

Advanced Searching for Events, Locations, Organizations, Resources, and Tasks



Looking to make a Quick Search?

Learn how to use quick searches here: [Quick Searching for Events, Locations, Organizations, Resources, and Contacts](#)

Using Advanced Search Options



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*
- 16.1 *Advanced Location Search and Manage Personal Searches*
- 18.0 *Basic Resource Searching*
- 18.1 *Advanced Resource Search and Manage Personal Searches*
- 20.0 *Basic Organization Search*
- 20.1 *Advanced Organization Search and Manage Personal Searches*

In the "Administrative Options" tab:

- 14.0 *Create, Edit, and Copy Contacts*

When searching for events, locations, organizations, resources, [and tasks](#), 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.

2. Add Search Criteria

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



Tip: Is, Contains, Starts With, & Ends With

When using some search fields, such as an event name, you can choose from **Is**, **Contains**, **Starts With**, & **Ends With** operator values to return more specific results. When making an event name search, **Is** will return exact matches, where the other values will check for event names that start with your entry, end with your entry, or contains your entry.

For example, searching for "men" using the **Starts With** operator will return event names such as "Men's Basketball," but using **Contains** when using the search term "men" will also return "Women's Basketball."

Quick Search ☒ Advanced

Query ^

Conjunction and ▴ ▾

General ^ X

Event Name

Contains ▴ ▾

men

Show All

Add Criterion

Search has not been saved

[Reset](#) | [Export Results](#) | [Save as](#) [Search](#)

Image: A Contains operator can be used when searching to widen the number of results returned.

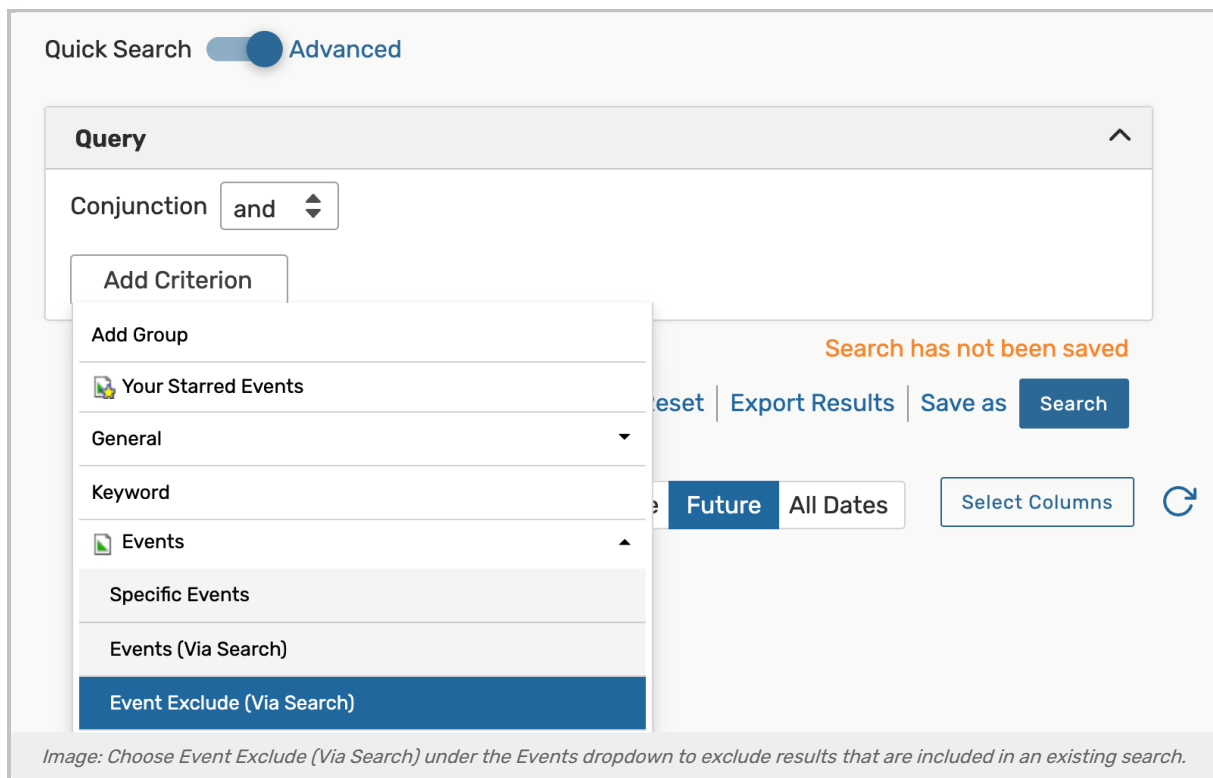
Be careful when using operators other than **Is**, because you could return many more results than are useful for you to go through.

- You can search by meeting patterns and by standard schedules. A natural extension is to choose a standard schedule and alter it to become a meeting pattern search, so you can easily look for things that are very close to an existing standard schedule.

Excluding Searches From Results

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- When creating an advanced search for events, you can exclude some events from the results via [saved searches](#).
- Navigate to the **Events** criteria category, and choose **Event Exclude (Via Search)**.
- To exclude the results from more than one search, use the **Add Criterion** button again to add another search.

The screenshot displays the 'Advanced' search interface. At the top, there is a toggle for 'Quick Search' and 'Advanced'. Below this is a 'Query' section with a 'Conjunction' dropdown set to 'and'. The main search area is divided into three sections: 'Specific Locations', 'Event Exclude (Via Search)', and another 'Event Exclude (Via Search)'. The 'Specific Locations' section has a dropdown for 'Include Any' and a 'Select Locations' button. Below this, there are 11 location tags: ARTS 101, ARTS 102, ARTS 103, ARTS 104, ARTS 105, ARTS 106, ARTS 107, ARTS 108, ARTS 109, ARTS 110, and ARTS 111. The first 'Event Exclude (Via Search)' section has a search dropdown set to 'Academic' with a star icon. The second 'Event Exclude (Via Search)' section has a search dropdown set to 'Campus Fundraisers' with a star icon. At the bottom of the search area is an 'Add Criterion' button. At the bottom right of the interface are 'Reset', 'Save as', and 'Search' buttons. A footer note reads: 'Image: Adding multiple searches to exclude from search results.'

Searching for Custom Attributes

- When searching for custom attributes in 25Live, search options differ by attribute type.

Boolean

- Is True
- Is False
- Exists
- Not Exists

Images and Large Text

- Exists
- Not Exists

Organization

- Contact
- Location
- Resource
- Equals
- Exists
- Not Exists

File Reference

- String
- Equals
- Starts With
- Contains
- Exists
- Not Exists

Date

- Time
- Date Time
- Equals
- Earlier
- Later
- Exists
- Not Exists

Integer

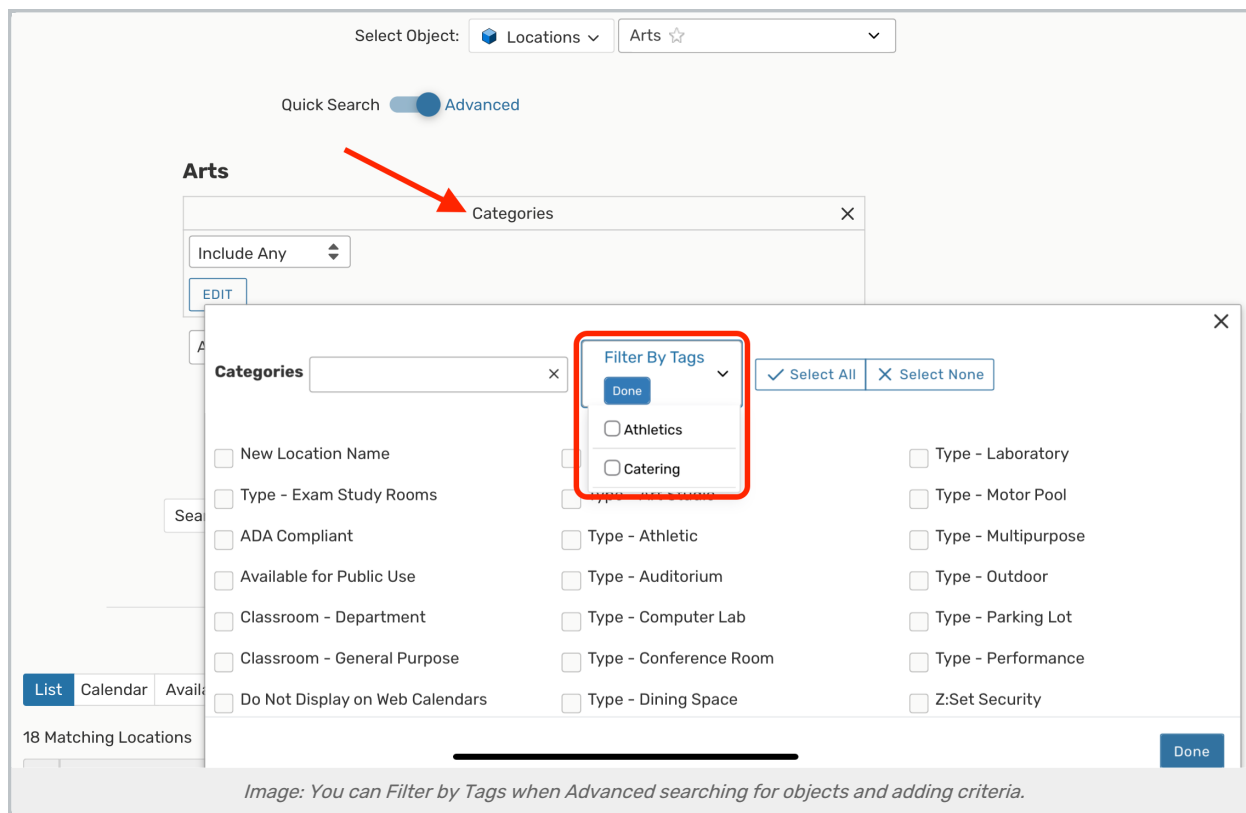
- Float
- Duration
- Equals
- Less Than
- Greater Than
- Contains
- Exists
- Not Exists

All Other

- Equals

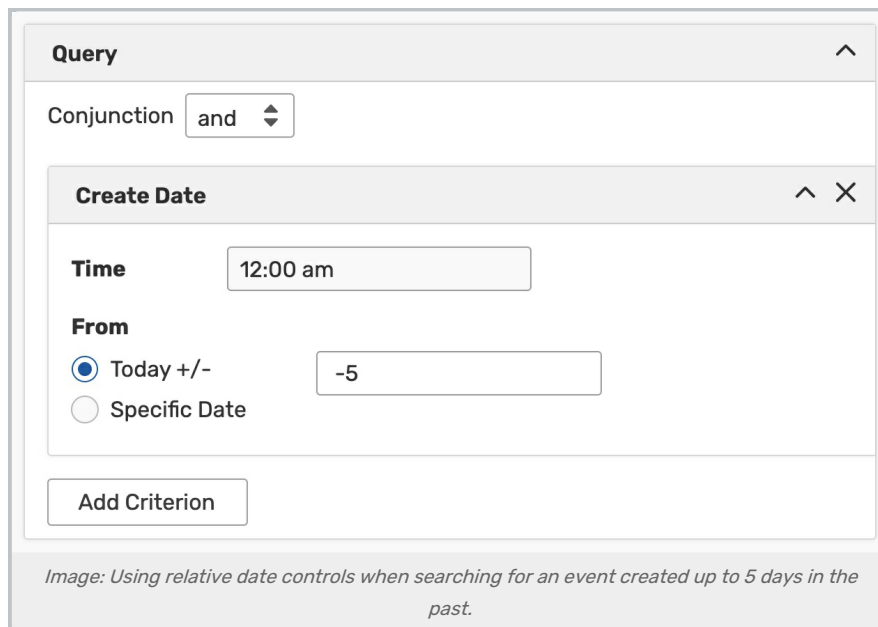
Filtering Searches Using System Tags

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



- If you add **Categories** as a criteria item, you can open the **Filter By Tags** dropdown to check categories and narrow your results.

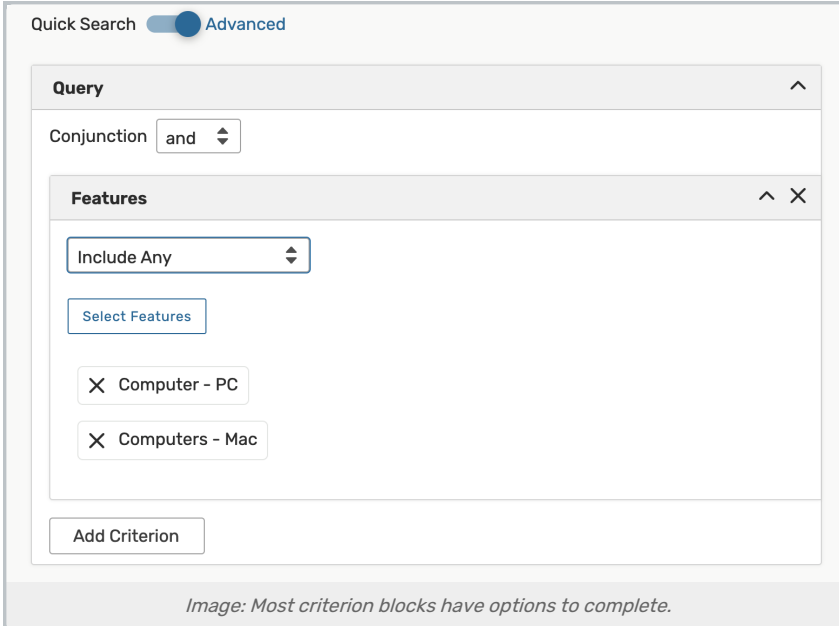
Using Relative Create Dates in Event Searches



- 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.
 - When searching for events that take place a set number of days before today, you'll need to use a negative number.
- You may also add a time.
- After completing these fields, you may continue to further narrow your search using the **Add Criterion** button.

3. Complete Options for Each Criterion

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



Quick Search ☒ Advanced

Query ^

Conjunction and ▾

Features ^ X

Include Any ▾

Select Features

X Computer - PC

X Computers - Mac

Add Criterion

Image: Most criterion blocks have options to complete.



Tip: Search by Preferred Locations

The screenshot shows a 'Query' window with a 'Conjunction' dropdown set to 'and'. Below it is a 'Preferred Locations' panel. Inside this panel, there is a dropdown menu set to 'Include Any', a 'Select Locations' button, and four location tags: 'X BCC 101', 'X BCC 103', 'X BCC 105', and 'X BCC 107'. At the bottom of the panel is an 'Add Criterion' button. A caption at the bottom of the window reads: '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."


The screenshot shows a 'Query' builder interface. At the top, the 'Query' section has a dropdown menu currently set to 'and', which is highlighted with a red box. Below this are two main sections: 'Categories' and 'Features'. Each section has an 'Include Any' dropdown, a 'Select' button (e.g., 'Select Categories'), and a list of criteria with 'X' icons for removal. The 'Categories' section lists 'ADA Compliant' and 'Type - Computer Lab'. The 'Features' section lists 'ADA Accessible', 'Board - Marker', and 'AV - Internet - Wireless'. At the bottom of the query builder is an 'Add Criterion' button. A note at the very bottom states: 'Image: 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](#).
- For more on what you can do with the results of your search, see [Working with Search Results](#).



Tip: Viewing SeriesSQL Syntax of Advanced Search

You can quickly see what the [SeriesSQL \(the internal search language of 25Live\)](#) syntax of your Advanced search is by toggling back to Quick Search.

Nothing recently viewed

Help

Select Object:

Locations

Saved Searches (optional)

Quick Search

Advanced

Query

Conjunction

and

Categories

Include Any

Select Categories

ADA Compliant

Type - Computer Lab

Features

Include Any

Select Features

ADA Accessible

Board - Marker

Animation: Example of viewing SeriesSQL syntax.