

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:

- 8.0 *View Tasks List*
- 14.0 *Basic Location Searching*
- 14.1 *Advanced Location Search*
- 16.0 *Basic Resource Searching*
- 16.1 *Advanced Resource Search*
- 18.0 *Basic Organization Searching*
- 18.1 *Advanced Organization Search*

In the "Administrative Options" tab:

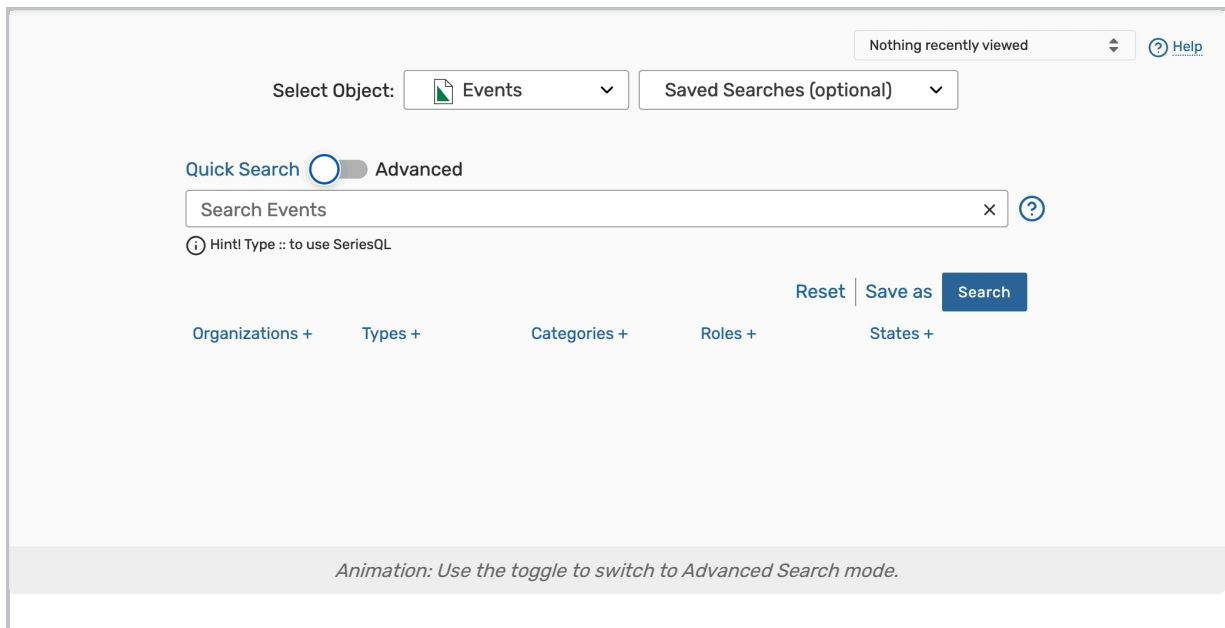
- 12.0 *Create, Edit, and Copy Contacts*

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 drop-down 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.

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's a toggle for 'Quick Search' and 'Advanced'. The main section is titled 'Query' and contains a 'Conjunction' dropdown set to 'and'. Below this is a 'Specific Locations' section with an 'Include Any' dropdown and a 'Select Locations' button. A grid of location tags is shown, each with an 'X' to remove it: ARTS 101, ARTS 102, ARTS 103, ARTS 104, ARTS 105, ARTS 106, ARTS 107, ARTS 108, ARTS 109, ARTS 110, and ARTS 111. Below the locations is an 'Event Exclude (Via Search)' section with a search dropdown set to 'Academic' and a star icon. Another 'Event Exclude (Via Search)' section follows with a search dropdown set to 'Campus Fundraisers' and a star icon. At the bottom of the search area is an 'Add Criterion' button. The footer of the search interface includes 'Reset', 'Save as', and 'Search' buttons. A caption at the bottom 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.

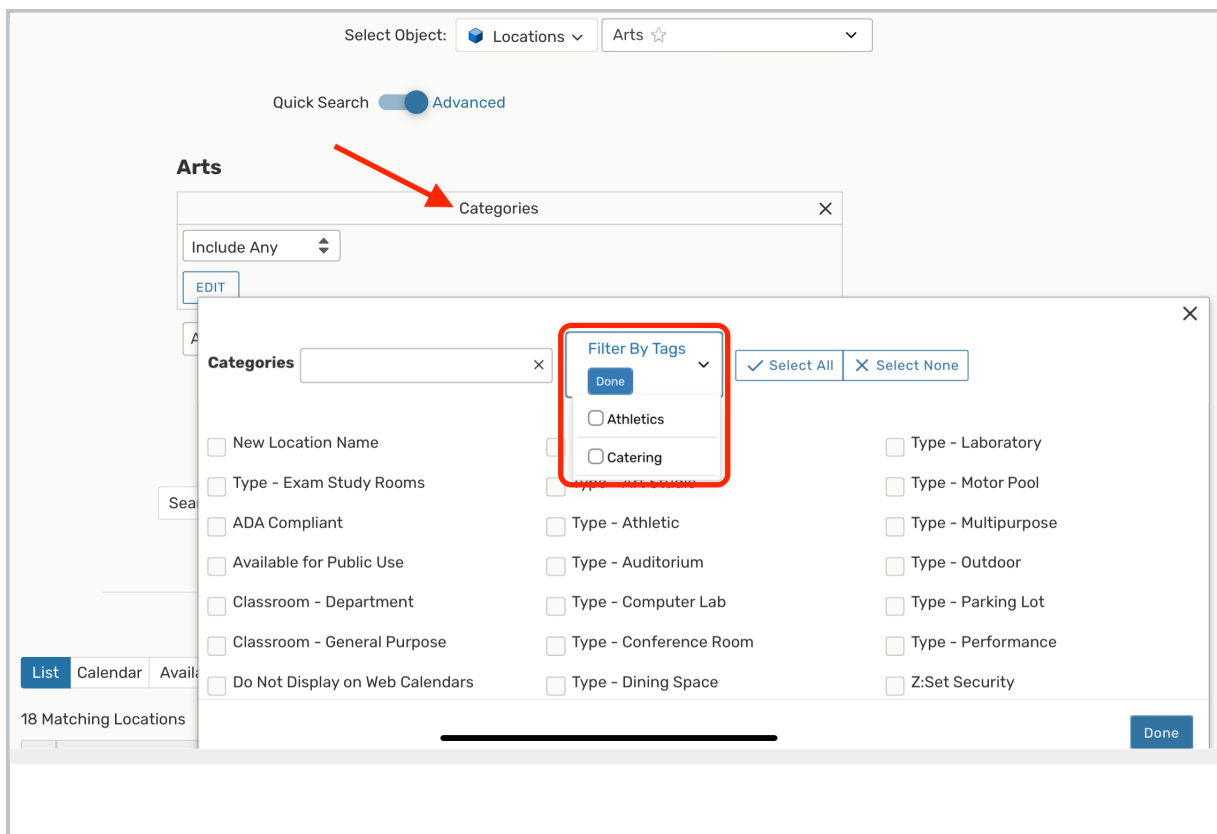
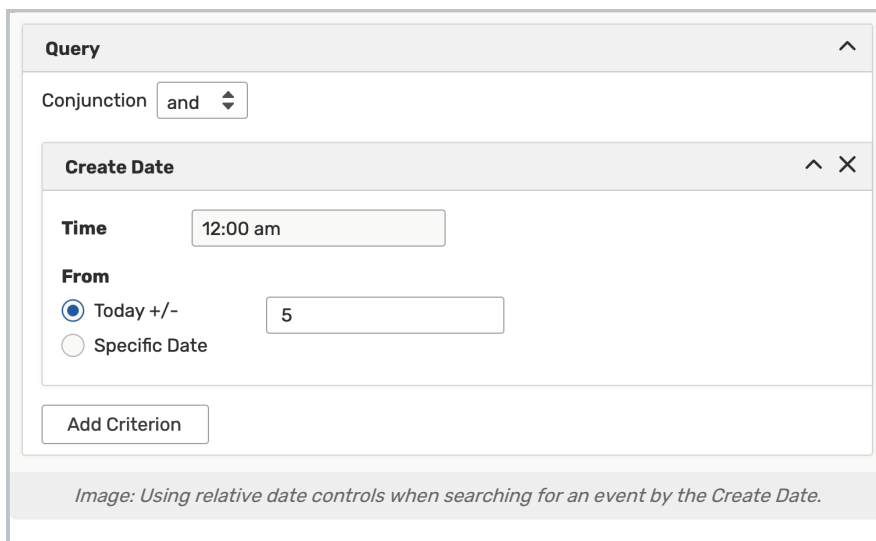


Image: You can Filter by Tags when Advanced searching for objects and adding criteria.

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

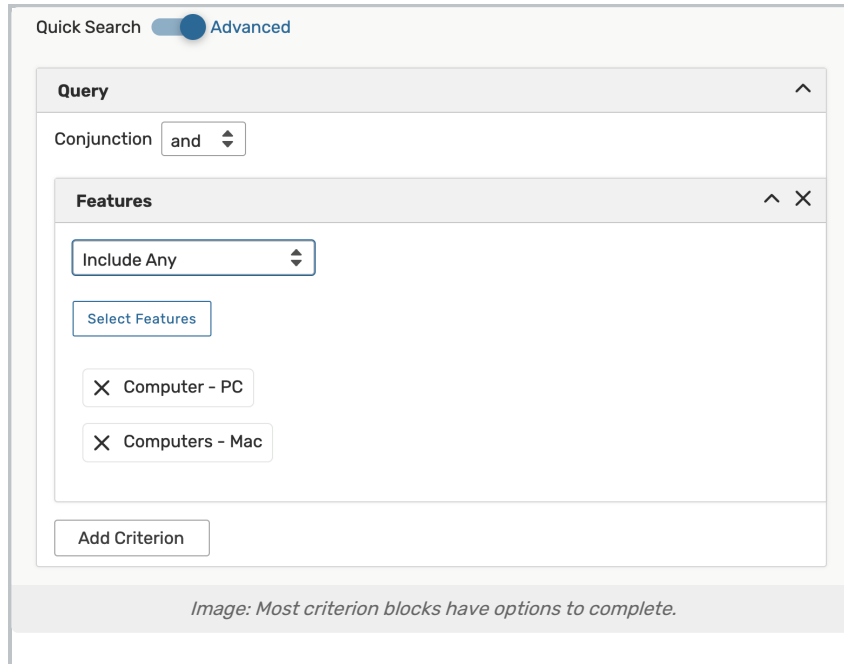


When performing an advanced search for events, 25Live allows you to search both for a **Specific Date** or for relative dates using the **Today +/-** field to set how many days from the current date you would like to include in your search criteria. You may also add a time.

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

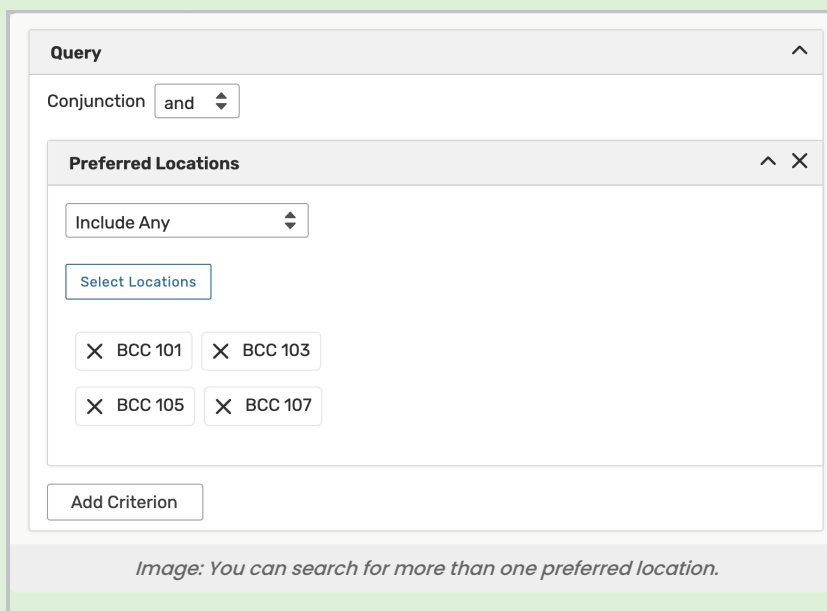
X Computers - Mac

Add Criterion

Image: Most criterion blocks have options to complete.



Tip: Search by Preferred Locations



Query ^

Conjunction and ^

Preferred Locations ^ X

Include Any ^

Select Locations

X BCC 101 X BCC 103

X BCC 105 X BCC 107

Add Criterion

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 'Conjunction' dropdown is set to 'and' and is highlighted with a red box. Below this are two sections: 'Categories' and 'Features'. Each section has an 'Include Any' dropdown, a 'Select' button, and a list of criteria with 'X' icons to remove them. 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 is an 'Add Criterion' button. A caption at the bottom of the interface reads: '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.

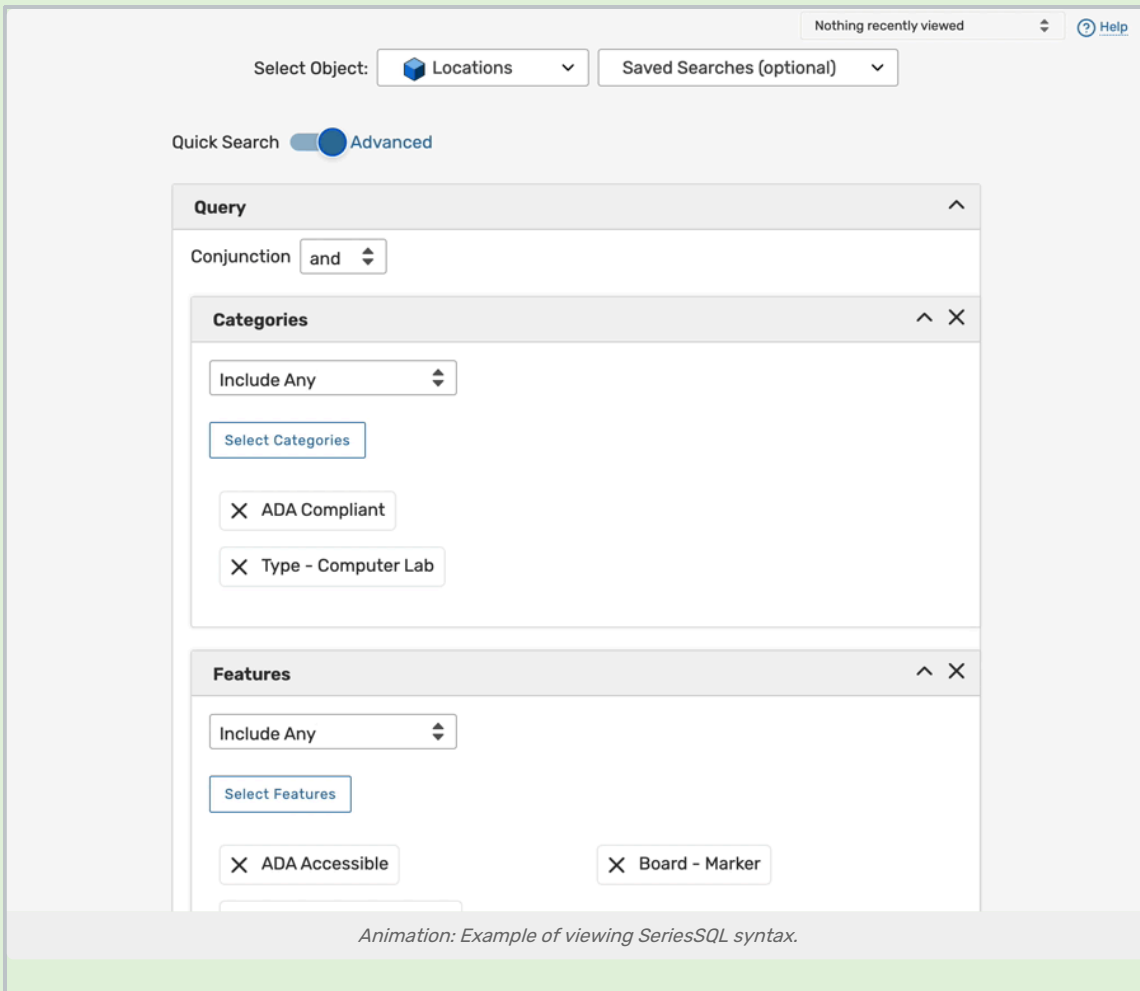
The **Save As** link will save your search. See [Saving Searches](#).

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.



The screenshot displays a search interface with the following elements:

- Top right: "Nothing recently viewed" and a "Help" link.
- Search Object: "Locations" selected from a dropdown, with a "Saved Searches (optional)" dropdown next to it.
- Search Mode: A toggle switch between "Quick Search" and "Advanced", currently set to "Advanced".
- Query Section: A dropdown menu showing "and" as the conjunction.
- Categories Section: A dropdown menu showing "Include Any", a "Select Categories" button, and two selected criteria: "ADA Compliant" and "Type - Computer Lab".
- Features Section: A dropdown menu showing "Include Any", a "Select Features" button, and two selected criteria: "ADA Accessible" and "Board - Marker".

Animation: Example of viewing SeriesSQL syntax.