<u>25Live</u>
<u>Event Report Summary</u>

The following document summarizes all of the reports in 25Live that can be used for detailing where they can be found with-in https://25live.collegenet.com/wvu. Under Reports Tab there will be 4 separate individual reporting sections: Event Reports / Location Reports / Resource Reports / Other Reports. Each section can generate individual and tailored reports from the drop down list as listed below.

LOCATION REPORTS

1)   Reports > Event Reports > **Academic Term Summary**

Lists events scheduled during an academic term, the date range, days, and meeting times for each event reservation (and any bound reservations); the reservation expected and registered head counts; the instructor; and the room(s) where the event is scheduled. You might print this report at the end of the scheduling process for a term to have a printed copy of all classes and scheduling details.
Parameters:
Event search (a saved event search definition to specify the events to report on). Do not use date criteria in your event search definition.
Data Included:
Only records returned by the event search are evaluated for inclusion.
Only events with an organization defined are included in the report.
Only events for which you have security privileges are included in the report.

2)   Reports > Event Reports > **Calendar of Events (3 Day)**

These reports list scheduled events – for a three-, five- or seven-day period – beginning with a specified date. You can use them for a quick glance at the dates, times, and locations of upcoming events.
Parameters:
Event search (a saved event search to indicate which events to evaluate).
Be cautious about including date criteria in your event search definition.
They may help the report run faster, but be sure the date span of the event search is compatible with the start date entered for the report parameter.
Location search (a saved location search to indicate which locations to evaluate.
Start date.
Data Included:
Only records returned by the searches are evaluated for inclusion.
Only events with assigned locations are included in the report.
Only events and locations for which you have security privileges are included in the search results.

May 18 2015 - May 20 2015		Calendar of Events
Monday **May 18 2015**	**Tuesday** **May 19 2015**	**Wednesday** **May 20 2015**
9:30 a.m.-10:30 a.m. IEP Classes WHI-D G06	12:30 p.m.-5:00 p.m. REU: Faculty Presentations WHI-D G04	9:30 a.m.-10:30 a.m. IEP Classes WHI-D G06
1:30 p.m.-3:00 p.m. IEP Classes WHI-D G06	1:00 p.m.-2:30 p.m. IEP Classes WHI-D G06	1:30 p.m.-2:30 p.m. REU: Oral Presentation WHI-D G04
3:00 p.m.-4:00 p.m. REU: Nano Presentation WHI-D G04	2:30 p.m.-4:00 p.m. IEP Classes WHI-D G06	1:30 p.m.-3:00 p.m. IEP Classes WHI-D G06

3)   Reports > Event Reports > **Calendar of Events (5 Day)**

These reports list scheduled events – for a three-, five- or seven-day period – beginning with a specified date. You can use them for a quick glance at the dates, times, and locations of upcoming events.
Parameters:

Event search (a saved event search to indicate which events to evaluate).
Be cautious about including date criteria in your event search definition.
They may help the report run faster, but be sure the date span of the event search is compatible with the start date entered for the report parameter.
Location search (a saved location search to indicate which locations to evaluate.
Start date.

Data Included:
Only records returned by the searches are evaluated for inclusion.
Only events with assigned locations are included in the report.
Only events and locations for which you have security privileges are included in the search results.

May 18 2015 - May 22 2015				Calendar of Events
Monday May 18 2015	**Tuesday** May 19 2015	**Wednesday** May 20 2015	**Thursday** May 21 2015	**Friday** May 22 2015
9:30 A.M.-10:30 A.M. IEP Classes WHI-D G06	12:30 P.M.-5:00 P.M. REU: Faculty Presentations WHI-D G04	9:30 A.M.-10:30 A.M. IEP Classes WHI-D G06	1:00 P.M.-2:30 P.M. IEP Classes WHI-D G06	9:30 A.M.-10:30 A.M. IEP Classes WHI-D G06
1:30 P.M.-3:00 P.M. IEP Classes WHI-D G06	1:00 P.M.-2:30 P.M. IEP Classes WHI-D G06	1:30 P.M.-2:30 P.M. REU: Oral Presentation WHI-D G04	2:30 P.M.-4:00 P.M. IEP Classes WHI-D G06	10:00 A.M.-1:00 P.M. PHYSICS DEPARTMENT WHI-D B51
3:00 P.M.-4:00 P.M. REU: Nano Presentation WHI-D G04	2:30 P.M.-4:00 P.M. IEP Classes WHI-D G06	1:30 P.M.-3:00 P.M. IEP Classes WHI-D G06		

4)   Reports > Event Reports > **Calendar of Events (7 Day)**

These reports list scheduled events – for a three-, five- or seven-day period – beginning with a specified date. You can use them for a quick glance at the dates, times, and locations of upcoming events.

Parameters:
Event search (a saved event search to indicate which events to evaluate).
Be cautious about including date criteria in your event search definition.
They may help the report run faster, but be sure the date span of the event search is compatible with the start date entered for the report parameter.
Location search (a saved location search to indicate which locations to evaluate.
Start date.

Data Included:
Only records returned by the searches are evaluated for inclusion.
Only events with assigned locations are included in the report.
Only events and locations for which you have security privileges are included in the search results.

May 18 2015 - May 24 2015					Calendar of Events (7 Day)	
Monday May 18 2015	**Tuesday** May 19 2015	**Wednesday** May 20 2015	**Thursday** May 21 2015	**Friday** May 22 2015	**Saturday** May 23 2015	**Sunday** May 24 2015
9:30 A.M. - 10:30 A.M. IEP Classes WHI-D G06	12:30 P.M. - 5:00 P.M. REU: Faculty Presentations WHI-D G04	9:30 A.M. - 10:30 A.M. IEP Classes WHI-D G06	1:00 P.M. - 2:30 P.M. IEP Classes WHI-D G06	9:30 A.M. - 10:30 A.M. IEP Classes WHI-D G06		
1:30 P.M. - 3:00 P.M. IEP Classes WHI-D G06	1:00 P.M. - 2:30 P.M. IEP Classes WHI-D G06	1:30 P.M. - 2:30 P.M. REU: Oral Presentation WHI-D G04	2:30 P.M. - 4:00 P.M. IEP Classes WHI-D G06	10:00 A.M. - 1:00 P.M. PHYSICS DEPARTMENT WHI-D B51		
3:00 P.M. - 4:00 P.M. REU: Nano Presentation WHI-D G04	2:30 P.M. - 4:00 P.M. IEP Classes WHI-D G06	1:30 P.M. - 3:00 P.M. IEP Classes WHI-D G06				

5)   Reports > Event Reports > **Daily Events**

For each event, the report shows the start and end times, location(s), event name and title, and contact name and phone number.

Parameters:
Event search (a saved event search to indicate which events to evaluate).
Be cautious about including date criteria in your event search definition.

They may help the report run faster, but be sure the date span of the event search includes the report date entered for the report parameter.

Location search (a saved location search to indicate which locations to evaluate.

Report date.

Data Included:

Only records returned by the searches are evaluated for inclusion.

Only events with assigned locations are included in the report.

Only events and locations for which you have security privileges are included in the search results.

Monday, May 18 2015			Daily Events
Event Times	**Location**	**Event Name / Title**	**Contact**
9:30 A.M. - 10:30 A.M.	WHI-D G06	**IEP Classes** IEP Classes	Pereira da Silva, Lindsei
1:30 P.M. - 3:00 P.M.	WHI-D G06	**IEP Classes** IEP Classes	Pereira da Silva, Lindsei
3:00 P.M. - 4:00 P.M.	WHI-D G04	**REU: Nano Presentation**	Richards-Babb, Michelle

6)   Reports > Event Reports > **Drafts Report**

The report shows all draft events in an event search.

Parameters:

Event search (a saved event search definition specifying which events are to be included). Do not use date criteria in your event search definition.

Data Included:

Only records returned by the event search will be evaluated for inclusion.

Only events for which you have security privileges will be included.

7)   Reports > Event Reports > **Event Checklist**

This report lists the events occurring in a location on a specified date with their requirements and resources. It can be used as a checklist to indicate that the services were performed and when.

The events are listed by starting time. For each event, the following information is shown:

Starting and ending time.

Event name, sponsoring organization name(s), and contact name(s).

Services required for the event, with a check box to indicate that the service was completed and a location for the completion date/time.

Parameters:

Report Date.

Location search (a saved location search definition to indicate which locations are to be included).

Data Included: Only records returned by the location search are evaluated for inclusion. Only locations for which you have security privileges are included.

BUE-D 458

Summer Event

Event Times		Organization:	FACILITIES PLANNING AND SCHEDULING
Event:	May 25 2015 10:00 A.M. - 10:30 A.M.	Contact:	Ansari, Azadeh
		Head Count:	Exp: 50, Reg:

Layout

Fixed Tablet Arm Chair   *Instructions:*

Requirements

No Requirements Assigned

Resources

No Resources Assigned

8)   Reports > Event Reports > **Event Confirmation Academic**

The report shows reservation confirmation information for specified events. Each event confirmation starts on a new page, so you can distribute the confirmations to different people.

Parameters:

Event search (a saved event search definition to specify which events to include).

Do not use date criteria in your event search definition.

Data Included:

Only records returned by the event search are included in the report.

Only events for which you have security privileges are included.

9)   Reports > Event Reports > **Event Confirmation Detailed**

The report shows all information for an event. This version lists all occurrences for the event and may be particularly suitable for special events.

Parameters:

Event search (a saved event search definition to specify which events to include).

Do not use date criteria in your event search definition.

Data Included:

Only records returned by the event search are included in the report.

Only events for which you have security privileges are included.
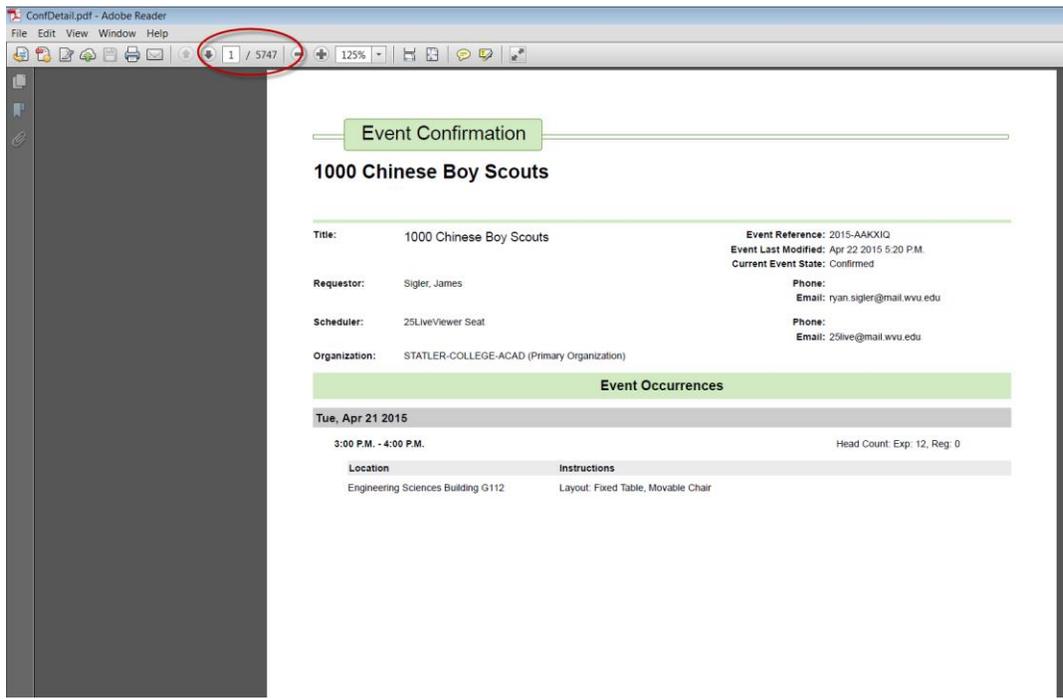
10) <u>Reports > Event Reports ></u> **Event Listing**

This report lists summary information for all events in an event search, including event type, status, reference, start and end dates.
Parameters:
Event search (a saved search to determine which events are to be included).

Name	Type	Status	Reference	Organization	Title	Start Date	End Date
401	Workshop	Confirmed	2015-AAKDDE	CURRICULUM AND INSTRUCTION, DEPT OF	401	Mar 19 2015	Mar 19 2015
491A April 28	Academic Ad-hoc	Confirmed	2015-AAKCDE	EDUCATIONAL PSYCHOLOGY, DEPT OF		Apr 28 2015	Apr 28 2015
491A Feb 24	Academic Ad-hoc	Confirmed	2015-AAKCDA	EDUCATIONAL PSYCHOLOGY, DEPT OF		Feb 24 2015	Feb 24 2015
4th Semester Out Letters	Meeting	Confirmed	2015-AAKXRJ	STATLER-COLLEGE-ACAD	4th Semester Out Letters, ESB 115A/B, 4/28/15, 12:30-1:30 PM	Apr 28 2015	Apr 28 2015
5 year program meeting	Lecture / Seminar	Confirmed	2015-AAKQCG	CURRICULUM AND INSTRUCTION, DEPT OF		Mar 18 2015	Mar 18 2015
60th Anniversary Meeting KC	Meeting	Confirmed	2015-AAKDOE	PHYS ACTIVITY AND S SCIENCES, COLLEGE OF		Jan 30 2015	Jan 30 2015
682 IMBTP	Lecture / Seminar	Confirmed	2014-AAJZYM	SOCIAL WORK, DIVISION OF		Feb 09 2015	Feb 09 2015
682 IMBTP	Lecture / Seminar	Confirmed	2014-AAJZYN	SOCIAL WORK, DIVISION OF		Mar 30 2015	Mar 30 2015
7 8 9 ESB Floor Renovations	Meeting	Confirmed	2015-AAKTMQ	STATLER-DEANS OFFICE	7 8 9 ESB Flr Renovations, Apr 23rd, 1000a-1100a, MRB 367B	Apr 23 2015	Apr 23 2015
7th & 8th Grade Agriscience	Conference	Confirmed	2015-AAKSVD	AG, NAT RESRCES, AND DESIGN, COLLEGE OF	7th & 8th Grade Agriscience	Jun 03 2015	Jun 03 2015
8th Grade Day	Meeting	Confirmed	2015-AAKXCQ	STATLER-COLLEGE-ADM	8th Grade Day--Multiple rooms-4/18--8 a.m.-3 p.m.	Apr 18 2015	Apr 18 2015
8th Grade Day	Academic Ad-hoc	Confirmed	2015-AAKMNK	STATLER-COLLEGE-ACAD	8th Grade Day	Apr 18 2015	Apr 18 2015
A Cosplay and A E	Club Activity	Confirmed	2015-AAKSBX	STUDENT ORGANIZATION		Apr 04 2015	Apr 11 2015
A-Team Meeting	Meeting	Cancelled	2015-AAKBRP	PHYS ACTIVITY AND S SCIENCES, COLLEGE OF	A-Team Meeting	May 13 2015	May 13 2015
A-Team Meeting	Meeting	Confirmed	2015-AAKYOP	PHYS ACTIVITY AND S SCIENCES, COLLEGE OF	A-Team Meeting	May 20 2015	May 20 2015
A-team Meeting with Dr. Clay Marsh	Meal Service - Lunch	Confirmed	2015-AAKRTE	PHYS ACTIVITY AND S SCIENCES, COLLEGE OF	A-team Meeting with Dr. Clay Marsh	Apr 10 2015	Apr 10 2015
A. Wagner Proposal Defense	Dissertation Defense	Confirmed	2015-AAKZAQ	STATLER-CHE	A. Wagner Proposal Defense;6/4/15,10-1130 am, Rm 425 ESB	Jun 04 2015	Jun 04 2015
AA Meeting	Lecture / Seminar	Confirmed	2015-AAKCHW	WELL WVU	AA Meeting	Jan 18 2015	May 03 2015
AA Meeting	Meeting	Confirmed	2015-AAKOIX	WELL WVU	AA Meeting	May 10 2015	Dec 31 2015
AAAHA Camp	Camp	Confirmed	2015-AAKSHD	CONFERENCE AND EVENT SCHEDULING		Jul 12 2015	Jul 18 2015

11) <u>Reports > Event Reports ></u> **Event Monthly Calendar**

Lists all events scheduled during the date range you specify. Report output is organized by calendar month. You might use this report, for example, to post all classes for the month, or the week.
Parameters:

Date range.

Event search (a saved event search definition specifying which events are to be included).

Be cautious about including date criteria in your event search definition.

They may help the report run faster, but be sure the date span of the event search is wider than the date range entered for the report parameters.

Data Included:

Only records returned by the event search are evaluated for inclusion.

Only events for which you have security privileges are included.

12)   Reports > Event Reports > **Event Requirements by Date**

This report lists requirements (with current stock counts) for specified events, grouped by date and time. You might print this report periodically (for example, weekly or monthly) and distribute it to anyone who needs to be aware of the required quantities of the requirements for upcoming events.

Parameters:

Start date. End date.

Event search (a saved event search definition to indicate which events are to be included).

Requirement type (optional).

Data Included: Only records returned by the event search are evaluated for inclusion.

Only locations for which you have security privileges are included in the report.

13)   Reports > Event Reports > **Event Resources**

This report will show all resources required for each date in the report date range. The top portion of the report provides a resource summary with resources listed by their assigned resource category. More detailed information for each event reservation is provided below the resource summary.

Parameters:

Date range.

Location search (a saved location search definition specifying which locations are to be included).

Resource search <mark>(Currently no resources available for search)</mark>

Data Included:

Only records returned by the location search are eligible for inclusion in the report.

Only records returned by the resource search are eligible for inclusion in the report.

Only events for which you have security privileges are included.

14)   Reports > Event Reports > **Event Services**

This report lists all service requests for the specified locations for the date range.

When setup duration is defined (the task label for this entry is "Setup")

When the event itself is taking place, which would include the pre-event and post-event times if defined (the task label for this entry is "Event")

When a takedown duration is defined (the task label for this entry is "Takedown")

Parameters:

Date range.

Location search (a saved location search specifying which locations are evaluated for inclusion).

Data Included:

Only records returned by the location search are evaluated for inclusion.

Only locations for which you have security privileges are included in the search results.

Only events that have requirements and/or occurrences with resources will appear on the report.

15)   Reports > Event Reports > **Event Space Monthly Calendar**

Lists the events scheduled during a specified date range, in a monthly calendar format. The event name, event start and end times, and locations are included. You might print this report to post all classes for the month (or any other desired date range).

Parameters

Date range.

Event search (a saved event search definition specifying which events are to be included).

Be cautious about including date criteria in your event search definition.

They may help the report run faster, but be sure the date span of the event search is wider than the date range entered for the report parameters.

Location search (a saved location search to indicate which locations to evaluate).

Data Included

Only records returned by the event search are evaluated for inclusion.

Only event reservations with assigned locations returned by the location search are included in the report.

Only events and locations for which you have security privileges are included in the report.

16)   Reports > Event Reports > **Events by Organization Type**

This report lists events within a specified date range, grouped by organization type, organization, and date. You might use this report to see how many events an organization is sponsoring on a particular day or in a week.

Parameters:

Event search (a saved search to specify which events to include).
Organization search (a saved search to specify which organizations to include).
Start date. End date.
Data Included:
Only records returned by the event search are included.
Only records returned by the organization search are included.
Only events for which you have security privileges are included.

17)   Reports > Event Reports > **Events with Space Layouts**

    This report lists event location layout information for selected locations on a specified date. You might print this report periodically (daily or weekly) and distribute it to anyone who needs to be aware of location layouts required for upcoming events in particular locations.
Parameters:
Report Date.
Location search (a saved location search definition to indicate which locations are to be included).
Data Included:
Only records returned by the location search are evaluated for inclusion.
Only events with assigned locations will be included in the report.
Only events and locations for which you have security privileges are included

18)   Reports > Event Reports > **Invoice**

    This report shows billing details for an event. To run the report, click the Print button on the Edit Event form.
Note:
The Invoice report must be specified in the R25 Event Framework to run this report from the Edit Event form. Choose Administration Event Framework and chose the appropriate event type. Select the Reports tab and chose an invoice from the list.
Parameters:
Event search (a saved event search definition specifying which events are to be included).

19)   Reports > Event Reports > **Reservations by Date**

    This report shows event information for a specified date range. For each date, the events are listed in chronological order.
Parameters:
Date range.
Event search (a saved event search specifying which events to include).
Be cautious about including date criteria in your event search definition.
They may help the report run faster, but be sure the date span of the event search is wider than the date range entered for the report parameters.
Location search (a saved location search specifying which locations to include).
Data Included:
Only records returned by the search are included.
Only events with assigned locations are included.
Only events for which you have security privileges are included.

LOCATION REPORTS

1) Reports > Event Reports > **Daily Room Sheet**

This report lists the events occurring in a set of specified locations on a specified date. The report makes it easy to see what's happening in a location on a given day, to see when the location is available for maintenance or housekeeping, and to determine open and lock schedules.

Parameters:
Report Date.
Location search (a saved location search definition to indicate which locations are to be included).
Print Only Locations with Events (optional).

Data Included:
Only records returned by the location search are evaluated for inclusion.
Only locations for which you have security privileges are included.

2) Reports > Event Reports > **Event Requirements by Campus Partition**

This report lists event requirement information for specified locations by location partition. You might print this report periodically (for example, weekly or monthly) and distribute it to anyone who needs to be aware of the requirements for upcoming events in locations.

Parameters:
Date range.
Event search (a saved event search definition to indicate which events are to be included).
Location search (a saved location search to specify which locations to include).
Requirement type (optional).

Data Included:
Only records returned by the location search are evaluated for inclusion.
Only locations for which you have security privileges are included.

3) Reports > Event Reports > **Event Requirements by Space**

This report lists the requirements of specified events. The events are grouped by assigned location. You might print this report periodically (for example, weekly or monthly) and distribute it to anyone who needs to be aware of the requirements of upcoming events in particular locations.

Parameters:
Date range.
Event search (a saved event search to specify which events to include).
Location search (a saved location search definition to indicate which locations are to be included).
Requirement type (optional).

Data Included:
Only records returned by the event and location searches are evaluated for inclusion.
Only events with assigned locations are included in the report.
Only events for which you have security privileges will be included.

4) Reports > Event Reports > **Layouts by Space**

This report lists specified locations and their default layouts.

Parameters:
Location search (a saved location search definition specifying which locations to include).

5) Reports > Event Reports > **Space Activity Date Grid**

This report provides a weekly view, by location, of selected events for a specified date range. For each day and each location, the event and reservation names and the event start and end times are included.

Parameters:

Date range.

Event search (a saved event search to indicate which events to evaluate).

Be cautious about including date criteria in your event search definition.

They may help the report run faster, but be sure the date span of the event search is wider than the date range entered for the report parameters.

Location search (a saved location search to indicate which locations to evaluate).

Data Included:

Only records returned by the event search are evaluated for inclusion.

Only event reservations with assigned locations returned by the location search are included in the report.

Only events and locations for which you have security privileges are included in the report.

6) Reports > Event Reports > **Space Activity / Date**

For each location, this report provides a weekly calendar, organized as follows:

Event start times are shown in the left column.

Note: An event may start and end at any time during the time block in which it appears; exact start and end times are not listed.

Each day of the week starting with Monday has a column.

The event name and reservation name are shown in their scheduled day and time block.

Parameters:

Date range. Time span. Time interval (in minutes).

Days of the week (optional). Example: M / T/ W/ R/ F/ S / S

Event search (a saved event search to indicate which events to evaluate).

Be cautious about including date criteria in your event search definition.

They may help the report run faster, but be sure the date span of the event search is wider than the date range entered for the report parameters.

Location search (a saved location search to indicate which locations to evaluate).

Data Included:

Only records returned by the event search are evaluated for inclusion.

Only events with assigned locations returned by the location search are included in the report.

Only events and locations for which you have security privileges are included in the report.

7) Reports > Event Reports > **Space Definitions**

The report is a list of all selected locations and all of the details of each location. It includes:

Features

Categories

Layouts

Custom Attributes

Relationships

Parameters:

Location search (a saved location search definition to indicate which locations are to be included).

8) Reports > Event Reports > **Space Listing**

This report lists specified locations. You might use it to verify that the list of locations in R25 is complete, and that the basic data about those locations is accurate. The locations are listed in alphabetical order, by location short name. For each location the report also shows:

Location formal name.
Maximum capacity.
Fill ratio.
Campus Partition
Default layout.
Parameters:
Location search (a saved location search definition to determine which locations are to be included).

9) Reports > Event Reports > **Space Monthly Calendar**

Lists all events scheduled in a specified group of locations during a time period you specify. Report output is organized by calendar month. You might print this report, for example, to post all classes in specified locations for the month or for the next week.
Parameters:
Date range.
Location search (a saved location search definition specifying which locations are to be included). Do not use date criteria in your search definition.
Data Included:
Only records returned by the location search are evaluated for inclusion.
Only locations for which you have security privileges are included.

10) Reports > Event Reports > **Space Security**

This report lists locations and all security groups that have access to them. It also shows the access levels for each security group. A system administrator might use this report to review location security settings.
Parameters:
Location search (a saved location search specifying which locations are to be included).
Data Included:
Only locations for which you have security privileges will be included.

11) Reports > Event Reports > **Space Unlock – Lock Times**

This report lists the standard open and close times for each location in the location search, as well as the first and last events occurring in each location.
Parameters:
Start Date.
End Date.
Location search (a saved location search definition to indicate which locations are to be included).
Data Included:
Only records returned by the location search are evaluated for inclusion.
All dates are included, even if there are no events scheduled on that date.

12) Reports > Event Reports > **Space by Campus Partition**

Lists all locations by partition, sorted by location name and grouped by partition.
Parameters:
Location search (a saved location search definition specifying which locations are to be included). Do not use date criteria in your event search definition.
Data Included:
Only records returned by the location search will be evaluated for inclusion.
Only locations for which you have security privileges are included in the report.

13) Reports > Event Reports > **Spaces by Category**

This report lists locations, grouped by category. You might use this report to verify that all locations in an intended category have been assigned to that category.
Parameters:
Location search (a saved location search definition specifying which locations are to be included).

14) Reports > Event Reports > **Spaces by Layout**

This report lists possible layouts and the locations with each of them.
Parameters:
Location query (a saved location search definition specifying which locations to include).

RESOURCE REPORTS

1) Reports > Event Reports > **Daily Operations**
This report lists all specified events for the date range, and may further limit events to those with assigned resources returned by the resource search. An event will print once for each of the following conditions:
When setup duration is defined (the task label for this entry is "Setup")
When the event itself is taking place, which would include the pre-event and post-event times if defined (the task label for this entry is "Event")
When a takedown duration is defined (the task label for this entry is "Takedown")
Parameters:
Date range.
Event search (a saved event search definition specifying which events are evaluated for inclusion).
Be cautious about including date criteria in your event search definition.
They may help the report run faster, but be sure the date span of the event search is wider than the date range entered for the report parameters.
Resource search (a saved resource search specifying which resources are evaluated for inclusion).
Use of the resource search is optional.
Data Included:
Only records returned by the event search, and the resource search if specified, are evaluated for inclusion.
When a resource search is used to run the report, only the events with those assigned resources are included in the report.
Only events and resources for which you have security privileges are included in the search results.

2) Reports > Event Reports > **Daily Operations by Space**

This report lists all events for the specified date range within the specified locations. An event will print once for each of the following conditions:

When setup duration is defined (the task label for this entry is "Setup")

When the event itself is taking place, which would include the pre-event and post-event times if defined (the task label for this entry is "Event")

When a takedown duration is defined (the task label for this entry is "Takedown")

Parameters:

Start Date. End Date.

Location search (a saved location search definition to indicate which locations are to be included).

Data Included:

Only records returned by the location search are evaluated for inclusion.

Only locations for which you have security privileges are included.

Only locations assigned to events within the date range are included.

3) <u>Reports > Event Reports ></u> **Resource Inventory Worksheet**

This report lists resources in a resource search and their stock levels in a format to allow you to note current inventory levels.

Parameters:

Date and time.

Resource search (a saved resource search definition specifying which resources are to be included).

4) <u>Reports > Event Reports ></u> **Resource Listing**

This report lists specified resources. You might use it to verify that the list of resources in R25 is complete. The resources are listed in alphabetical order by resource name.

Parameters:

Resource search, to specify which resources to include

5) <u>Reports > Event Reports ></u> **Resource Stock Level Report**

This report lists stock levels for all resources in a resource search and the resource to substitute (if appropriate).

Parameters:

Date.

Resource search (a saved resource search definition specifying which resources are to be included).

OTHER REPORTS

1) <u>Reports > Event Reports ></u> **Contacts by Organization**

The report is a list of all contacts in alphabetical order by last name, grouped by organization. The organization contact role, title, work phone number, fax number, and email for each contact are listed (if the information exists in the database).

Parameters:

Organization search (a saved organization search to specify which organizations to include).

Data Included:

Only contacts for organizations returned by the search are included.

2) <u>Reports > Event Reports ></u> **Customer Master Definitions**

This report lists all customer master definitions.

Parameters:

No parameters are required for this report.

3) <u>Reports > Event Reports ></u> **Event Master Definitions**

This report lists all customer master definitions.
Parameters:
No parameters are required for this report.

4) <u>Reports > Event Reports ></u> **Event Type Distribution by Organization**

The report shows the the distribution of event types for each organization and the number of occurrences (meetings) and hours for events of each type, as well as the attendance. The data is based on each event's primary sponsor organization. The report shows an optional comparison to a time period you specify.

Parameters:
Date range.
Event search (a saved event search definition specifying which events are to be included).
Be cautious about including date criteria in your event search definition.
They may help the report run faster, but be sure the date span of the event search is wider than the date range entered for the report parameters.
Organization search (a saved organization search definition specifying which organizations are to be included).
To generate a comparison, specify the start and end dates of the time period to compare.
To suppress comparison, check the box.

Data Included:
Only records returned by the organization search will be evaluated for inclusion.
Only records returned by the event search will be evaluated for inclusion--both in the main report, and in the comparison, if generated.
Only events for which you have security privileges will be included.

5) <u>Reports > Event Reports ></u> **Event Type Distribution by Location**
The report shows the distribution of event types occurring in each location and the number of occurrences (meetings) and hours for events of each type, as well as the attendance. It also shows an optional comparison to a time period you specify.

Parameters:
Date range.
Location search (a saved location search definition specifying which locations are to be included).
Event search (a saved event search definition specifying which events are to be included).
Be cautious about including date criteria in your event search definition.
They may help the report run faster, but be sure the date span of the event search is wider than the date range entered for the report parameters.
To generate a comparison, specify the start and end dates of the time period to compare.
To suppress comparison, check the box.

Data Included:
Only records returned by the location search will be evaluated for inclusion.
Only records returned by the event search will be evaluated for inclusion--both in the main report, and in the comparison, if generated.
Only events for which you have security privileges will be included.

6) Reports > Event Reports > **Event Type Framwork**

This report lists all event types in the event framework. It also outlines the categories, requirements, custom attributes and contact roles for each. You might use this report to verify the completeness, accuracy, and currency of your Event Types Master List.
Parameters:
There are no parameters for this report.,

7) Reports > Event Reports > **Functional Security by Security Group**

The report shows security access to all functional areas by security group.
Note: In order for all data values to appear in this report, you must explicitly define every security setting for each security group, whether or not you are using the default value.

Parameters:
There are no parameters for this report.

8) Reports > Event Reports > **Monthly Summary by Organization**
This report lists the number of events for an organization, and their distribution over a time period.

Parameters:
Start Date.
End Date.
Event search (a saved event search definition specifying which events are to be included).
Organization search (a saved organization search definition specifying which organization are to be included).

9) Reports > Event Reports > **Monthly Summary by Organization Type**
This report lists the number of events for an organization type, and their distribution over a time period.

Parameters:
Start Date.
End Date.
Event search (a saved event search definition specifying which events are to be included).
Organization type.

10) Reports > Event Reports > **Monthly Summary by Location**
This report lists the number of events for a set of locations, and their distribution over a time period.

Parameters:
Start Date.
End Date.
Event search (a saved event search definition specifying which events are to be included).
Location search (a saved location search definition specifying which locations are to be included).

Data Included:
Only records returned by the event and location searches are evaluated for inclusion.
Only events with assigned locations returned by the location search are included in the report.
Only events and locations for which you have security privileges are included.

11) Reports > Event Reports > **Organization Distribution by Event Type**

This report lists for each event type the distribution of event occurrences (meetings) based on each event's primary sponsor organization. It also shows an optional comparison to a time period you specify.

Parameters:
Date range.
Event search (a saved event search specifying which events to include).
Be cautious about including date criteria in your event search definition.
They may help the report run faster, but be sure the date span of the event search is wider than the date range entered for the report parameters.
Organization search (a saved organization search specifying which organizations to include).
To generate a comparison, specify the start and end dates of the time period to compare.
To suppress comparison, check the box.

Data Included:
Only records returned by the organization search will be evaluated for inclusion.
Only records returned by the event search will be evaluated for inclusion--both in the main report, and in the comparison, if generated.
Only events for which you have security privileges will be included.

12) Reports > Event Reports > **Organization Distribution by Location**

This report lists for each location the distribution of event occurrences (meetings) based on each event's primary sponsor organization. It also shows an optional comparison to a time period you specify.

Parameters:
Date range.
Location search (a saved location search definition specifying which locations are to be included).
Organization search (a saved organization search definition specifying which organizations are to be included).
To generate a comparison, specify the start and end dates of the time period to compare.
To suppress comparison, check the box.

Data Included:
Only records returned by the organization search will be evaluated for inclusion.
Only records returned by the location search will be evaluated for inclusion.

13) Reports > Event Reports > **Organization Listing**

This report lists specified organizations. You might use it to verify that the list of organizations in R25 is complete, and that the basic data about those organizations is accurate.
The organizations are listed in alphabetical order by name. For each organization the report also shows:
Organization Formal Name
Organization Type

Parameters:
Organization search, to specify which organizations to include

14) Reports > Event Reports > **Organization Type Distribution by Location**

This report lists for each location the distribution of event occurrences (meetings) based on the organization type of their primary sponsor. It also shows an optional comparison to a time period you specify.

Parameters:
Date range.
Location search (a saved location search specifying which locations to include).
Event search (a saved event search definition specifying which events to include).
Be cautious about including date criteria in your event search definition.
They may help the report run faster, but be sure the date span of the event search is wider than the date range entered for the report parameters.
To generate a comparison, specify the start and end dates of the time period to compare.
To suppress comparison, check the box.

Data Included:
Only records returned by the location search will be evaluated for inclusion.
Only records returned by the event search will be evaluated for inclusion--both in the main report, and in the comparison, if generated.
Only events for which you have security privileges will be included.

15) Reports > Event Reports > **Pricing Master Definitions**

This report lists all rate groups defined for pricing.
Parameters:
No parameters are required for this report.

16) Reports > Event Reports > **R25 User List by Security Group**

This report lists all security groups and the members of each group. It also lists each user's contact information.
Parameters:
There are no parameters for this report.

17) Reports > Event Reports > **R25 User List by Name**

This report lists all security groups and the members of each group. It also lists each user's contact information.
Parameters:
There are no parameters for this report.

18) Reports > Event Reports > **Resource Master Definitions**

This report lists all security groups and the members of each group. It also lists each user's contact information.
Parameters:
There are no parameters for this report.

19) Reports > Event Reports > **Space Master Definitions**

This report lists all security groups and the members of each group. It also lists each user's contact information.
Parameters:
There are no parameters for this report.

20) Reports > Event Reports > **Space Utilization**

This report shows how well each location at your location is being used. The first part of the report lists utilization statistics (by event) for selected locations, with a summary of the statistics for each location. The second part summarizes how well each location is utilized. For a summary of location utilization statistics without event details, use the Location Utilization Summary report.

Parameters:
Start and end dates.
Start and end times.
Pad time (in minutes). Pad time is the time between classes.
Event search (a saved event search definition specifying which events are evaluated for inclusion).
Be cautious about including date criteria in your event search definition.
They may help the report run faster, but be sure the date span of the event search is wider than the date range entered for the report parameters.
Location search (a saved location search definition specifying which locations are to be included).
Days of the week (optional).
Example: Mo Tu Wd Tr Fr Sa Su
Sum Bound Head Counts checkbox.
Use to sum the head counts for bound (cross-listed) classes. (All classes in the bound relationship are listed with the combined total head count when the box is checked.)

Data Included:
Only records returned by the event search and the location search are evaluated for inclusion.
Only events with assigned location are included in the report.
Only events and locations for which you have security privileges are included in the search results.
Note: For any portion of location utilization that consists of overlapping events, the overlap is deducted from the total utilization for the location.

21) Reports > Event Reports > **Space Utilization Summary**

This report shows how well each location at your location is being used. The first part of the report lists utilization statistics for selected locations (without event details). The second part summarizes how well each location is utilized. For a summary of location utilization statistics including event details, use the Location Utilization report.

Parameters:
Start and end dates.
Start and end times.
Pad time (in minutes). Pad time is the time between classes.
Event search (a saved event search definition specifying which events are evaluated for inclusion).
Be cautious about including date criteria in your event search definition.
They may help the report run faster, but be sure the date span of the event search is wider than the date range entered for the report parameters.
Location search (a saved location search definition specifying which locations are to be included).
Days of the week (optional).
Example: Mo TU we tH Fr Sa Su
Sum Bound Head Counts checkbox.
Use to sum the head counts for bound (cross-listed) classes. (All classes in the bound relationship are listed with the combined total head count when the box is checked.)

Data Included:
Only records returned by the event search and the location search are evaluated for inclusion.
Only events with assigned location are included in the report.
Only events and locations for which you have security privileges are included in the search results.
Note: For any portion of location utilization that consists of overlapping events, the overlap is deducted from the total utilization for the location.

22) Reports > Event Reports > **Time Spread by Department**

This report shows how each department is spreading its meetings across a particular time span during the dates you specify. (A "meeting" is a contiguous period during which a class or event takes place.) This report compares the spread of each department's actual meeting hours against an expected norm for a specified critical time period. The use of Z-scores allows for a fair comparison across organizations, regardless of the total number of meetings each organization offers.

Parameters:
Date range.
Event search (a saved search to specify which events to include).
Be cautious about including date criteria in your event search definition.
They may help the report run faster, but be sure the date span of the event search is wider than the date range entered for the report parameters.
Organization search (a saved search to specify which organizations to include).
Start and end of critical time period.
Expected percent of hours in the critical time period.
Day(s) of the week. For example, Mo/Tu/We for Monday Tuesday and Wednesday.

Data Included:
Only records returned by the event search are evaluated for inclusion.
Only events for which you have security privileges are included.