Searching for Reports

Security Note

What you can see and do in this application depends on the security permissions associated with your 25Live user account. If you can't view or run reports that you think you should have access to, contact your 25Live Administrator.

Special security privileges may also control access to search functionality in your 25Live environment. For details, refer to the Series25 Group Administration help.

To Begin a Report Search

1. Begin Typing Search Term(s)

Filter By Report Name X Go	
 Your Starred Reports Event Reports Location Reports Resource Reports Other Reports 	Calendar of I C i v Format Option - Choose a Fo
Image: Search results will appear as you type report title	Report Param Event Search - R e keywords.

Suggested matches of report names that contain your typed text will display below as you type. Searches look for both reports *beginning* with the keyword and reports that *contain* the keyword.

2. Tap or Click On the Report Name

CollegeNET Series25 Help and Customer Resources

Filter By Report Name daily × Go
Daily Events
Daily Events - Excel
Daily Operations
Daily Operations By Location
Daily Room Sheet
Daily Setup By Location
Daily Setup Report
Image: Tap or click on the report name.

The rest of the search text will show in the search box.

3. Use the Go Button

Filter By Report Name	×	Go
Image: G	o button in Reports search.	

The **Go** button next to the search box will open the report details.

If you need to clear the search, use the " \mathbf{X} " in the search box.

The search box is always available at the top of the Reports tool to search for additional reports.