Running 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.

In this Reports application, you can run standard reports or custom reports that have been integrated into 25Live.

To Run a Report

1. Search for or Choose a Report to Run

Image: The Reports home screen shows section category choices.

You can choose a report using the categories on the application home page or in the report choices section.
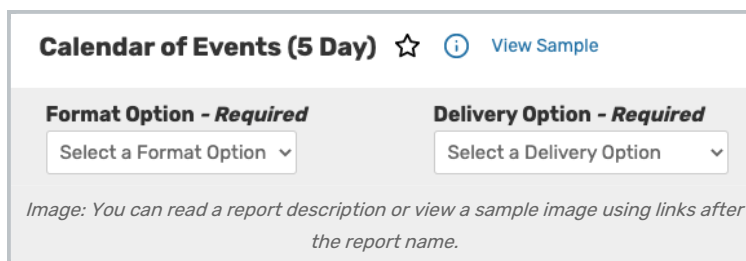

Image: If you are viewing Reports in a narrow browser view or device, use the side Menu link to open the report choices section.

Alternatively, you may search for the report you want to run if you know the report's name.
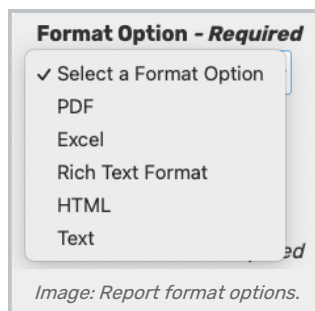
> ✓ **Tip: Star Your Favorite Reports**
>
> To be able to get to your favorite reports more quickly and easily, use the star next to the report name. Starred reports display in the Your Starred Reports list and on your 25Live dashboard and lists.

Calendar of Events (5 Day) ☆ ⓘ View Sample

Format Option - *Required*   **Delivery Option - *Required***

Select a Format Option ⌄   Select a Delivery Option ⌄

Image: You can read a report description or view a sample image using links after the report name.

After choosing any report from the list, you can read the description of the report by using the information (ⓘ) icon, or you can view a sample image of the report using the **View Sample** link. For sample images and descriptions of all standard reports, see the 25Live Standard Report Reference.

2. Choose Format and Delivery Option

Format Option - *Required*

✓ Select a Format Option
PDF
Excel
Rich Text Format
HTML
Text

Image: Report format options.

Reports have several format options to choose from:

- PDF
- Excel
- Rich Text Format (compatible with Microsoft Word)
- HTML
- (Plain) Text

Each of these formats can be saved, printed, or exported as needed.
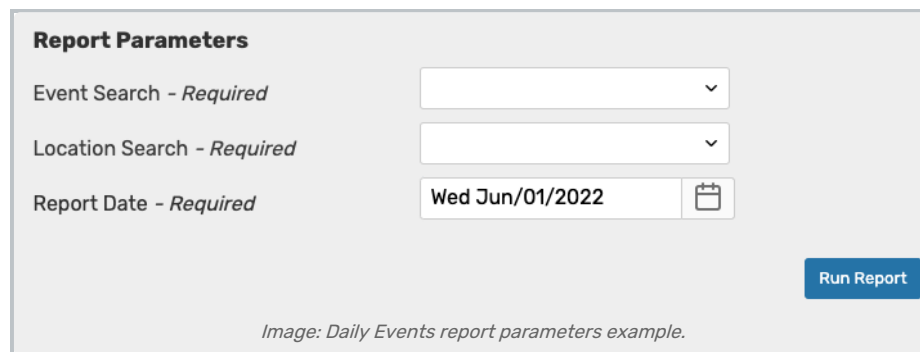

Image: Report Delivery options.
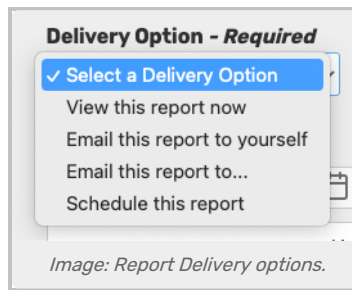
The available delivery options are:

- **View this report now** — to save, export it via a method other than email, or print
- **Email this report to yourself** — using the email address in your 25Live contact record
- **Email this report to...** — displays a field for you to complete with any valid email address

Both of these fields are required.

3. Complete Report Parameters

Each report has its own set of parameters to complete, some required and some optional.

Image: Daily Events report parameters example.

For example, if you chose the Daily Events report, you must complete the Event Search, Start Date, and Location Search parameters. If your report parameters include a start date and end date, you cannot choose a start date that occurs before the end date.

Some reports that allow for date ranges of data are limited to 8-day ranges to help ensure the speed of reporting.

> ✓ **Reminder: Reports Use Saved Searches**
>
> Most reports depend on the use of a saved search. For example, you may choose a saved location search to run the Daily Room Sheet report. You should be sure you have saved searches or public searches ready before choosing a report to run. (See Saving Searches).

4. Run the Report

Use the **Run Report** button **Run Report** . A success message with additional information on retrieving your report will be displayed. If an error is displayed, follow the directions in the error message, such as trying to run your report again later.

5. Retrieve Report

Follow the displayed instructions to retrieve your report from a browser tab or email application. See Saving, Printing, and Emailing Reports.

> ✓ **Tip: If You Cannot See Download Messages**
>
> Sometimes other applications (such as Microsoft Excel) will remain in the foreground inadvertently hiding the download messages you need to see from 25Live Reports, like when a report has been completed. If you miss a message, please refresh the browser view of 25Live Reports.