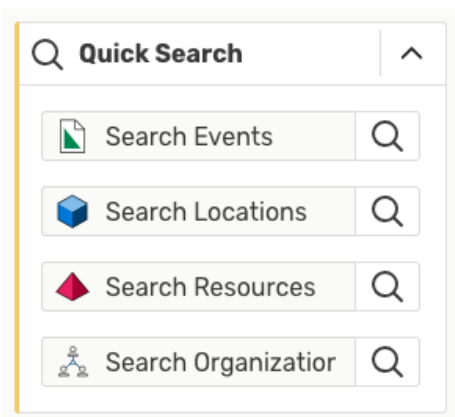


Quick and Advanced Searches on 25Live

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.



Type in one or more keywords for the type of object you want to search for and use the search buttons to continue. A search results page will load.

Performing a Keyword 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, but you can switch the toggle to **Advanced**.

Steps To Perform a Keyword Search

1. Choose the Search Type

Using the dropdown menu, you can choose the search object (Events, Locations, Organizations, Resources, Tasks, or Contacts.)

The screenshot shows the top section of the PACE University search interface. At the top left is the PACE UNIVERSITY logo. Below it, there's a 'Select Object:' dropdown menu currently set to 'Events'. To its right is a 'Saved Searches (optional)' dropdown. Below the 'Select Object:' menu, a list of search categories is visible: Events (with a calendar icon), Locations (with a location pin icon), Organizations (with a group of people icon), Resources (with a diamond icon), Tasks (with a checklist icon), and Contacts (with a person icon). To the left of this menu is a 'Quick Search' toggle switch and a search bar labeled 'Search Events'. To the right of the search bar are 'Reset', 'Save As', and 'Search' buttons. At the bottom of the interface, there are several filter tabs: 'Cabinets +', 'Organizations +', 'Types +', 'Categories +', 'Roles +', and 'States +'.

Note: Predefined Groups for Searches

This screenshot shows the search interface with the 'Select Object:' dropdown set to 'Locations'. The search bar is labeled 'Search Locations'. A dropdown menu is open, showing 'Saved Searches (optional)' at the top. Below it, a section titled 'Pre-Defined Groups' is highlighted with a red box. This section contains two items: 'Your Starred Locations' and 'Your Express Locations'. Below these items is another section titled 'Your Starred Searches'. To the right of the search bar are 'Reset', 'Save As', and 'Search' buttons. At the bottom, filter tabs for 'Cabinets +', 'Organizations +', 'Types +', 'Categories +', 'Roles +', and 'States +' are visible.

Pre-Defined Groups are available for quick, convenient searches. These include your starred elements.

2. Enter Keywords

You must type a search term at least 2 characters long. For events, locations, organizations, and resources, you can also use the filters below the search bar to narrow the results. 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 Events by Reference Numbers

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 or if there is no event this year with that identification code, you'll see a list of related search results.

3. Run the Search

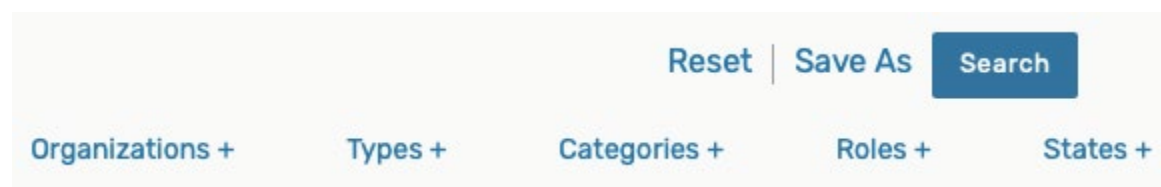
Use the **Search** button or your Enter or Return key to view your search results.

Adding Filters

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

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.



2. Select Filter Criteria

Using the linked menu for each filter type, select criteria from the display. Select as many criteria as you need or click the **Select All** button. Use the **Select None** button if you want to clear your choices.

Filter by Category

Categories + Features + Layouts + Capacity

Categories

☐ ADA Compliant	☐ Schedule25 Assignable	☐ Type - Dining Space
☐ Available for Public Use	☐ Type - Art Studio	☐ Type - Laboratory
☐ Classroom - Department	☐ Type - Athletic	☐ Type - Multipurpose
☐ Classroom - General Purpose	☐ Type - Auditorium	☐ Type - Outdoor
☐ Do Not Display on Web Calendars	☐ Type - Computer Lab	☐ Type - Parking Lot
☐ S25 Assignable	☐ Type - Conference Room	☐ Type - Performance

Filter by Capacity

Capacity

between and

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

3. Add Additional Filters

To add more filters, close the filter display, and repeat step 2 to add more different filters.

4. Run the Search

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

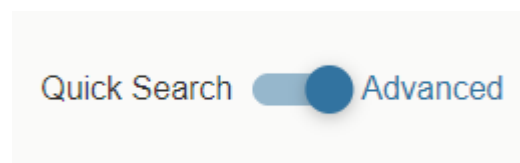
Using Advanced Search Options

When searching for events, locations, organizations, and resources, you can add more filters and options to narrow your results with an Advanced Search. Contacts search doesn't have this option.

Steps to Perform and Advances Search

1. Switch to the Advanced Search Section

On the Search page, use the **Advanced** search toggle to reveal the advanced search options.



2. Add 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.

[Learn about how wildcard characters can aid](#) your search terms. Wildcards are special characters that can stand in for unknown characters in a text value and are handy for locating multiple items with similar, but not identical data.

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

- Use the wildcard character before the word: *term
- After: term*
- Surrounding: *term*
- In between parts of terms: first term*second term

Be careful when using wildcard characters, because you may get many more results than are useful.

Using Relative Create Dates in Event Searches

The screenshot shows the 'Create Date' dialog box in the 25Live interface. At the top, there are two dropdown menus: 'Select Object:' with 'Events' selected, and 'Saved Searches (optional)' with a downward arrow. Below these is a 'Quick Search' toggle switch, currently set to 'Advanced'. The 'Create Date' dialog itself has a title bar with a close button (X). Inside, there is a 'Time:' field with '12:00 am' entered. Below that is a 'From:' section with two radio buttons: 'Today +/-' (selected) and 'Specific Date'. The 'Today +/-' option has a numeric input field with '5' and a small circular arrow icon. At the bottom of the dialog is an 'Add Criteria' button.

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 Criteria

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

Tip: Search by Preferred Locations

The screenshot shows the 'Preferred Locations' dialog box in the 25Live interface. It has a title bar with a close button (X). Inside, there is a dropdown menu labeled 'Include Any' with a double-headed arrow icon. Below this is an 'EDIT' button. At the bottom, there are two location tags: 'X BCC 413' and 'X BCC 415', each with a close button (X) to its left.

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 criteria 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

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** button.

The **Save As** button will save your search for easy access at a later date.