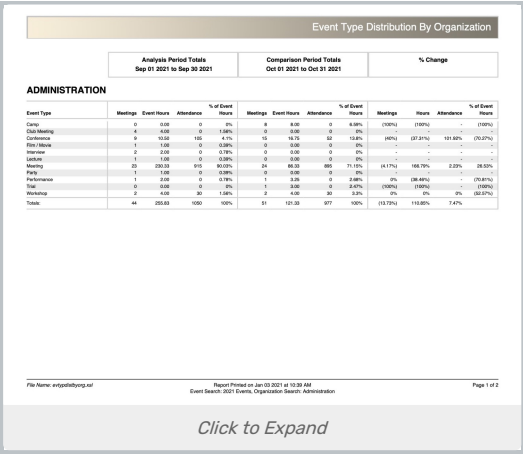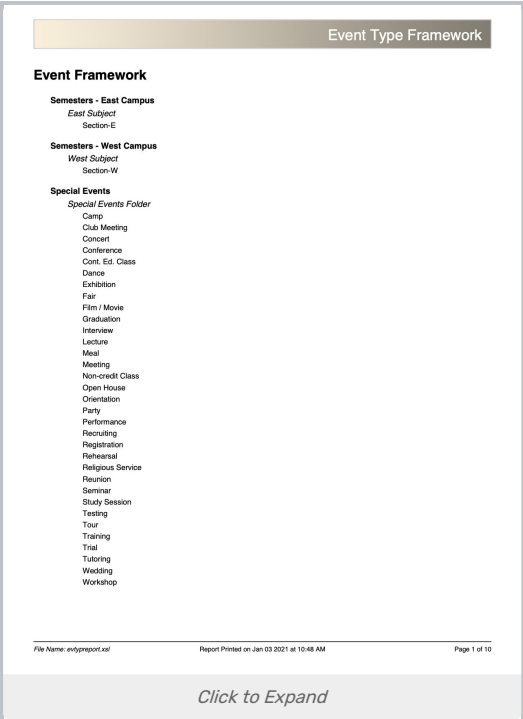| Name	Report Type	Description	Example Image
Location Master Definitions	JReport	This report lists location master definitions for all your location master lists. You might use this report to verify the completeness, accuracy, and currency of your location master lists.	*Click to Expand*
Location Utilization	WebServices	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. The utilization calculations in this report are summarized on the Column Guide for Location Utilization Values page. *Note: This report has data limits. Please review the details in 25Live Reports.*	*Click to Expand*

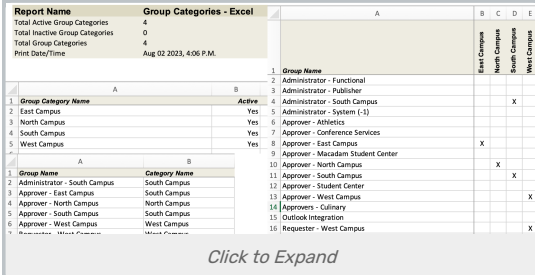| Name	Report Type	Description	Example Image
Location Utilization – Excel	WebServices	This report shows how well each location at your site is being used. The report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains three worksheets. The first worksheet 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.	 *Click to Expand*
Location Utilization Summary	WebServices	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.	 *Click to Expand*
Master Definitions – Excel	WebServices	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. 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.	 *Click to Expand*

This content is intended only for licenced CollegeNET Series25 customers. Unauthorized use is prohibited.

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.	 *Click to Expand*
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.	 *Click to Expand*

Name	Report Type	Description	Example Image
Monthly Summary By Org Type – Excel	WebServices	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. 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.	 *Click to Expand*
Monthly Summary By Organization	WebServices	This report lists the number of events for an organization, and their distribution over a time period.	 *Click to Expand*
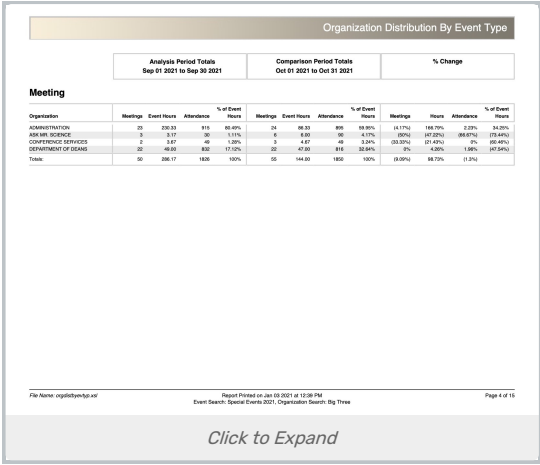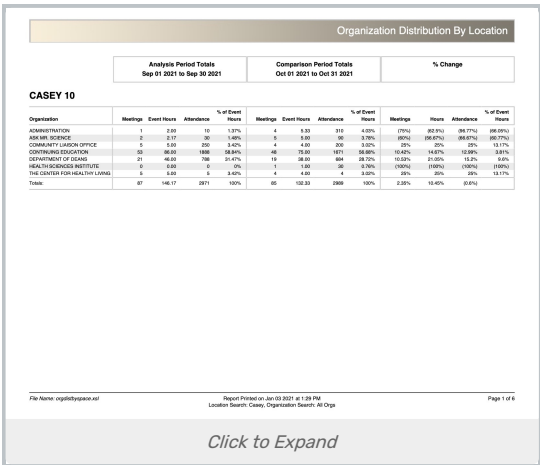
Name	Report Type	Description	Example Image
Monthly Summary By Organization - Excel	WebServices	This report lists the number of events for a set of organizations, and their distribution over a time period. The report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook 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.	*Click to Expand*
Monthly Summary By Organization Type	WebServices	This report lists the number of events for an organization type, and their distribution over a time period.	*Click to Expand*

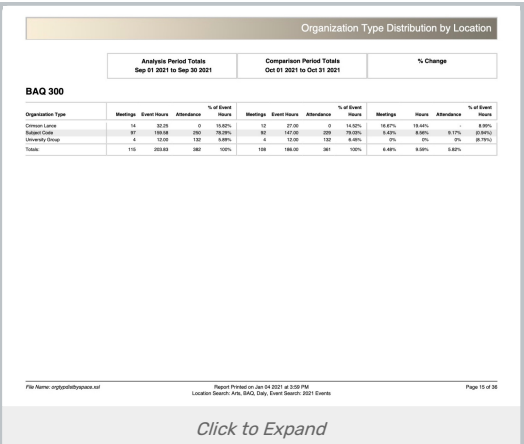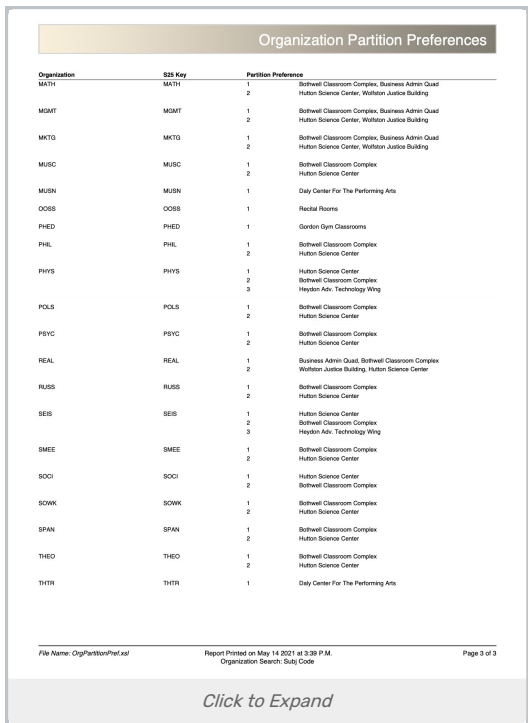| Name	Report Type	Description	Example Image
Monthly Summary By Resource – Excel	WebServices	This report lists the number of events for a set of resources, and their distribution over a time period. If run for Microsoft Excel or Open Office Calc, the workbook contains three worksheets. The first worksheet 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.	*Click to Expand*
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.	*Click to Expand*

Name	Report Type	Description	Example Image
Notification Policy – Event Req. – Excel	WebServices	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. *Data Included* • 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	 *Click to Expand*

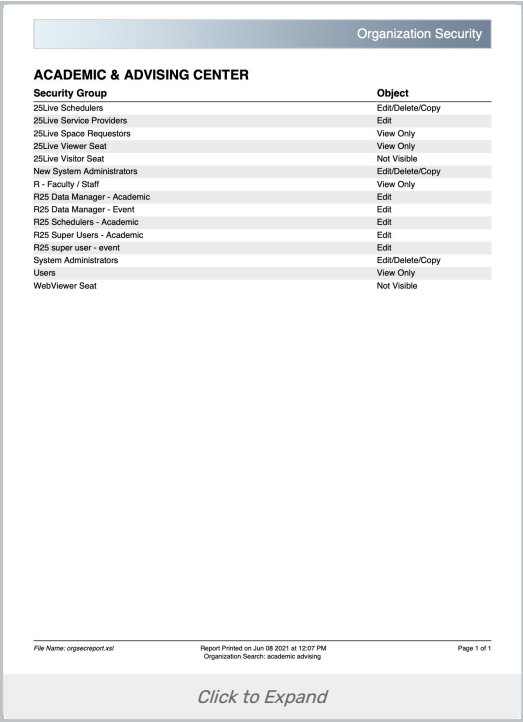| Name	Report Type	Description	Example Image
Notification Policy – Event Type – Excel	WebServices	This report lists the notification policy (NP) settings for each event type. There are two worksheets in this report. Notification by Event Type lists each event type, the type and duration of NP, and a 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. *Data Included* • 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	Click to Expand

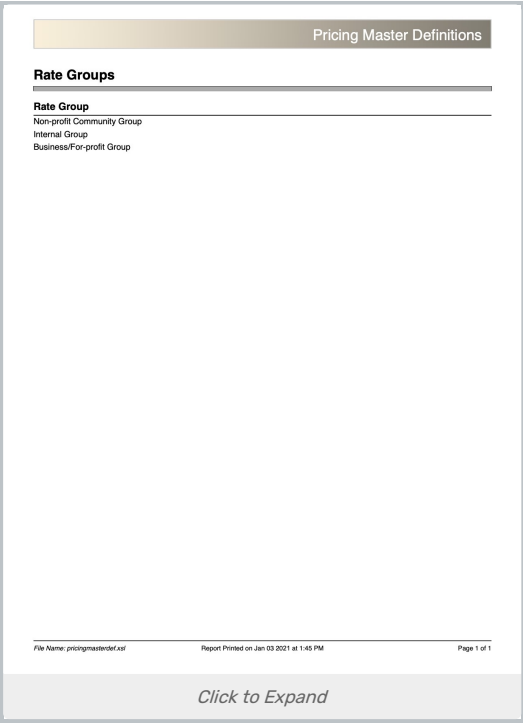| Name	Report Type	Description	Example Image
Notification Policy – Orgs – Excel	WebServices	This report lists the notification policy (NP) settings for each organization. There are two worksheets in this report. Notification by Org lists each organization, the type and duration of NP, and a concatenated 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. *Data Included* • 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	*Click to Expand*
Org Type Distribution by Location	WebServices	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.	*Click to Expand*

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.	\n*Click to Expand*
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.	\n*Click to Expand*

Name	Report Type	Description	Example Image
Organization Listing	JReport	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: • Organization Formal Name • Organization Type	*Click to Expand*

Name	Report Type	Description	Example Image
Organization Listing – Excel	WebServices	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. 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: • Organization Name • Organization Formal Name • Organization Type • Rating Name • Accounting Code • Categories	 *Click to Expand*
Organization Partition Preferences	JReport	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.	 *Click to Expand*

Name	Report Type	Description	Example Image
Organization Partition Prefs – Excel	WebServices	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. 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: • Organization Name • Organization Title • Organization Type • Preference Rank • Partition Preference	 *Click to Expand*
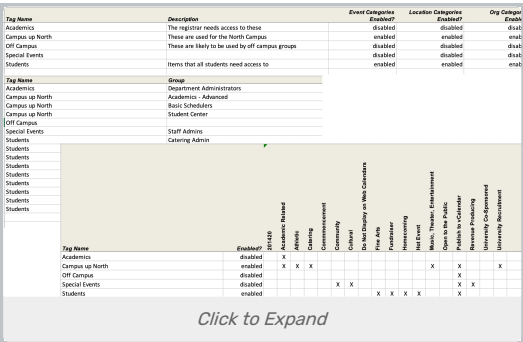
Name	Report Type	Description	Example Image
Organization Security	WebServices	This report lists organizations and all security groups that have access to them. It also shows the access levels for each security group. A system administrator might use this report to review organization security settings. **Parameters** • Organization search (a saved organization search specifying which organizations are to be included). **Data Included** • Only organizations for which you have security privileges will be included.	 *Click to Expand*
Organization Security – Excel	WebServices	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. 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. **Parameters** • Organization search (a saved organization search specifying which organizations are to be included). **Data Included** • Only organizations for which you have security privileges will be included.	 *Click to Expand*
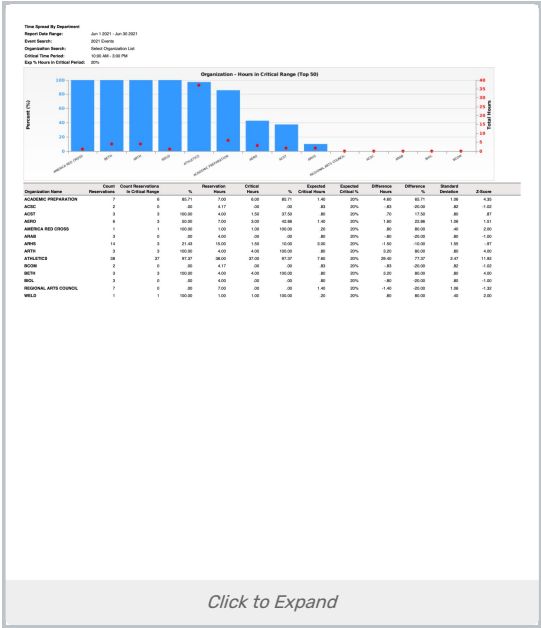
Name	Report Type	Description	Example Image
Pricing Master Definitions	JReport	This report lists all pricing rate groups. You might use this report to verify the completeness, accuracy, and currency of your Rate Groups Master List.	 *Click to Expand*
Rate Schedules – Excel	WebServices	This report lists 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.	 *Click to Expand*
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.	 *Click to Expand*

Name	Report Type	Description	Example Image
Report Run	WebServices	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.	 *Click to Expand*
Report Security – Excel	WebServices	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. This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains two worksheets. **Parameters** There are no parameters for this report.	 *Click to Expand*

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.	 *Click to Expand*
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).	 *Click to Expand*

Name	Report Type	Description	Example Image
Standard Schedules – Excel	WebServices	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.	

Name	Report Type	Description	Example Image
System Tags – Excel	WebServices	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. 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: • System Tags • Groups By Tag • Event Categories By Tag • Location Categories By Tag • Organization Categories By Tag • Resource Categories By Tag	 *Click to Expand*

Name	Report Type	Description	Example Image
Time Spread By Department	JReport	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. 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.	 *Click to Expand*
User List – Excel	WebServices	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.	 *Click to Expand*

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.	Click to Expand