Search Settings

The System Settings section features a Search Settings area where you can control which data points are available when a user performs a Quick search, lets you set location capacity breakpoints, and control the initial date range of tasks that are displayed.
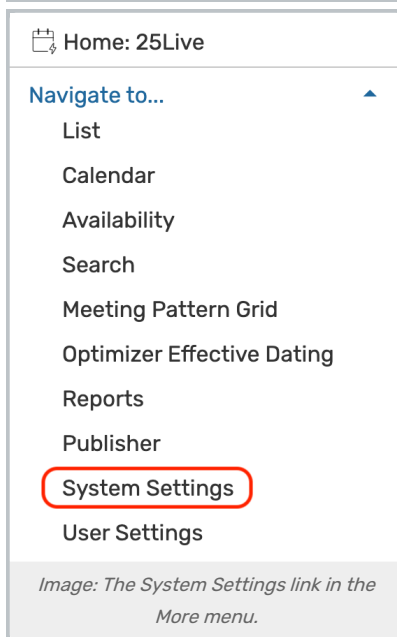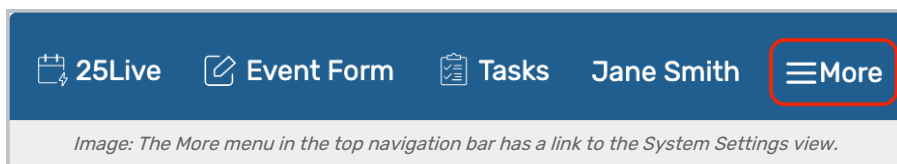
🔒 **Looking for Security Permissions?**

The settings on this page control what a user is able to do once they start a search in 25Live. To enable or disable searching privileges in the first place, see the **Security Note** in Advanced Searching.
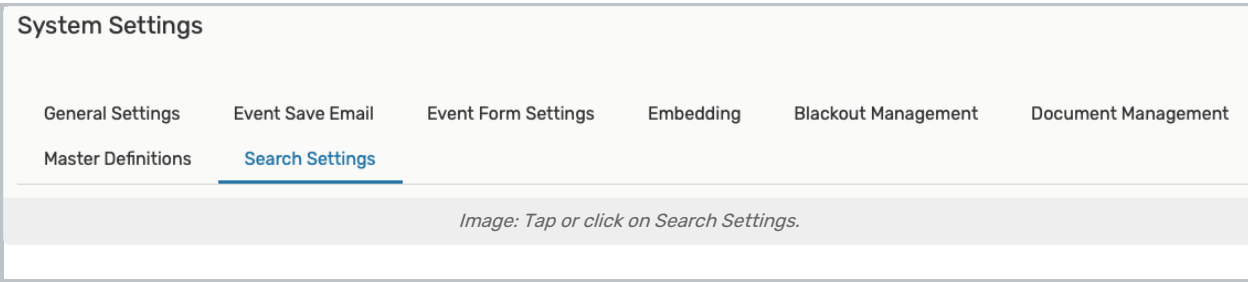
Getting to Search Settings

1. Go to the System Settings

The **System Settings** section is accessible from the **More** menu in the top navigation bar.
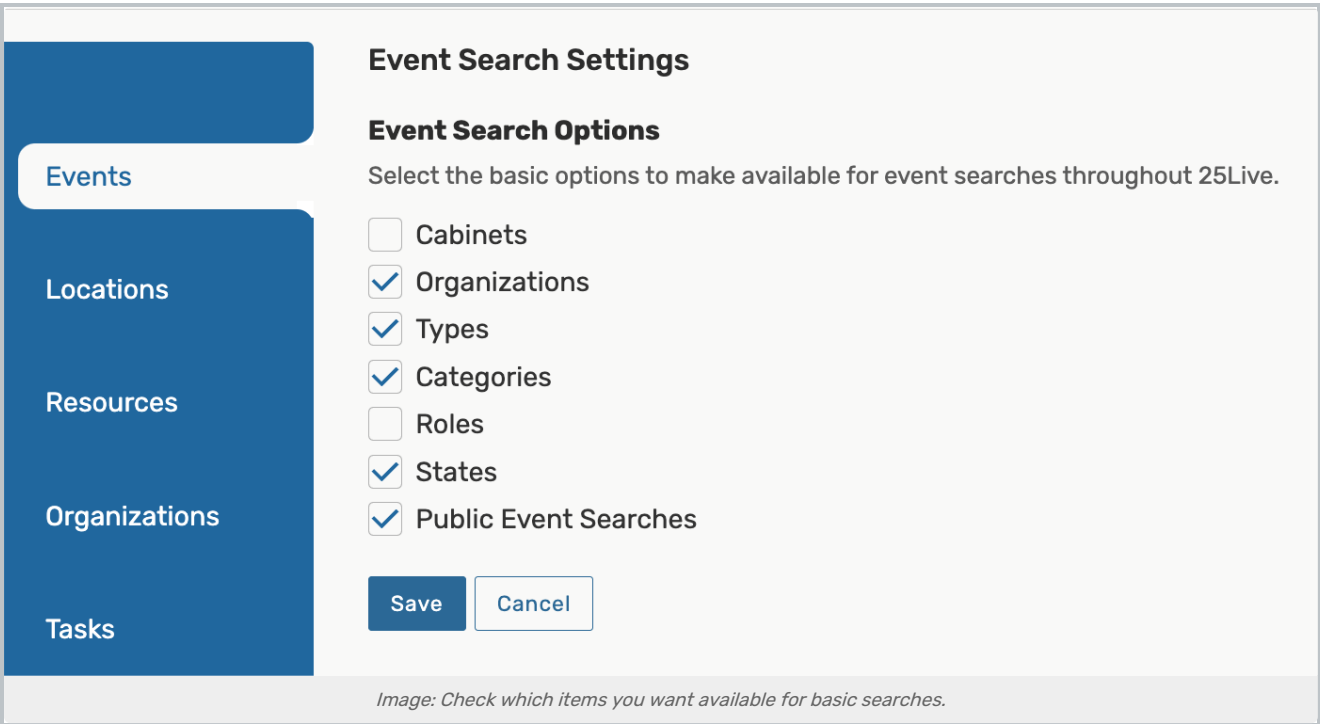

Image: The More menu in the top navigation bar has a link to the System Settings view.

Image: The System Settings link in the More menu.

2. Select Search Settings

Tap or click on the **Search Settings** section.

Image: Tap or click on Search Settings.

Event Search Settings

1. Check Items You Want Available For Searches

Image: Check which items you want available for basic searches.

Use the checkboxes to select the basic options to make available for quick event searches. Criteria unselected here are still available in an Advanced search.

2. Save

Use the **Save** button to save your selections. The **Cancel** button will remove unsaved selections.

Location Search Settings

1. Check Items You Want Available For Location Search Options

Location Search Settings

Location Capacity Breakpoints

Add a Breakpoint:

| | Add |

Breakpoints:

10	✕
15	✕
20	✕
25	✕
30	✕
35	✕
40	✕
50	✕
100	✕
200	✕

Location Search Options

Select the basic options to make available for location searches throughout 25Live.

- ☑ Categories
- ☑ Features
- ☑ Layouts
- ☑ Capacities
- ☑ Public Searches

| Save | Cancel |

Image: Add breakpoints and check which items you want available for basic searches.

Events

Locations

Resources

Organizations

Tasks

Use the checkboxes to select the basic options to make available for quick location searches. Criteria unselected here are still available in an Advanced search.

Image: The checkboxes control the Quick search links under the search box.

2. Save Location Search Options

Use the **Save** button to save your selections. The **Cancel** button will remove unsaved selections.

3. Add or Remove Location Capacity Breakpoints

Image: Type a number to add a breakpoint, and use the "X" icons to remove any.
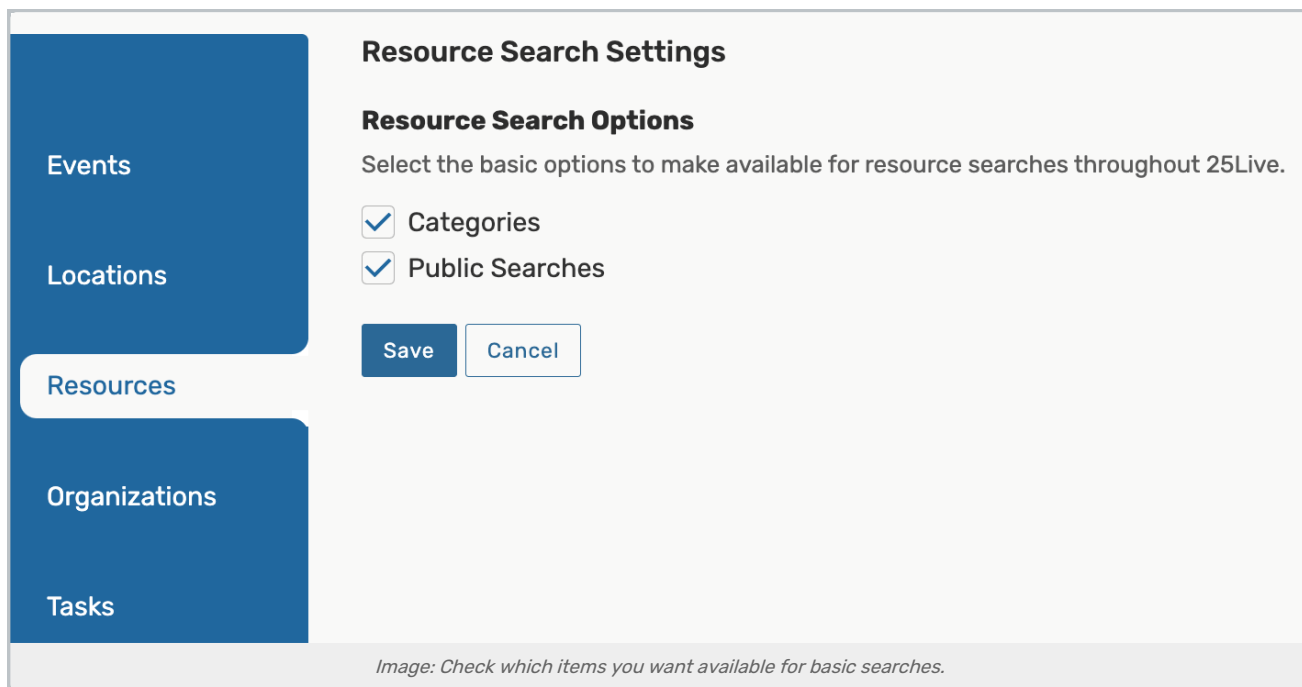
You can type a positive, whole number into the **Add a Breakpoint** (used for browsing by maximum location capacity) field, then use the **Add** button.

Existing **Breakpoints** are listed below. Use the "**X**" icons to remove any points from the list.

Capacity breakpoints define the upper limit of attendees in the search. Your breakpoint should be equal to or greater than your highest location capacity. The search will only go through the highest capacity breakpoint value. For example, if the highest is 100, entering a headcount of 1000 will still search through 100.

Resource Search Settings

1. Check Items You Want Available For Searches

Resource Search Settings

Resource Search Options

Select the basic options to make available for resource searches throughout 25Live.

☑ Categories

☑ Public Searches

Save   Cancel

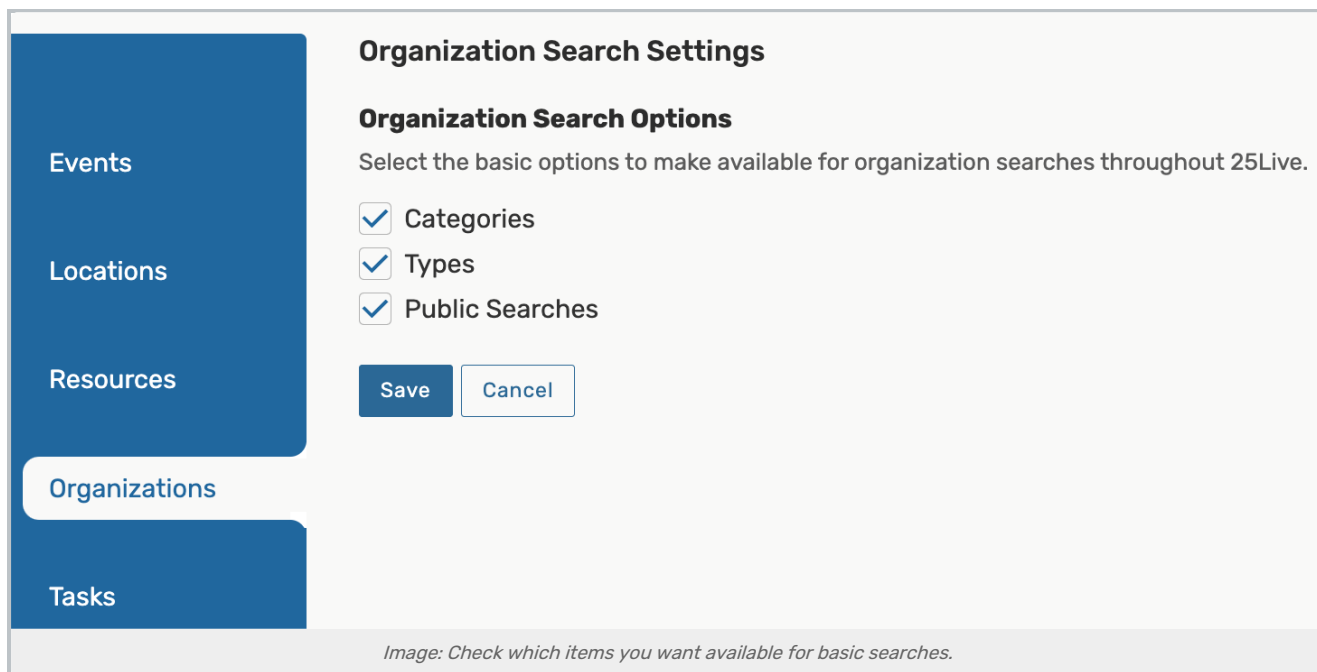Image: Check which items you want available for basic searches.

Use the checkboxes to select the basic options to make available for quick resource searches. Criteria unselected here are still available in an Advanced search.

2. Save

Use the **Save** button to save your selections. The **Cancel** button will remove unsaved selections.

Organization Search Settings

1. Check Items You Want Available For Searches

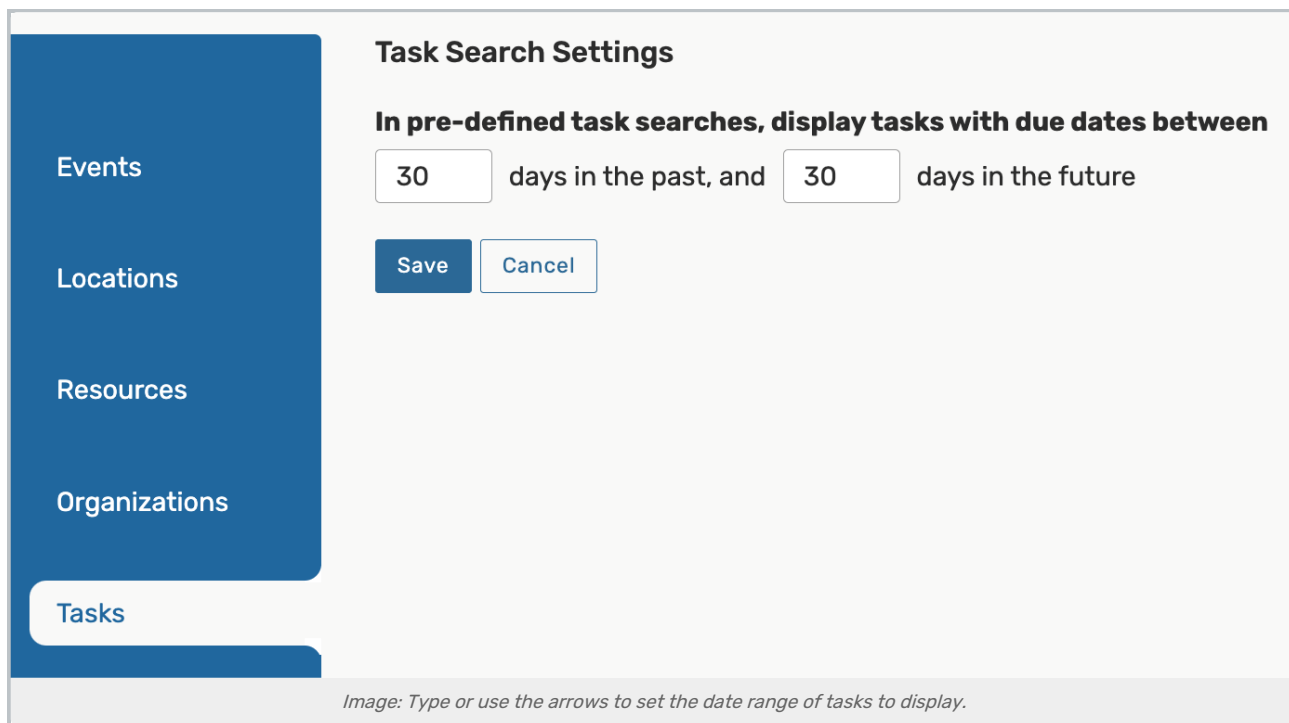*Image: Check which items you want available for basic searches.*

Use the checkboxes to select the basic options to make available for quick organization searches. Criteria unselected here are still available in an Advanced search.

2. Save

Use the **Save** button to save your selections. The **Cancel** button will remove unsaved selections.

Task Search Settings

1. Set the Number of Days Tasks Display

Task Search Settings

In pre-defined task searches, display tasks with due dates between

Events	

30   days in the past, and   30   days in the future

Save   Cancel

Locations

Resources

Organizations

Tasks

Image: Type or use the arrows to set the date range of tasks to display.

The application defaults to display 30 days worth of tasks before and after the current date. Type a positive, whole number or use the arrows to increase or decrease the date range.

2. Save

Use the **Save** button to save your changes. The **Cancel** button will remove unsaved changes.