

Accessing 25Live Reports

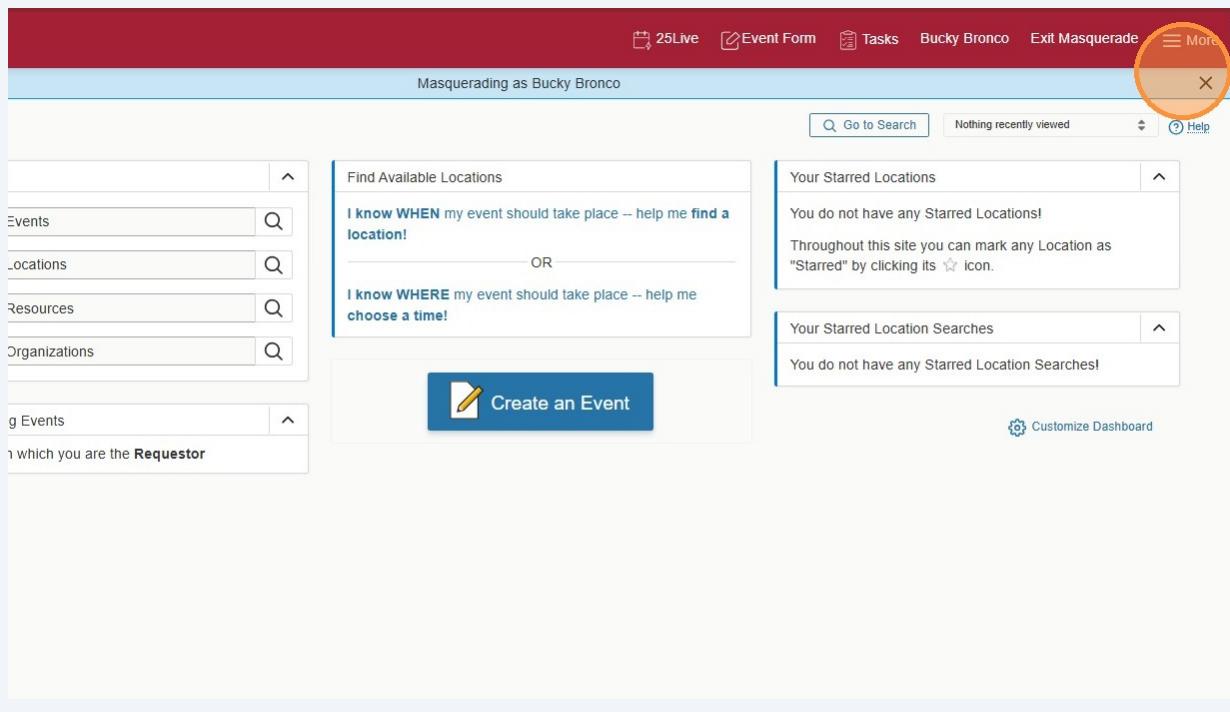
25Live provides a library of reports that track event, location, and organization information across the platform. Use this guide to learn how to access and download the 25Live reports.

- 1 Navigate to 25Live via your MySCU Portal tile and go to your dashboard.

The screenshot shows the 25Live dashboard with the following elements:

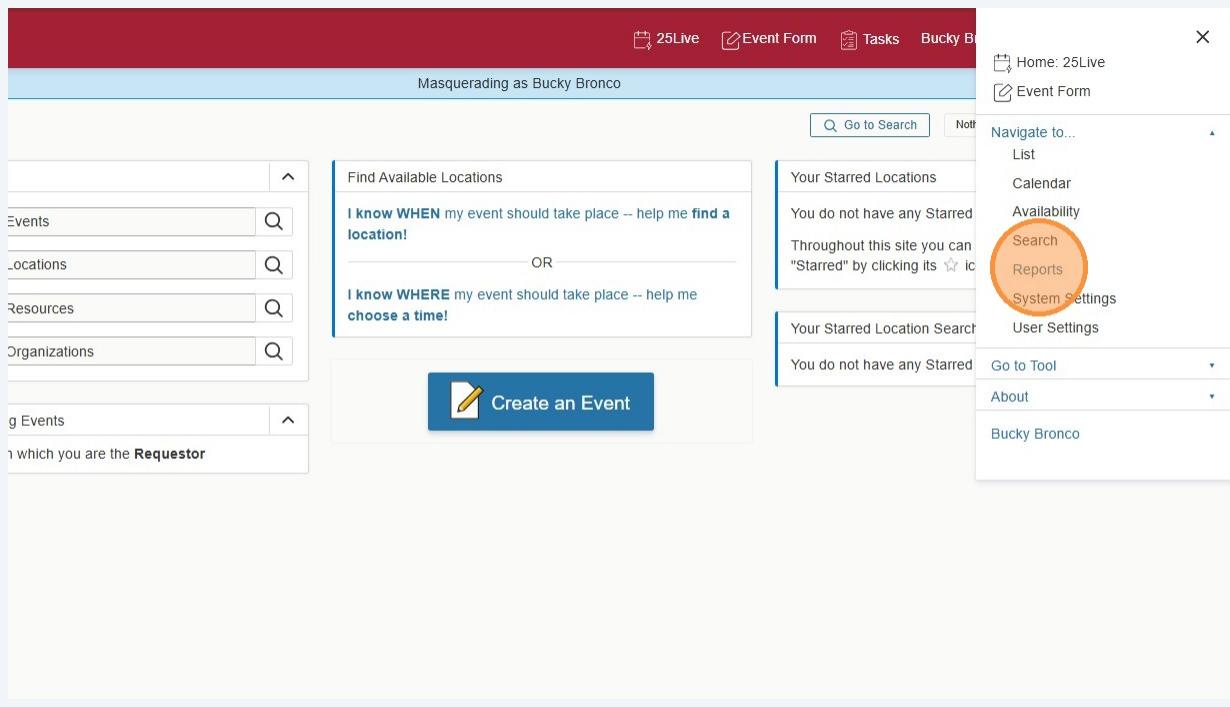
- Quick Search:** A search bar with a dropdown arrow.
- Search Options:** Buttons for "Search Events", "Search Locations", "Search Resources", and "Search Organizations", each with a magnifying glass icon.
- Upcoming Events:** A section showing "Your Upcoming Events" with a dropdown arrow, indicating 5 Events in which you are the Requestor.
- Find Available Locations:** A section with the text "I know WHEN my event should take place -- help me find a location!" and a "Create an Event" button.
- OR**
- I know WHERE my event should take place -- help me choose a time!**
- Your Starred Locations:** A section stating "You do not have any Starred Locations!" with a note that you can mark locations as "Starred" by clicking a star icon.
- Your Starred Location Searches:** A section stating "You do not have any Starred Location Searches!"
- Customize Dashboard:** A link with a gear icon.

2 Click on the "More" menu in the upper right-hand corner of your dashboard.



The screenshot shows the 25Live dashboard interface. At the top right, there is a "More" menu icon, which is highlighted with an orange circle. The dashboard features a search bar, a "Create an Event" button, and several search and location-related sections. The overall layout is clean and organized, typical of a professional event management platform.

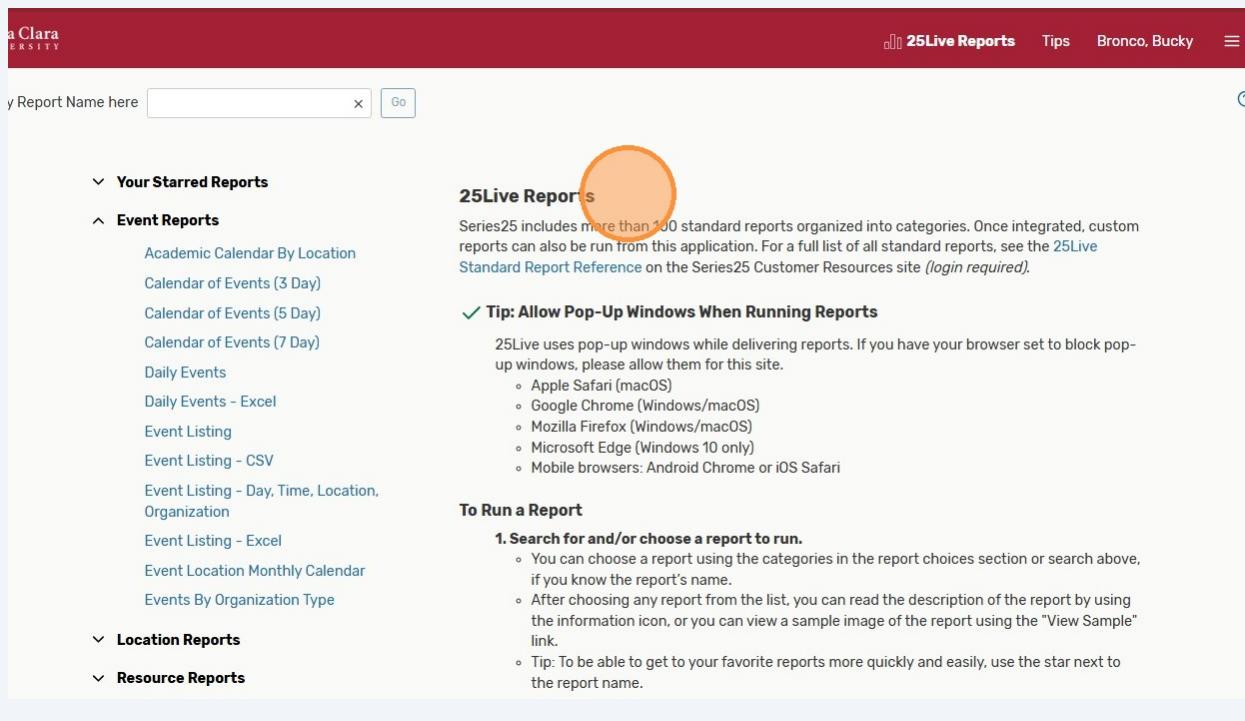
3 Select "Reports" from the drop-down menu.



The screenshot shows the 25Live dashboard with the "More" menu open, revealing a list of options. The "Reports" option is highlighted with an orange circle. The menu also includes other items like "Home: 25Live", "Event Form", "Navigate to...", "Search", "System Settings", and "User Settings". The main dashboard area is visible in the background, showing the "Create an Event" button and various search filters.

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Read through the tips and instructions on the 25Live Reports landing page.



Report Name here

25Live Reports

Series25 includes more than 100 standard reports organized into categories. Once integrated, custom reports can also be run from this application. For a full list of all standard reports, see the [25Live Standard Report Reference](#) on the Series25 Customer Resources site (*login required*).

Tip: Allow Pop-Up Windows When Running Reports

25Live uses pop-up windows while delivering reports. If you have your browser set to block pop-up windows, please allow them for this site.

- Apple Safari (macOS)
- Google Chrome (Windows/macOS)
- Mozilla Firefox (Windows/macOS)
- Microsoft Edge (Windows 10 only)
- Mobile browsers: Android Chrome or iOS Safari

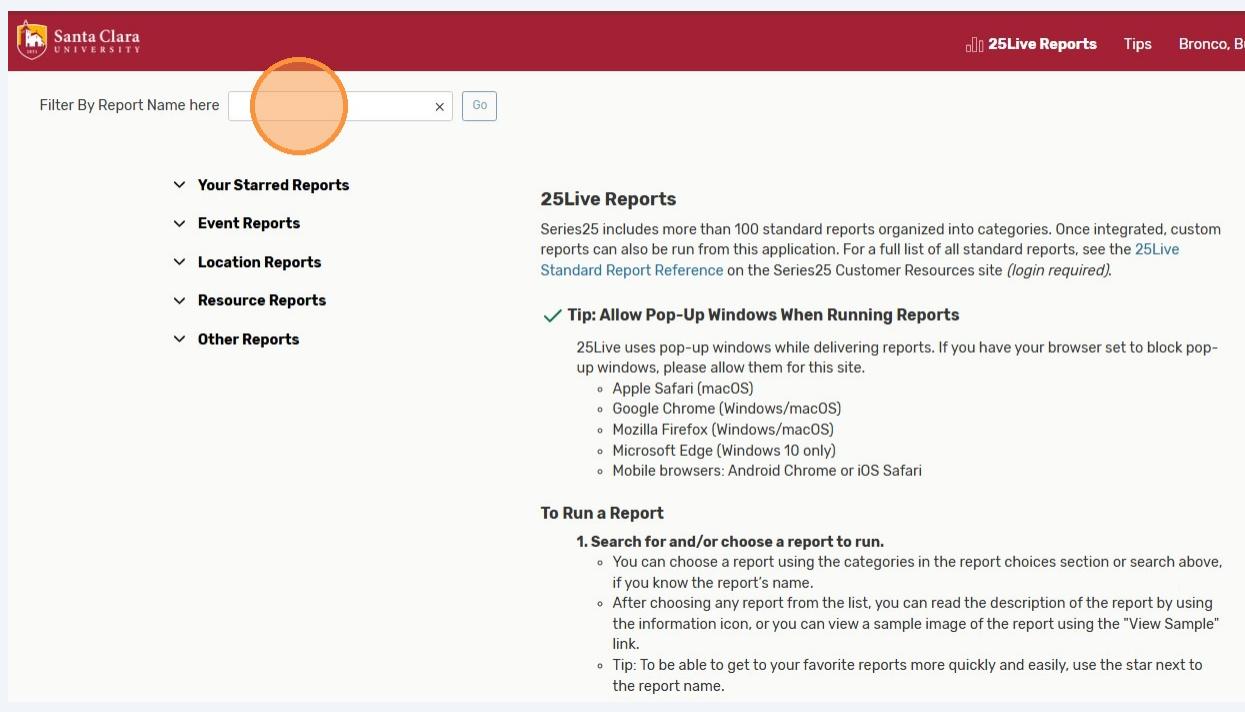
To Run a Report

1. Search for and/or choose a report to run.

- You can choose a report using the categories in the report choices section or search above, if you know the report's 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.
- Tip: To be able to get to your favorite reports more quickly and easily, use the star next to the report name.

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If you know the name of the report you are looking for, you can search by keyword in the "Filter By Report Name" text box.



Filter By Report Name here

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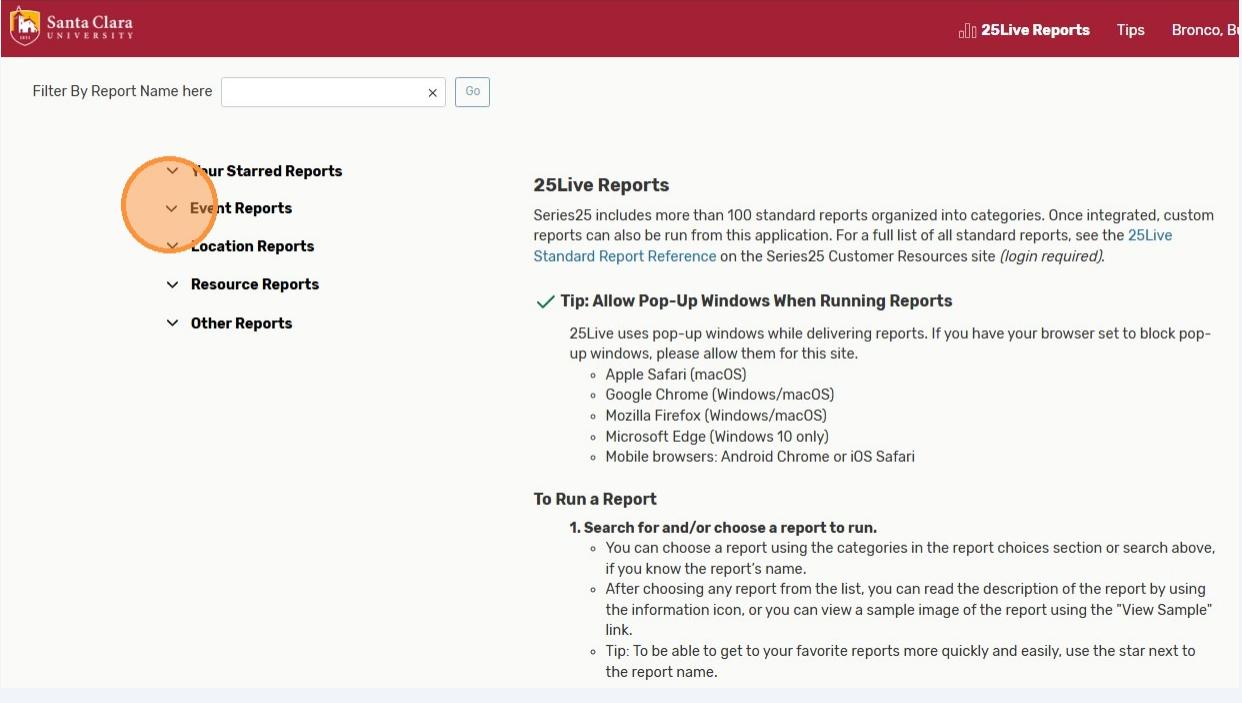
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To view the list of reports in each category, click on the "carrot" icon to access the drop-down list.



Filter By Report Name here

Your Starred Reports

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

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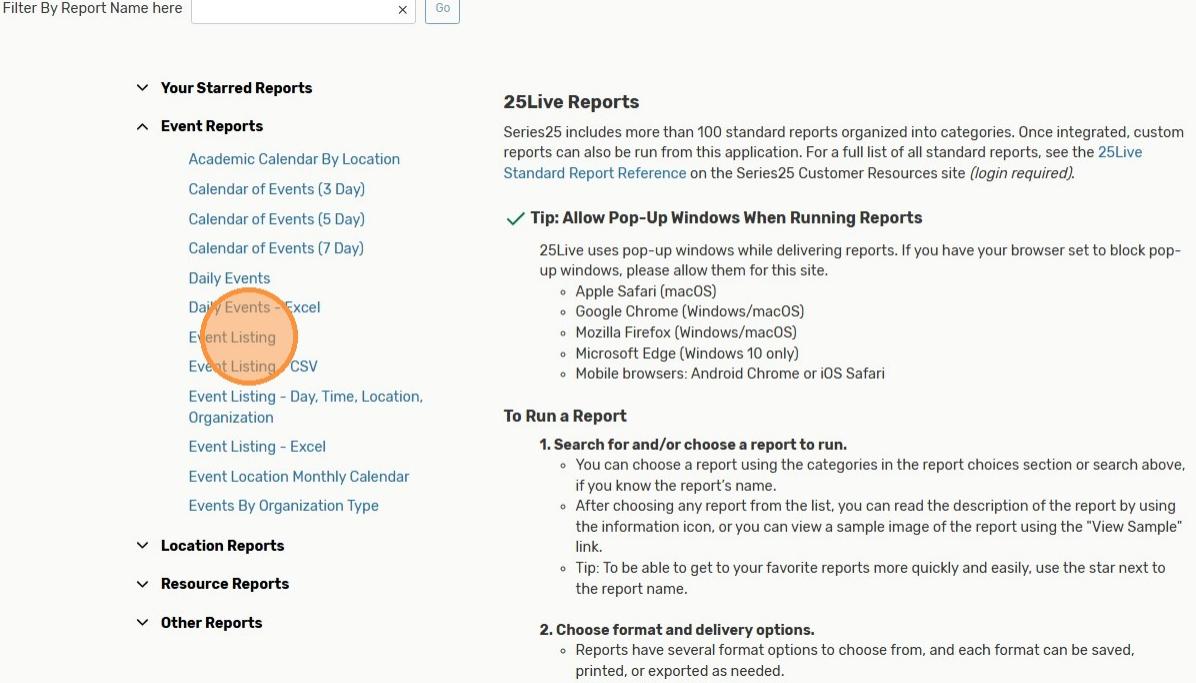
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Click on a report name to configure the viewing/delivery options.



Filter By Report Name here

Your Starred Reports

- ▼ Event Reports
- Academic Calendar By Location
- Calendar of Events (3 Day)
- Calendar of Events (5 Day)
- Calendar of Events (7 Day)
- Daily Events
- Daily Events - Excel
- Event Listing
- Event Listing - CSV
- Event Listing - Day, Time, Location, Organization
- Event Listing - Excel
- Event Location Monthly Calendar
- Events By Organization Type

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To Run a Report

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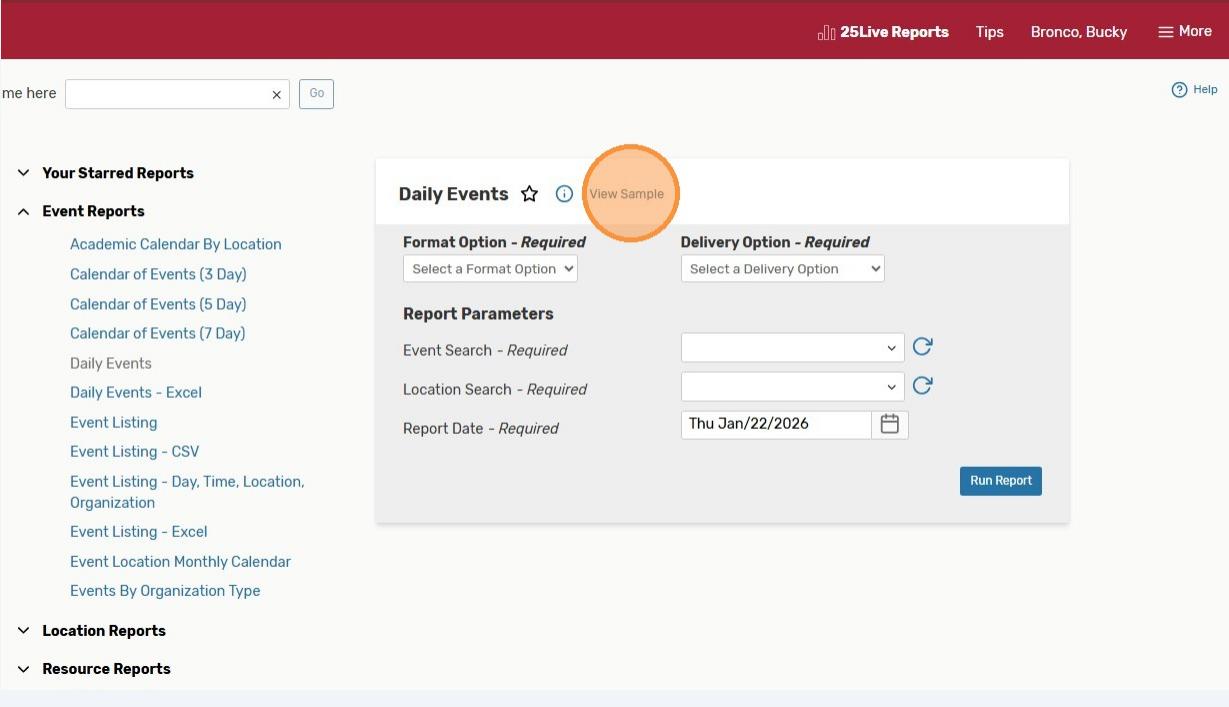
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2. Choose format and delivery options.

- Reports have several format options to choose from, and each format can be saved, printed, or exported as needed.

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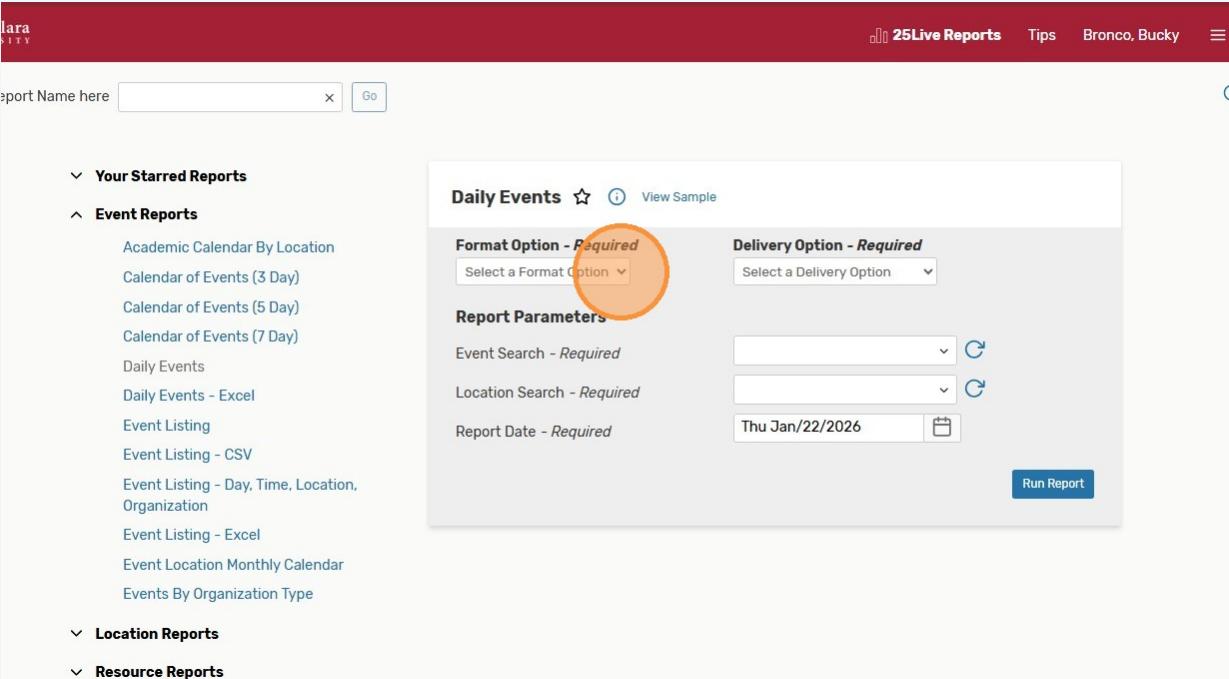
You can view a sample of the report to see what information is included and its formatting.



The screenshot shows the 25Live Reports interface. At the top, there is a red header bar with the 25Live Reports logo, a search bar, and navigation links for 'Tips', 'Bronco, Bucky', and 'More'. Below the header, there is a search bar with placeholder text 'me here' and a 'Go' button. On the left, there is a sidebar with sections for 'Your Starred Reports', 'Event Reports' (which is expanded to show various report options like 'Academic Calendar By Location', 'Calendar of Events (3 Day)', etc.), 'Location Reports', and 'Resource Reports'. The main content area is titled 'Daily Events' and contains fields for 'Format Option - Required' (with a dropdown menu), 'Delivery Option - Required' (with a dropdown menu), and 'Report Parameters' (including 'Event Search - Required', 'Location Search - Required', and 'Report Date - Required' set to 'Thu Jan/22/2026'). A 'View Sample' button is located at the top right of the report form. A blue 'Run Report' button is at the bottom right. An orange circle highlights the 'View Sample' button.

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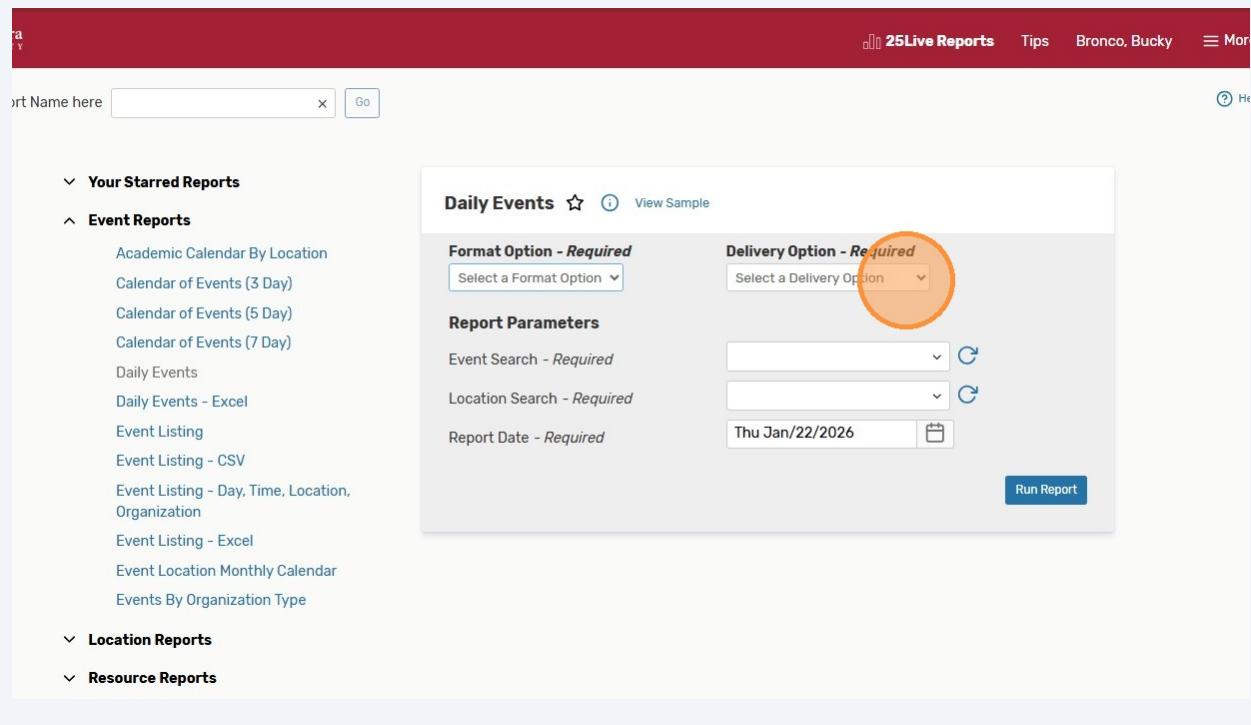
Select a "Format Option" from the drop-down menu. Options include pdf, Excel, etc.



The screenshot shows the 25Live Reports interface, similar to the previous one but with a different report selected. The 'Format Option - Required' dropdown menu is highlighted with an orange circle. The rest of the interface is identical to the previous screenshot, including the sidebar, report title, parameters, and 'Run Report' button.

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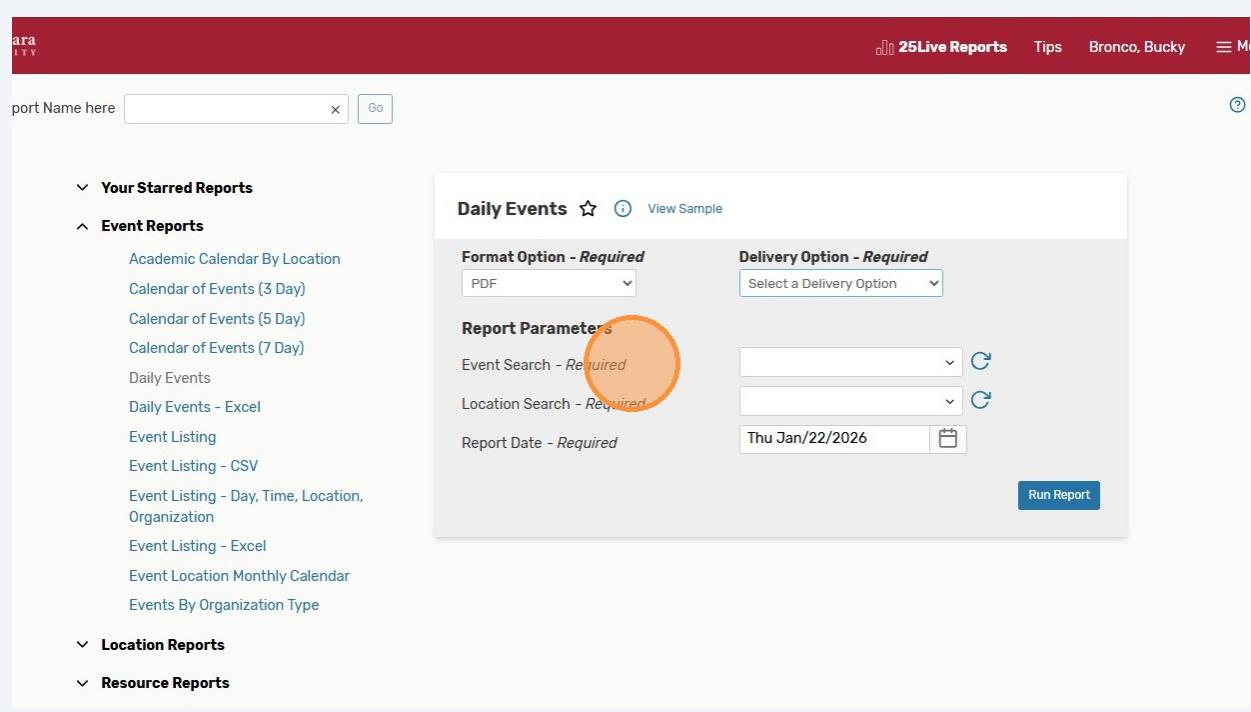
Select a "Delivery Option" from the drop-down menu. Options include viewing immediately or emailing the report to yourself or someone else.



The screenshot shows the 25Live Reports interface with the 'Daily Events' report selected. On the left, there's a sidebar with sections for 'Your Starred Reports', 'Event Reports' (expanded), 'Location Reports' (collapsed), and 'Resource Reports' (collapsed). The 'Event Reports' section lists various report types like 'Academic Calendar By Location' and 'Event Listing - CSV'. The main area shows the 'Daily Events' report configuration. It includes fields for 'Format Option - Required' (set to 'Select a Format Option') and 'Delivery Option - Required' (set to 'Select a Delivery Option', which is highlighted with an orange circle). Below these are 'Report Parameters' for 'Event Search', 'Location Search', and 'Report Date' (set to 'Thu Jan/22/2026'). A 'Run Report' button is at the bottom right.

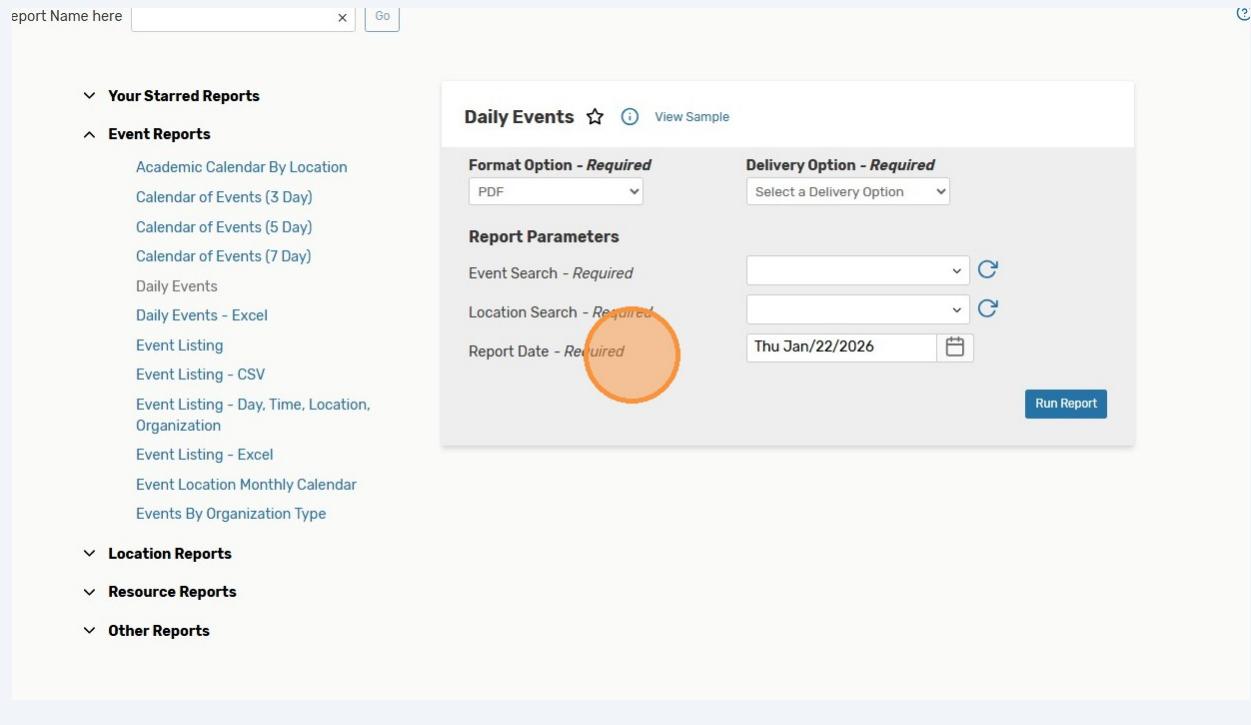
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Select parameters for any other required field.



The screenshot shows the 25Live Reports interface with the 'Daily Events' report selected. The sidebar and report configuration are identical to the previous screenshot, but the 'Event Search - Required' field in the 'Report Parameters' section is highlighted with an orange circle. The other parameters ('Location Search' and 'Report Date') are also present but not highlighted.

12 Set your desired date or date range.



Report Name here Go ?

Event Reports

- Academic Calendar By Location
- Calendar of Events (3 Day)
- Calendar of Events (5 Day)
- Calendar of Events (7 Day)
- Daily Events
- Daily Events - Excel
- Event Listing
- Event Listing - CSV
- Event Listing - Day, Time, Location, Organization
- Event Listing - Excel
- Event Location Monthly Calendar
- Events By Organization Type

Daily Events ☆ View Sample

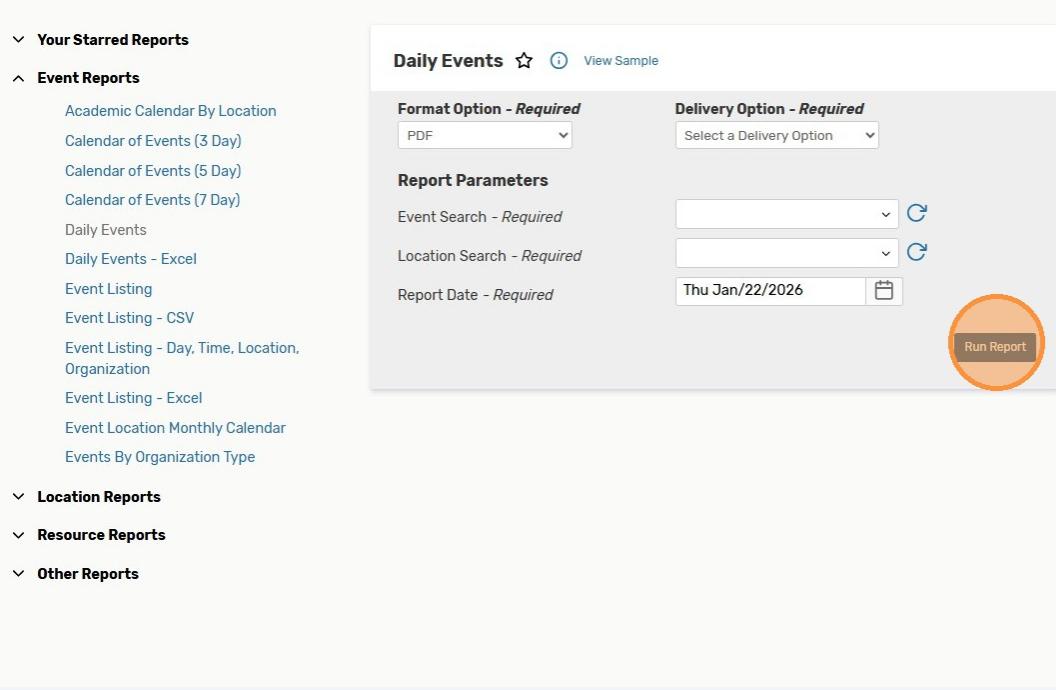
Format Option - Required PDF **Delivery Option - Required** Select a Delivery Option

Report Parameters

Event Search - Required ↻
Location Search - Required ↻
Report Date - Required 📅

Run Report

13 Click the "Run Report" button to execute the report process.



Report Name here Go ?

Event Reports

- Academic Calendar By Location
- Calendar of Events (3 Day)
- Calendar of Events (5 Day)
- Calendar of Events (7 Day)
- Daily Events
- Daily Events - Excel
- Event Listing
- Event Listing - CSV
- Event Listing - Day, Time, Location, Organization
- Event Listing - Excel
- Event Location Monthly Calendar
- Events By Organization Type

Daily Events ☆ View Sample

Format Option - Required PDF **Delivery Option - Required** Select a Delivery Option

Report Parameters

Event Search - Required ↻
Location Search - Required ↻
Report Date - Required 📅

Run Report

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Depending on the delivery option you selected, check your downloads folder or email inbox to view your report.