EVENT REPORTS FOR ALARM TESTING (25LIVE)

Open internet explorer / chrome / firefox

Type in: 25live.collegenet.com/stthomas/

[ENTER] key

Log into 25LIVE

Click on Reports tab
On the following tabs click on the star to favorite reports for your needs, they will then be on the Starred reports tab the next time you log in and you will not have to find them.

Click on Reports tab
Click on Event Reports tab
click on the drop down
Select Daily Events (if you will run building at a time)
Select Daily Events Custom – by space (if you want to select by campus)

Once it populates click on the star to favorite.

** once you have starred these the process will be:

Use dropdown to select report
Change building and run for other buildings you are looking for a listing on.

OR select All Campus SP or All Campus MP or ALL Campus

Next run the set up reports

Change building until you have run MOH MSL SCH and TMH
Reports will appear in your email.

Issues:

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