

Working with Search Results

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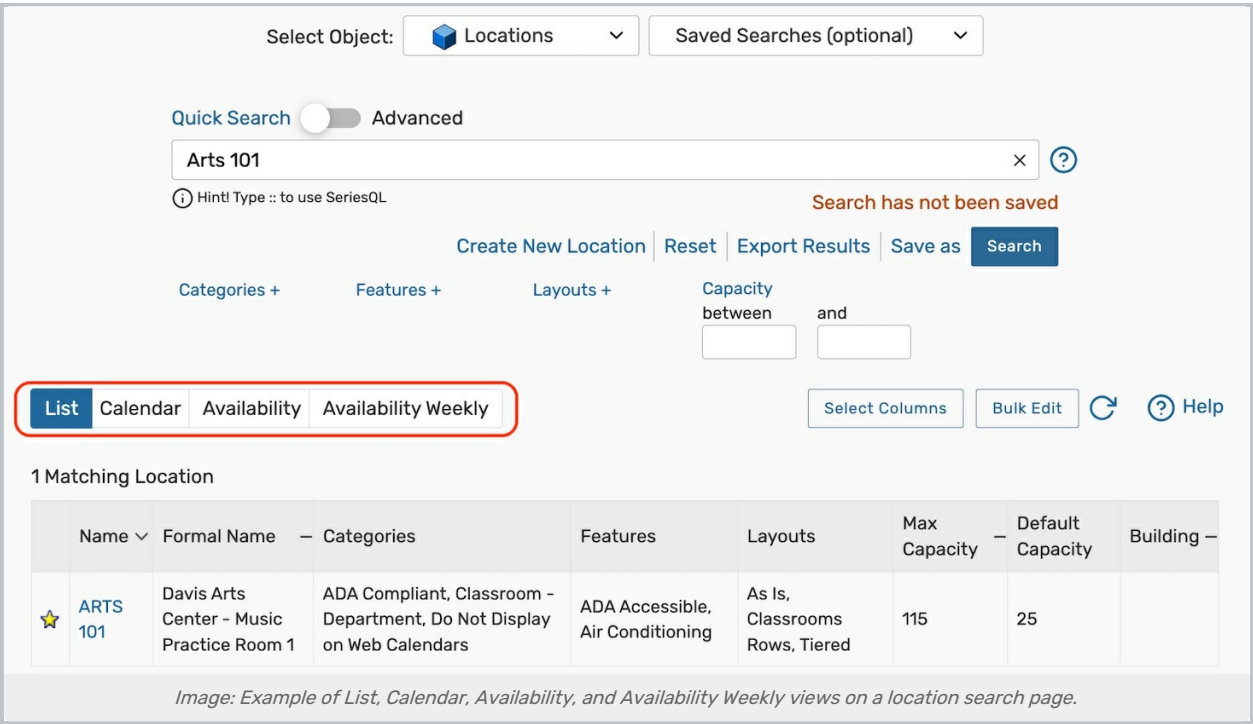
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Viewing Search Results

After running a search, you are presented with a view of search results.

You can view search results in the following views:

- List
- Calendar
- Availability
- Availability Weekly



Some view tabs are only available for certain objects, as shown in the following table.

Object Type	List	Availability	Availability Weekly	Calendar
Event Search	✓	✓		✓
Location Search	✓	✓	✓	✓
Resource Search	✓	✓		✓
Organization Search	✓			✓
Contact Search	✓			
Task Search	✓			✓

Viewing Search Results in the List View

This is the default search result view. Each List view populates a table of objects using the search query. There are navigation controls at the bottom of the search results list where you can go to the next page, go to the last page, jump to other pages of results, or choose how many results display on each page.



You can change/add which columns are displayed using the **Select Columns** button at the top of the list view. For example, you may add *Weekly Pattern* and *Weekly Frequency* columns to event searches for a convenient view of meeting pattern information.

For information on how to use the controls in a list view, please see: [Working With List Views in 25Live](#).

Viewing Search Results in the Availability or Availability Weekly Views

With a list of dates or objects in the left-hand column, the Availability view uses event, location, and resource searches to populate a daily availability grid. This view is interactive, allowing you to create and reschedule events right from the grid. You might use this view to check for availability in a group of locations before scheduling an event.

The Availability Weekly view shows a Sunday through Saturday (or customized) grid of events that take place in a group of locations. This view is interactive, allowing you to create events right from the grid. You might use this view to check for availability in a specific location before scheduling an event.

For information on how to use the controls in a weekly availability view, please see: [Working With Availability Views in 25Live](#).

Viewing Search Results in the Schedule View

With a list of dates in the left-hand column and hours in the top bar, this variation of the Availability (Daily) view shows all of the occurrences and segments for the event you are viewing. This view is interactive, allowing you to reschedule occurrences right from the grid.

For information on how to use the controls in a weekly availability view, please see: [Working With Availability Views in 25Live](#).

Viewing Search Results in the Calendar View

Each calendar view uses a search to populate a calendar of events that take place within the date range that the user has selected. You might use this view if you want to see all of the events taking place this week that have overdue tasks.

For information on how to use the controls in a calendar view, please see: [Working With Calendar Views in 25Live](#).

Other Ways to Work With Searches

Share a Search

For information on this topic, please see [Sharing Searches](#).

Send a Search to a Publisher Calendar

For information on this topic, please see [Sending Events to 25Live Publisher.](#)

Bulk Edit Objects From Your Search Results

For information on this topic, please see :

- [Bulk Editing Events](#)
- [Bulk Editing Locations](#)
- [Bulk Editing Tasks](#)
- [Bulk Editing Resources](#)
- [Bulk Editing Organizations](#)

Make a Search Public

For more information on this topic, please see [Creating and Managing Public Searches.](#)

Export Search Results to a Report

For more information on this topic, please see [Exporting Search Results To a Report.](#)

Use the Results in a 25Live Standard Report

For more information on this topic, please see [Running Reports.](#)