

## Quick Searching in 25Live



### Looking to make an Advanced Search?

Learn how to use advanced search options here: [Advanced Searching for Events, Locations, Organizations, Resources, and Tasks](#)

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## Using the Dashboard Quick Search



### Security Note

To enable searching for your users' security groups, look for the following optional permissions in [Series25 Group Administration](#):

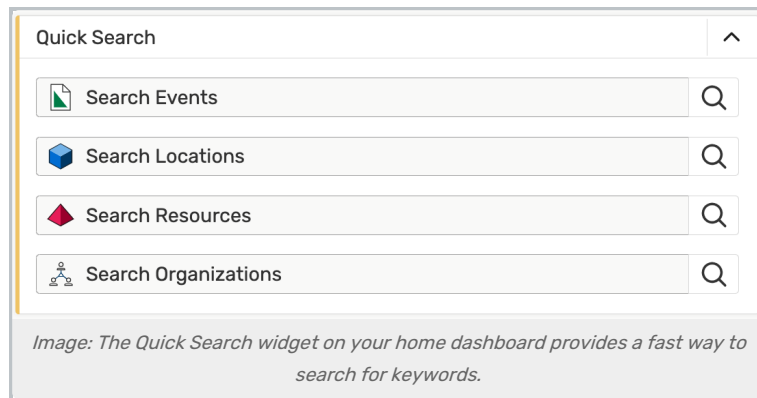
*In the "Basic Options" tab:*

- 10.0 *View Tasks List*
- 16.0 *Basic Location Searching*
- 18.0 *Basic Resource Searching*
- 20.0 *Basic Organization Searching*

*In the "Administrative Options" tab:*

- 14.0 *Create, Edit, and Copy Contacts*

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) to search for contacts and [tasks](#).



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 the names and titles of events, locations, organizations, and resources, as well as event reference numbers.

Your search results will display in the search section. See [Working with Search Results](#) to learn how to sort, filter, and view multiple columns of results.

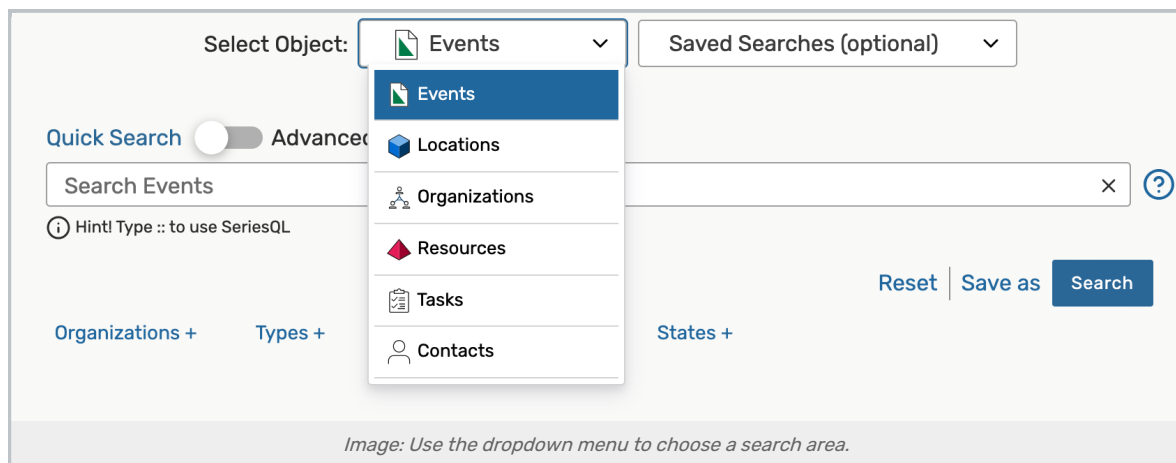
## Performing a Keyword Quick Search

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.

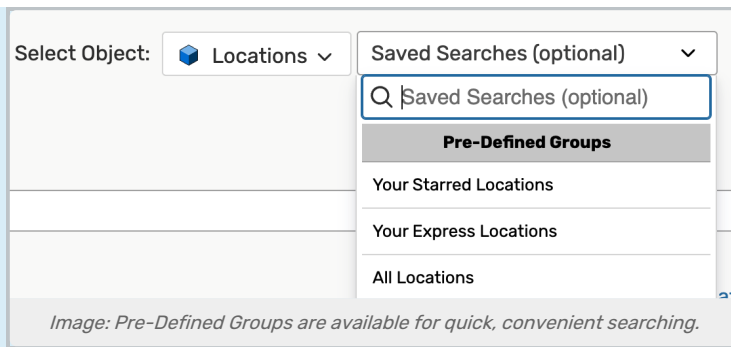
### To Perform a Keyword Search

#### 1. Choose the Search Type

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



**Note: Predefined Groups for Searches**



25Live includes **Pre-Defined Groups** to help you quickly search. Pre-Defined Groups will vary based on the object you've selected.

Above are the Pre-Defined Groups for location searches:

- Your Starred Locations
- Your [Express Locations](#) (if your instance supports Express Scheduling)
- All Locations (available to users in the (-1) security group)

These are located in the [Saved Searches](#) dropdown menu for your convenience.

## 2. Enter Keywords

If you're not searching for tasks, enter one or more keywords. You must type a search term at least two 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, username, email addresses, security group, title, phone
- *Tasks* - (Best practice: Type :: to use [SeriesQL](#))
  - See the [Searching for Tasks](#) and [Acting on Saved Task Searches](#) topics for more task searching details.



### Tip: Searching for Event 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 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.

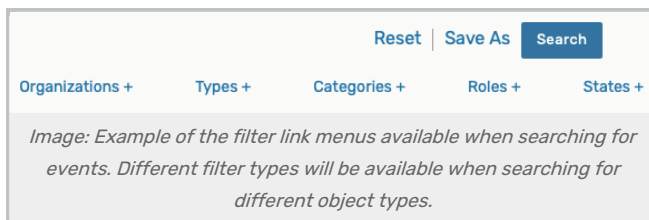
## Filtering by Event Criteria

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 below the [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.

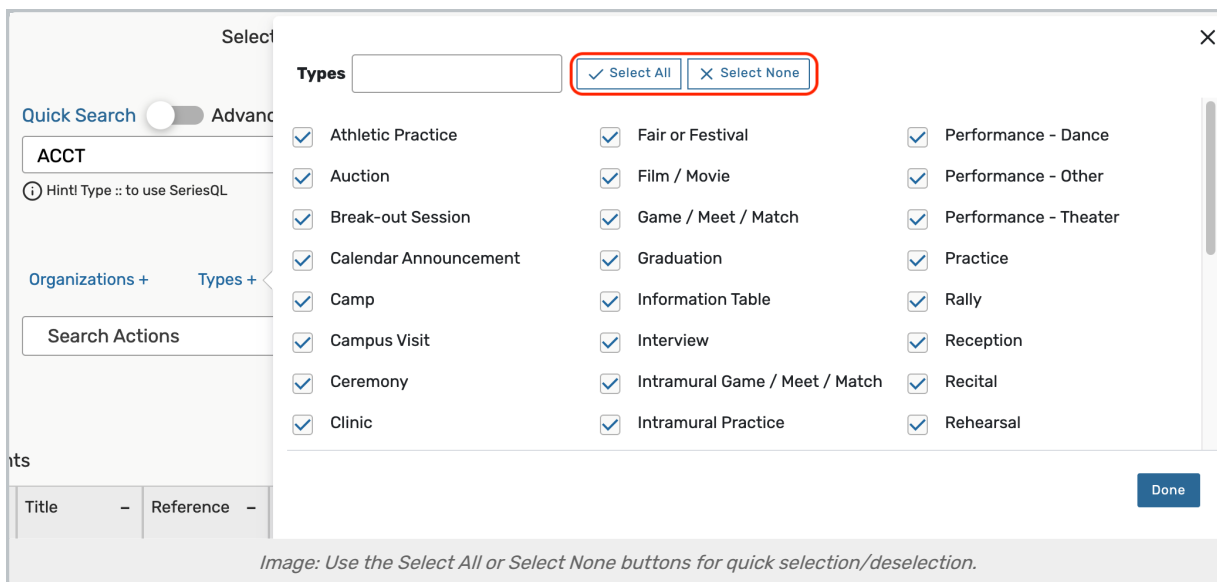


### 2. Select Filter Criteria

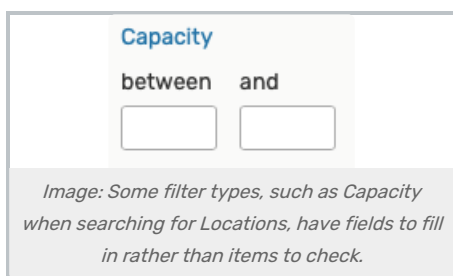


#### Tip: Searching for Events by Folder

If your institution uses many cabinets and folders rather than [Best Practices](#), you can choose **Folder** as one of your search criteria.



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.



### Filtering Searches Using System Tags

With permission, any user can filter by tags anywhere that they might use categories, such as searching for locations, organizations, events, and resources.

The screenshot displays the CollegeNET Series25 search interface. At the top, there are dropdown menus for 'Select Object:' (set to 'Events') and 'Academic' (set to 'Academic'). Below these is a toggle for 'Quick Search' (active) and 'Advanced'. A search bar contains the text 'ACCT'. To the right of the search bar is a message 'Search has not been saved'. Below the search bar are buttons for 'Reset', 'Export Results', 'Security', 'Save', 'Save as', and 'Search'. Underneath these are links for 'Organizations +', 'Types +', 'Categories +', and 'States +'. The 'Categories +' link is highlighted, and a dropdown menu titled 'Filter By Tag' is open, showing options like 'Athletics' and 'Catering'. A red box highlights the 'Filter By Tag' dropdown menu. At the bottom of the screenshot, there is a caption: 'Image: You can Filter by Tags when using the Quick Search.'

You may use the **Categories +** link and then open the **Filter By Tags** dropdown to check categories and narrow your results.



#### 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 dropdown 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](#).

## Filtering by Occurrence Date

In addition to being able to filter by criteria such as Organization, Category, or State, you can also filter by the event occurrence dates.

Select Object: Events Saved Searches (optional)

Quick Search ☒ Advanced

ACCT × ?

Hint! Type :: to use SeriesQL Search has not been saved

Reset | Export Results | Save as | Search

Organizations + | Types + | Categories + | States +

List | Calendar | Availability

← Recent and Future →

Recent & Future | Future | All Dates

Select Columns | Bulk Edit | ↻ ?

*Image: Use one of the highlighted buttons to switch the filter time-period.*

- *Recent & Future* - Displays all events that at least one occurrence have taken place in the last 18 months OR takes place in the future
- *Future* - Displays all events that have at least one occurrence that takes place in the future
- *All Dates* - Displays all events

## Using SeriesQL From Quick Search

See [Using the SeriesQL Search Syntax](#).