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 <u>Quick search</u>, 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.

🛱 25Live 🕜 Event Form	🖉 Tasks	Jane Smith	■More
Image: The More menu in the top navig	gation bar has a lin	k to the System Settin	gs view.
tanta Home: 25Live			
Navigate to List Calendar Availability Search Meeting Pattern Grid Optimizer Effective Dating Reports Publisher System Settings User Settings			
Image: The System Settings link in the More menu.			

2. Select Search Settings

Tap or click on the Search Settings section.

Syster	m Settings					
	ral Settings er Definitions	Event Save Email Search Settings	Event Form Settings	Embedding	Blackout Management	Document Management
			-			
			Image: Tap or click	on Search Setti	ngs.	

Event Search Settings

1. Check Items You Want Available For Searches

	Event Search Settings
	Event Search Options
Events	Select the basic options to make available for event searches throughout 25Live.
Locations Resources	 Cabinets Organizations Types Categories Roles
Organizations Tasks	 States Public Event 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 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 Sea	arch Settings
	Location Cap	acity Breakpoints
Events	Add a Breakpo	pint:
		Add
Locations	Ducalus ainta	
	Breakpoints:	
	10	×
Resources	15	×
	20	×
Organizations	25	×
Organizations	30	×
	35	×
Tasks	40	×
	50	×
	100	×
	200	×
	Location Sea	rch Ontions
		c options to make available for location searches throughout 25Live.
	Categories	5
	 Features 	
	 Layouts 	
	Capacities	3
	✓ Public Sea	irches
	Save	cel
Im	nage: Add breakpoints and o	check which items you want available for basic searches.

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.

Quick Search	Advanced	d	
Search Locat	tions		× ?
Hint! Type :: to us	e SeriesQL.		Reset Save As Search
Categories +	Features +	Layouts +	Capacity between and
	Image: The d	checkboxes control th	e 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

Add a Break		Add
Breakpoints		
10	×	
15	×	
20	×	
Image: Type a	number to add a	breakpoint,
and use the	"X" icons to rem	ove any.

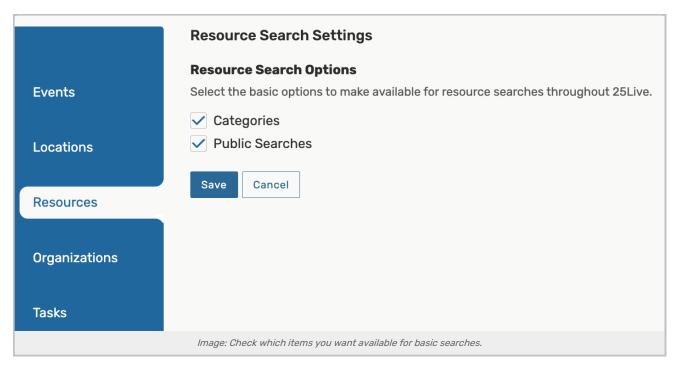
You can type a positive, whole number into the **Add a Breakpoint** (used for browsing by maximum location capacity) field, then use the **Add** button.

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



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

	Organization Search Settings
	Organization Search Options
Events	Select the basic options to make available for organization searches throughout 25Live.
	✓ Categories
Locations	✓ Types
	✓ Public Searches
Resources	Save
Organizations	
Tasks	
	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
Locations	Save
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.