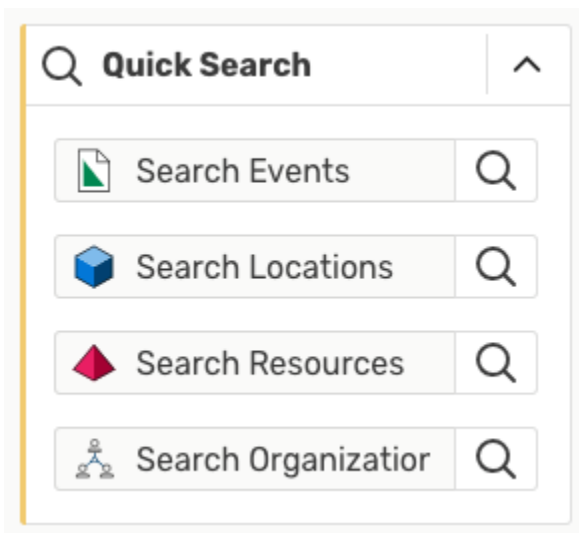


Using The Dashboard Quick Search

Your home dashboard in 25Live features an array of customizable widgets, including Quick Search. This widget allows you to search for events, locations, resources, and organizations. Go to the search view (described below).



The Quick Search widget on your home dashboard provides a fast way to search for keywords.

Type in one or more keywords for the type of object you want to search for, and use the search button(s) to continue. The Quick search looks through event names, event titles, event reference numbers, location or resource names or short names, or organization names and titles.

Your search results will display in the search section (at the bottom of the screen).

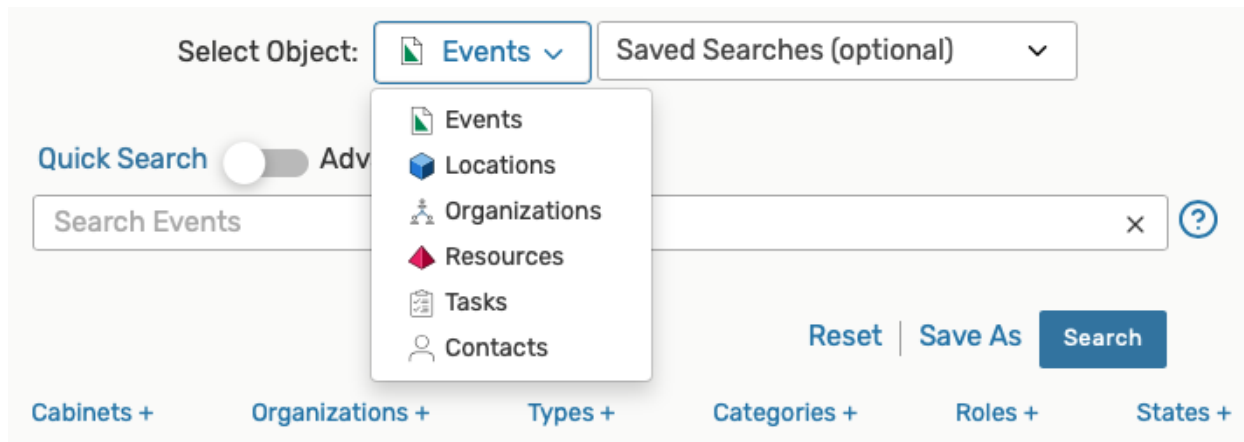
Performing a Keyword Quick Search

Navigate to the Search section by using the **Go to Search** button in the top navigation bar on every page of 25Live. There is also a **Search** link in the **More** menu in the top navigation. The Search section defaults to the **Quick Search** mode.

To Perform a Keyword Search

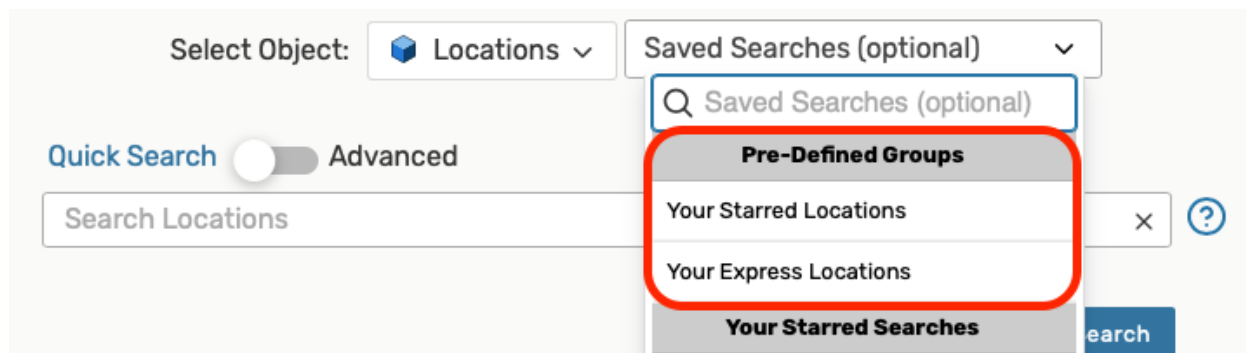
1. Choose the Search Type

Using the dropdown menu, you can choose to search for Events, Locations, Organizations, Resources, Tasks, or Contacts.



Use the drop-down menu to choose a search area.

Note: Predefined Groups for Searches



Pre-Defined Groups are available for quick, convenient searches.

25Live includes Pre-**Defined Groups** for searches to help you quickly search:

- Your Starred Locations

These are located in the Saved Searches dropdown menu for your convenience.

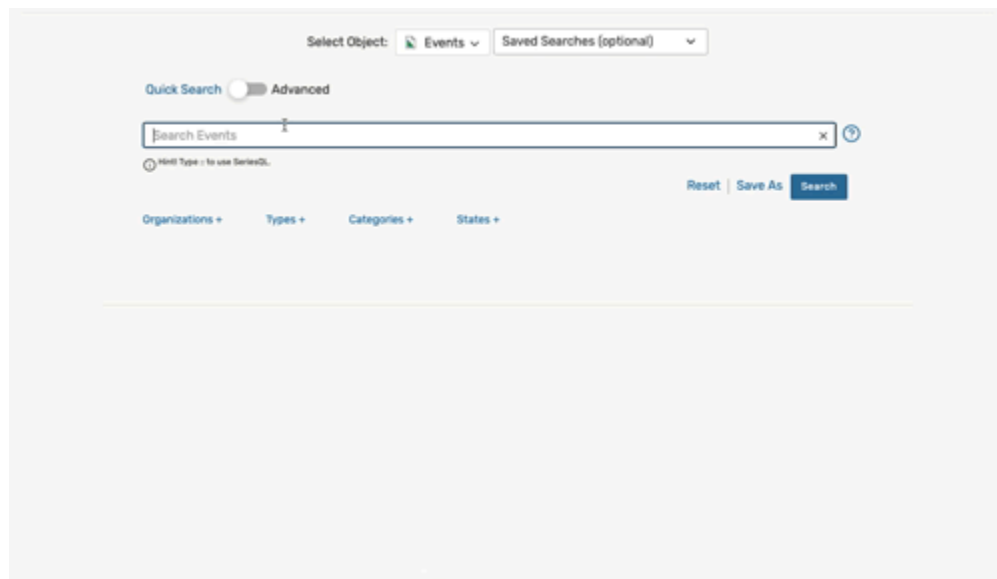
2. Enter Keywords

You must type a search term at least 2 characters long and/or use the More Options menu to select at least one criteria option. When searching for contacts, you can look for the contact's name or email address.

Keyword searches look through:

- *Events* - event name, event title, event reference number
- *Locations* - location name or short name
- *Resources* - resource name
- *Organizations* - organization name
- *Contacts* - contact name and email address

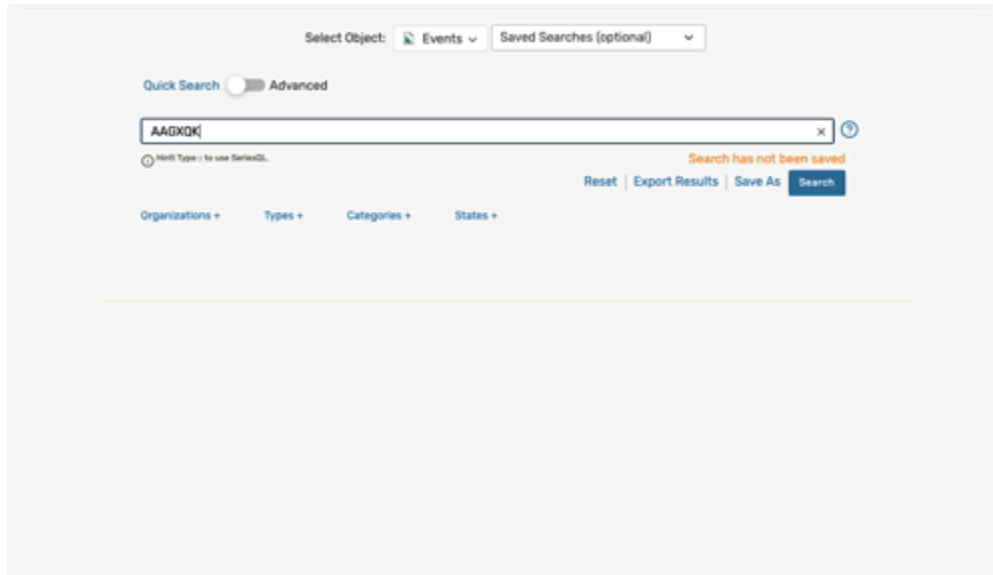
Tip: Searching for Event Reference Numbers



Go directly to an event's details view by searching for its reference number.

If you search for a full event reference number in the format of *YYYY-XXXXXX* (*year-identification*), the search will take you directly to the event details view.

If you only search for the identification, or end, of the event reference, 25Live will look for an event with the current year + that identification code. If found, you will see the event details view.



If there is no event reference with that ID, you'll see search results.

If there is no event this year with that identification code, 25Live will check through event titles and names for your keyword entry, then return results.

3. Run the Search

Use the **Search** button or your Enter or Return key to view your search results.

Note: Contacts Only Use the Simple Keyword Search

Because searching for contacts is simpler than searching for other objects, the Contacts search only utilizes the simple keyword search.

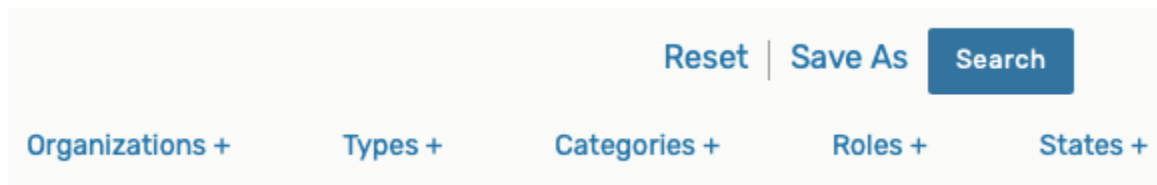
Adding Filters with More Options

When searching for events, locations, organizations, and resources, you can add more filters and options to narrow your search.

To begin, just as you did for keyword searches, navigate to the Search section by using the **Go to Search** link in the top navigation bar on every page of 25Live. There is also a **Search** link in the **More** menu in the top navigation.

1. Use the Filter Link Menus

After typing keyword(s) into the search field, use the various filter link menus (signified by a filter type and a plus (+) symbol) to reveal available filter areas.



Example of the filter link menus available when searching for events. Different filter types will be available when searching for different object types.

2. Select Filter Criteria

Tip: Searching for Events by Folder

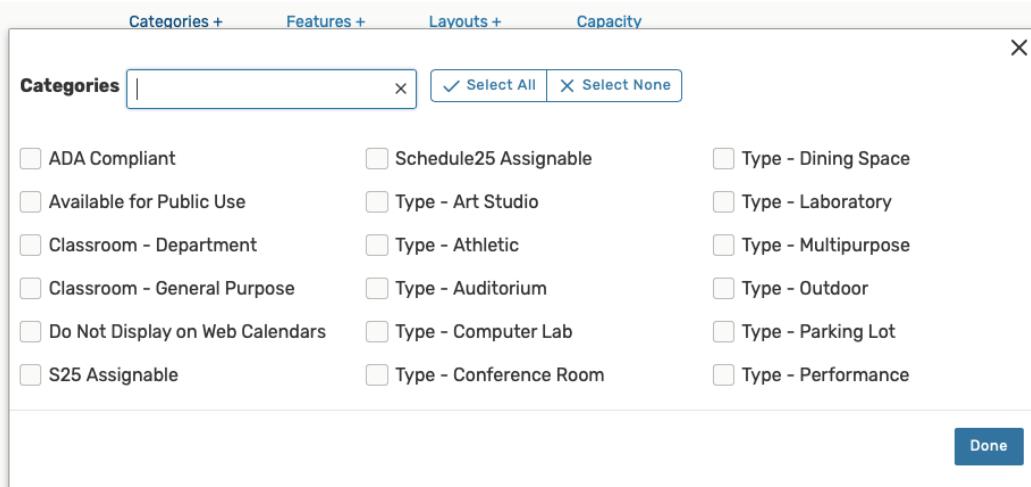
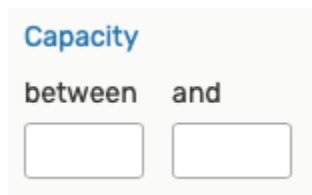


Image:

Select or fill in criteria in the displays after using a linked filter menu.

Using the link menu for each filter type, select criteria from the display. Select as many filters as you need (or use the **Select All** link). Use the **Select None** link if you want to clear your choices.



Some filter types, such as Capacity when searching for Locations, have fields to fill in rather than items to check.

Tips: Selecting Search Filters

- Selecting too many filters may yield too few results to find what you're looking for. It's best to initially select fewer filters, then add more as needed.

- Some areas provide a drop-down menu and/or an Only Favorites button to narrow filter choices.
- Other areas (such as Capacity when searching for Locations) require you to enter values.

3. Add Additional Filters

Close the filter display, and repeat to add more filters from other areas.

4. Run the Search

Use the **Search** button or your Enter or Return key to view your search results.

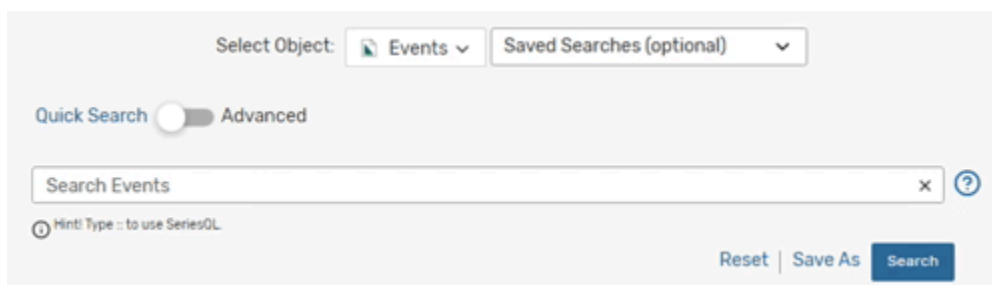
Using Advanced Search Options

When searching for events, locations, organizations, resources, you can add more filters and options to narrow your search. Note: Because searching for contacts is simpler than searching for other objects, the Contacts search only utilizes the simple keyword search.

Just as you did for simple, keyword searches, navigate to the Search section by using the **Go to Search** link in the top navigation bar on every page of 25Live. There is also a Search link in the More menu in the top navigation.

1. Switch to the Advanced Search Section

Use the **Advanced** search toggle to reveal the advanced search area.



The screenshot shows a search interface with the following elements: "Select Object:" with a dropdown menu set to "Events"; "Saved Searches (optional)" with a dropdown arrow; a toggle switch labeled "Quick Search" (off) and "Advanced" (on); a search input field containing "Search Events" with a clear button (x) and a help icon (?); a hint text "Hint! Type : to use SeriesOL"; and buttons for "Reset", "Save As", and "Search".

Use the toggle to switch to Advanced Search mode.

2. Add Search Criteria

The **Add Criteria** button shows a drop-down menu with the items available to build your search. Add as many criteria as needed.

Tip: Using Wildcard Characters

A wildcard (asterisk *) character can be used when searching for some fields, such as an event name, to return even more results. For example, searching for "men" will return event names such as "Men's Basketball," but searching for "*men" will also return "Women's Basketball."

The screenshot shows a search interface with the following elements:

- Select Object:** A dropdown menu with "Events" selected.
- Saved Searches (optional):** A dropdown menu.
- Quick Search:** A toggle switch currently set to "Advanced".
- General Search Panel:** A panel titled "General" with a close button (X) in the top right corner. It contains:
 - Event Name:** A dropdown menu with "is" selected.
 - Search Field:** A text input field containing "*men".
 - Show All:** A button below the search field.

A wildcard character can be used in search results to widen the number of results returned, but must be used with care.

You can add the character in multiple ways around or within keywords or partial words:

- Before - *term
- After - term*
- Surrounding - *term*
- In between parts of terms - first_term*second_term

Be careful when using wildcard characters, because you could return many more results than are useful for you to go through.

Using Relative Create Dates in Event Searches

Select Object: Events Saved Searches (optional)

Quick Search **Advanced**

Create Date ×

Time:

From:

Today +/-

Specific Date

Using relative date controls when searching for an event by the Create Date.

When performing an advanced search for events, 25Live allows you to search both for a **Specific Date** or for relative dates using the **Today +/-** field to set how many days from the current date you would like to include in your search criteria. You may also add a time.

After completing these fields, you may continue to further narrow your search using the **Add Criteria** button.

3. Complete Options for Each Criterion

Check and complete any fields for operators, relationships, or other details in each criterion block you add.

Features ×

Include Any ⬆

× AV - TV × Floor - Hardwood

Most criterion blocks have options to complete.

Tip: Search by Preferred Locations

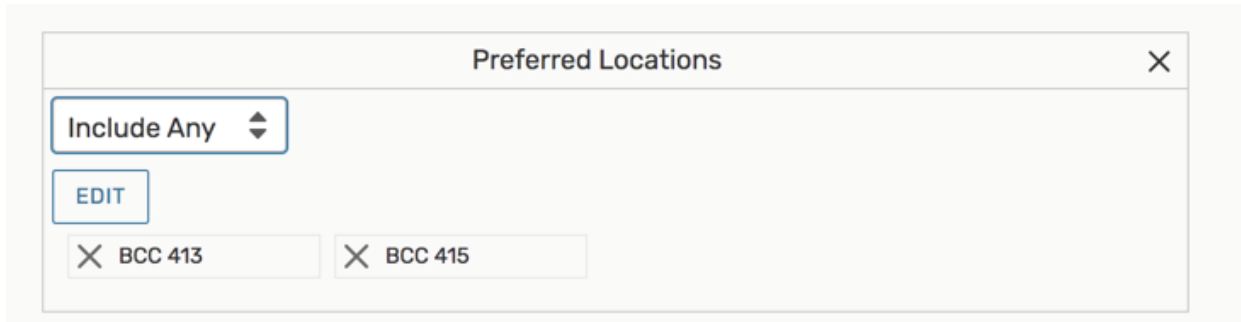


Image: You can search for more than one preferred location.

One of the many criteria that can be added to searches includes the ability to search by location preference, which returns events that have a space preference registered for any of the locations in the search.

4. Optionally Use Operators to Add More Criteria

There are operators between each criterion block. You can adjust each to indicate whether the relationship between each item should be “and” or “or.”

Quick Search Advanced

Categories ×

Include All ▾

[EDIT](#)

× ADA Compliant × Type - Laboratory

and ▾

Features ×

Include Any ▾

[EDIT](#)

× Air Conditioning × AV - Internet - Wireless × Board - Marker × Podium

[Add Criteria](#)

You can adjust the relationship between each block with operators.

Tip: Don't Add Too Many Criteria

Selecting too many criteria may yield too few results to find what you're looking for. It's best to initially select fewer, then add more as needed.

5. Run the Search

Use the **Search** button to view search results.

To clear your advanced search, use the X symbol to remove criteria, or use the **Reset** link.

The **Save As** link will save your search. See Saving Searches.