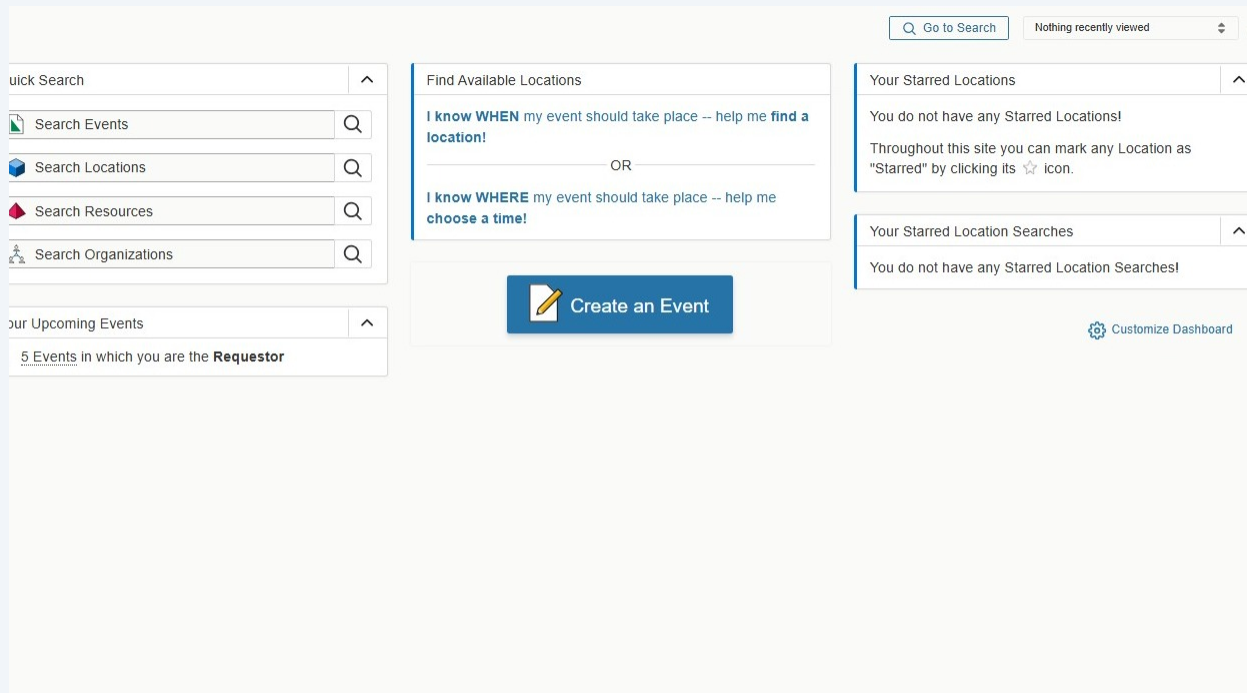


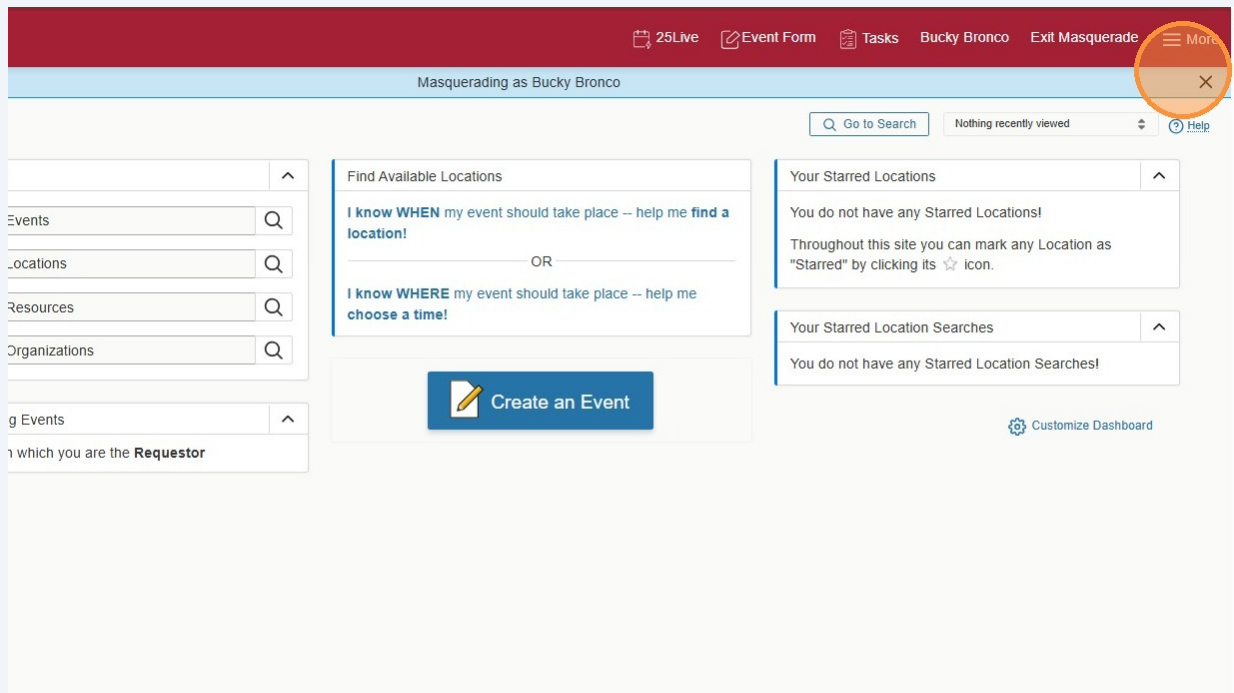
# Accessing 25Live Reports

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.

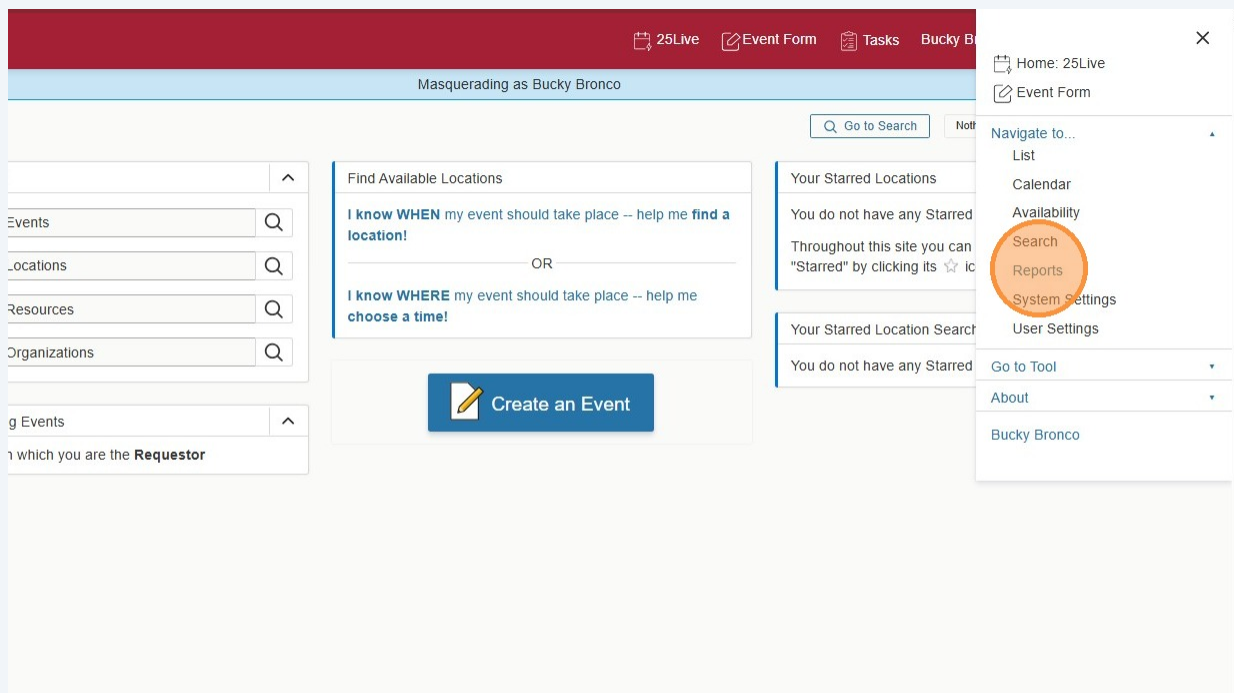
- 1 Navigate to 25Live via your MySCU Portal tile and go to your dashboard.



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

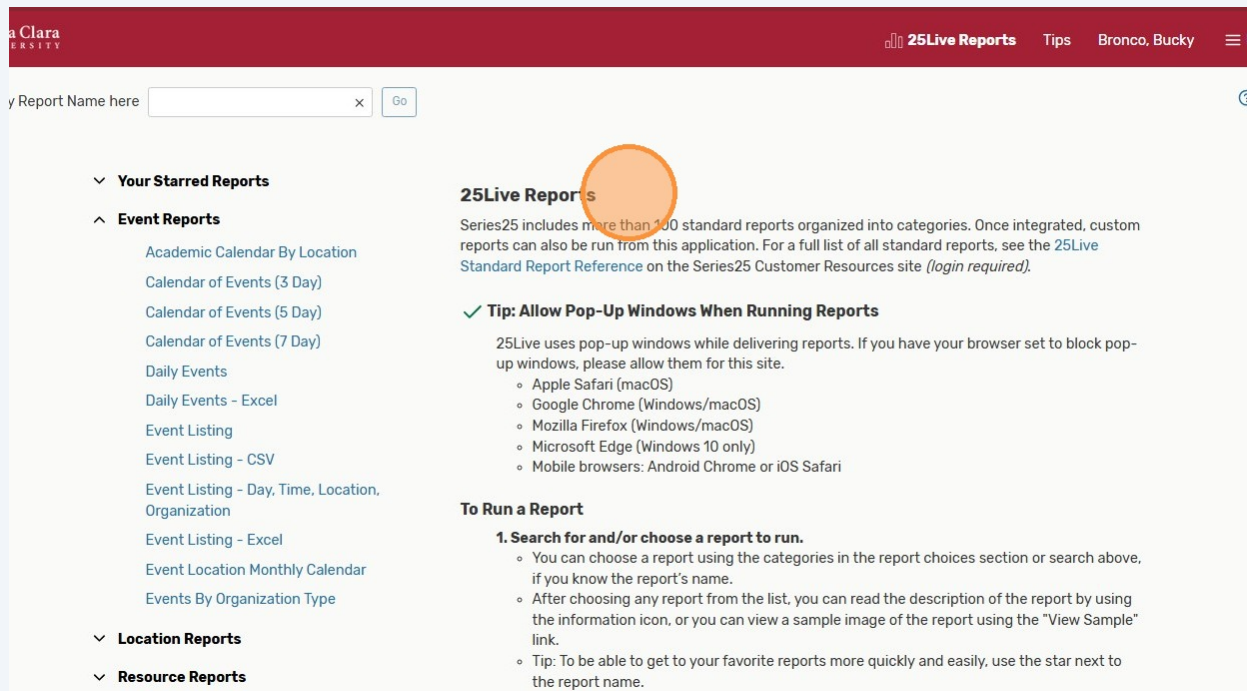


3 Select "Reports" from the drop-down menu.



4

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



The screenshot shows the 25Live Reports landing page. The header is dark red with the Santa Clara University logo on the left and navigation links '25Live Reports', 'Tips', and 'Bronco, Bucky' on the right. Below the header is a search bar labeled 'Filter Report Name here' with a magnifying glass icon and a 'Go' button. The main content area is divided into two columns. The left column contains a sidebar with expandable categories: 'Your Starred Reports', 'Event Reports' (with a list of event-related reports), 'Location Reports', and 'Resource Reports'. The right column features the '25Live Reports' section, which includes a description of the platform, a tip about allowing pop-up windows, and instructions on how to run a report. An orange circle highlights the '25Live Reports' header in the right column.

**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

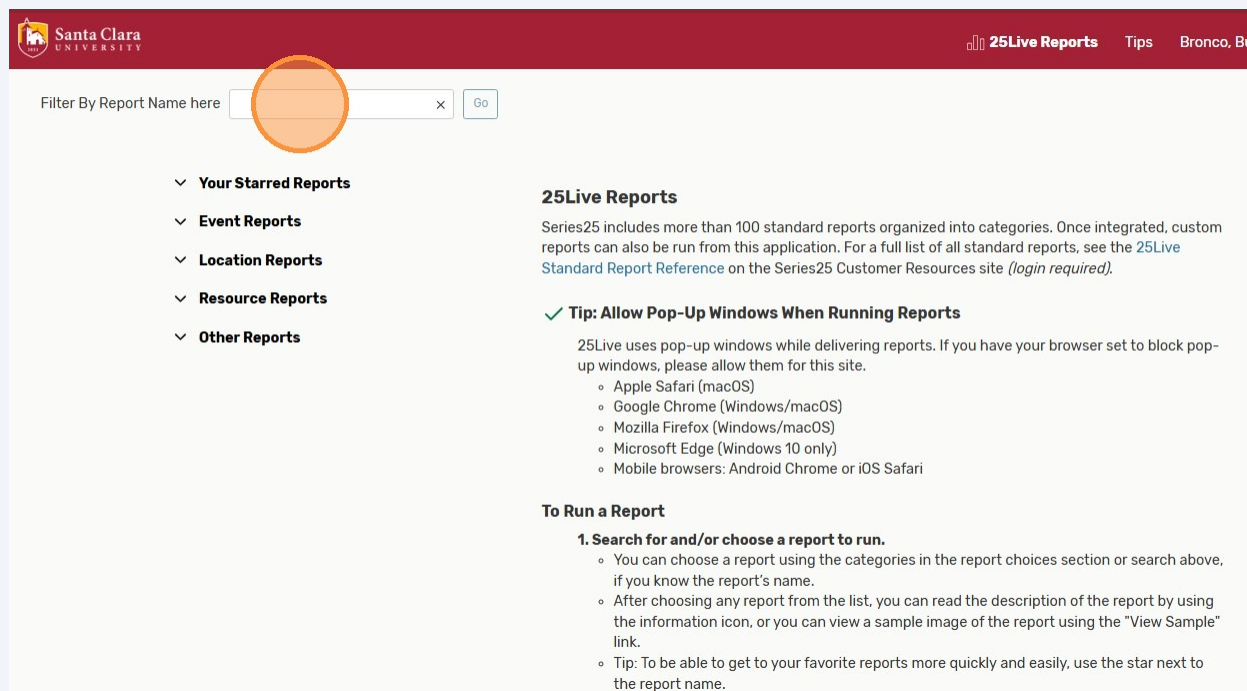
**To Run a Report**

**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.

5

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.



This screenshot is similar to the previous one, showing the 25Live Reports landing page. However, an orange circle highlights the 'Filter By Report Name' search box in the top left, which is positioned below the header and above the sidebar. The rest of the page content, including the sidebar and the main '25Live Reports' section, remains the same as in the previous screenshot.

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6

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

7

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

8

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's a header with '25Live Reports', 'Tips', 'Bronco, Bucky', and a 'More' menu. Below the header, there's a search bar labeled 'me here' with a 'Go' button and a 'Help' link. On the left, there's a sidebar with 'Your Starred Reports' and 'Event Reports' expanded, listing various report types like 'Academic Calendar By Location', 'Calendar of Events (3 Day)', etc. The main content area shows the 'Daily Events' report configuration. It has a 'Format Option - Required' dropdown menu, a 'Delivery Option - Required' dropdown menu, and 'Report Parameters' including 'Event Search - Required', 'Location Search - Required', and 'Report Date - Required'. A 'Run Report' button is at the bottom right. An orange circle highlights the 'View Sample' button next to the report title.

9

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

This screenshot is similar to the previous one, showing the 25Live Reports interface. The 'Format Option - Required' dropdown menu is highlighted with an orange circle, indicating where to select a format like pdf or Excel. The rest of the interface, including the sidebar and report parameters, is identical to the previous screenshot.



10

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. On the left, there is a sidebar with categories: "Your Starred Reports", "Event Reports", "Location Reports", and "Resource Reports". Under "Event Reports", several options are listed, including "Daily Events". The main panel displays the "Daily Events" report configuration. It includes a "Format Option - Required" dropdown set to "Select a Format Option", a "Delivery Option - Required" dropdown highlighted with an orange circle, and "Report Parameters" for "Event Search - Required", "Location Search - Required", and "Report Date - Required" (set to "Thu Jan/22/2026"). A "Run Report" button is at the bottom right.

11

Select parameters for any other required field.

The screenshot shows the 25Live Reports interface. On the left, there is a sidebar with categories: "Your Starred Reports", "Event Reports", "Location Reports", and "Resource Reports". Under "Event Reports", several options are listed, including "Daily Events". The main panel displays the "Daily Events" report configuration. It includes a "Format Option - Required" dropdown set to "PDF", a "Delivery Option - Required" dropdown set to "Select a Delivery Option", and "Report Parameters" for "Event Search - Required" highlighted with an orange circle, "Location Search - Required", and "Report Date - Required" (set to "Thu Jan/22/2026"). A "Run Report" button is at the bottom right.

## 12 Set your desired date or date range.

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

▼ Location Reports

▼ Resource Reports

▼ Other Reports

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

Thu Jan/22/2026

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

▼ 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

▼ Location Reports

▼ Resource Reports

▼ Other Reports

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

Thu Jan/22/2026

**14**

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