

Accessing 25Live Reports



Security Note

In order to use this feature, your 25Live user must have appropriate permissions (Tools Access: 2.0 *Access to Reports*) in [Group Administration](#).

Access to specific reports will require additional permissions.

To Sign in and Access 25Live Reports

1. Sign in to 25Live.
2. Select **25Live Reports** from the **Go To Tool** section of the **More** menu.

The screenshot shows the top navigation bar of the 25Live application. It includes icons and labels for '25Live', 'Event Form', 'Tasks', and the user name 'Jane Smith'. A 'More' button, represented by a hamburger menu icon, is highlighted with a red rectangle. Below the navigation bar, a dropdown menu is visible. It starts with 'Home: 25Live' and a 'Navigate to...' section with a downward arrow. The 'Go to Tool' section, marked with an upward arrow, lists several options: 'Group Administration', 'Data Import Tool', 'LYNX', '25Live Reports' (which is highlighted with a red rectangle), 'X25 Analytics', 'Outlook Sync Administration', and 'Schedule25® Optimizer'. The menu concludes with an 'About' section and a downward arrow.