

Sharing Searches

When you save and [run a search](#), you have the option to share the search. When you do this, a separate copy of that search is created under the other user's account for them to use, rename, and modify. You can share a search to individual contacts, to the public search user, or to [25Live Publisher](#).

Sharing a search with another 25Live user will not generate an email notification.



Security Note

Sharing a search with a security group (not an individual user) requires the setting Administrative: 2.0 *Share Searches by Security Group* in [Series25 Group Administration](#).

To Share a Search

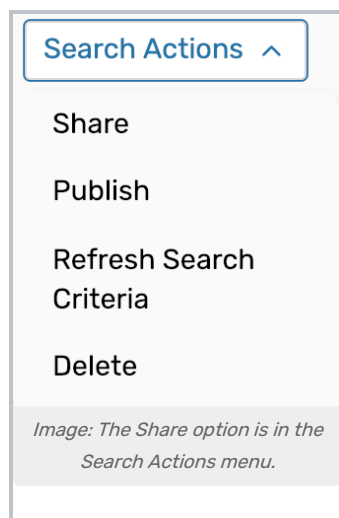
1. Create or Select a Saved Search

You may...

- [Create](#) and [save](#) a new search

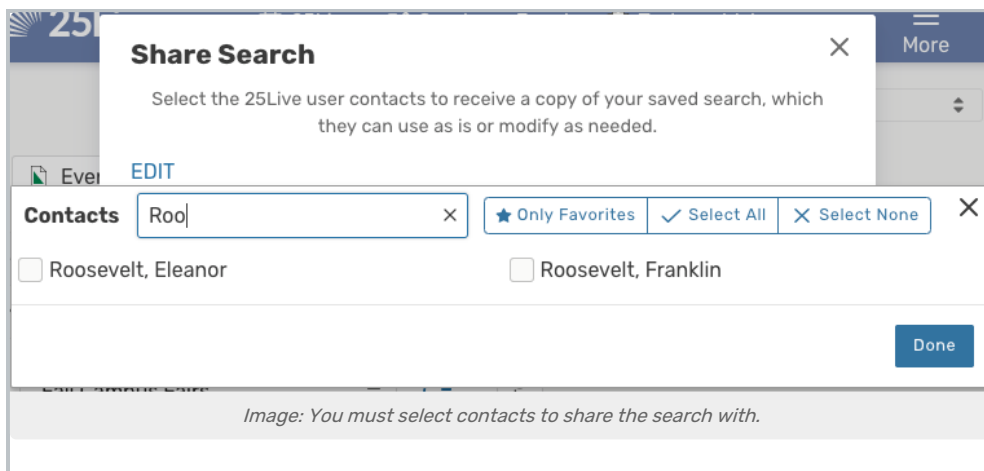
OR

- Load an already [saved](#) search



After you run your search, you can use the **Share** option in the **Search Actions** menu.

2. Option A – Add Contacts to Share Search



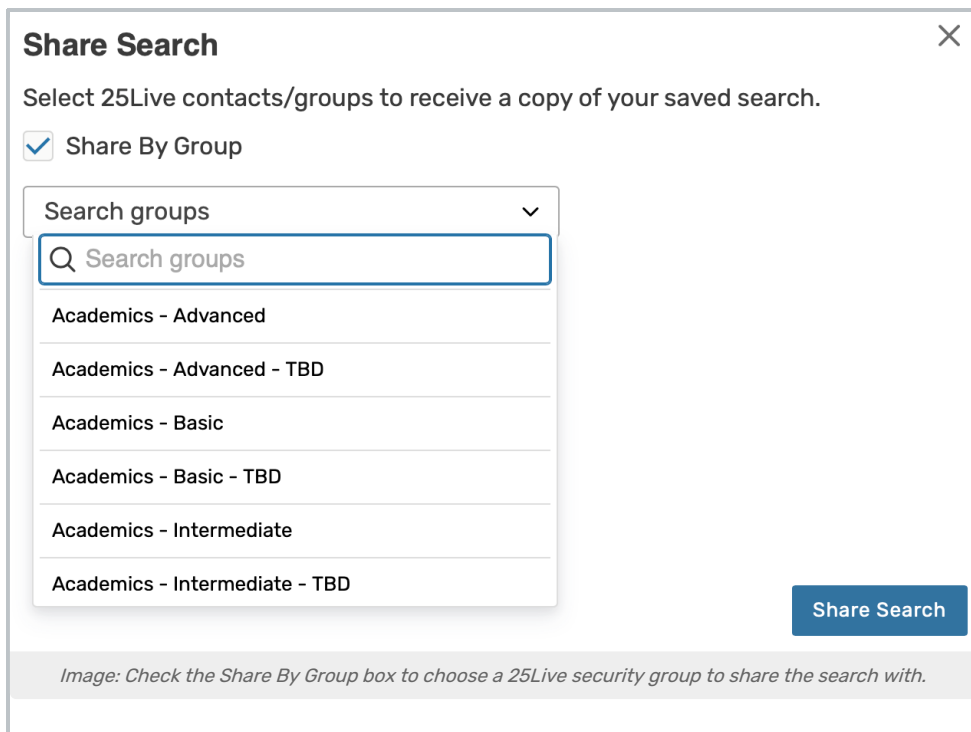
Start typing the name(s) of contacts you wish to share the search with. 25Live will search as you type to reveal matching names. Check next to the names of contacts you want to share the search with. You can filter by only favorite contacts, select all shown, or select none using the buttons provided.



Tip: If You Don't See the Contacts Dialogue

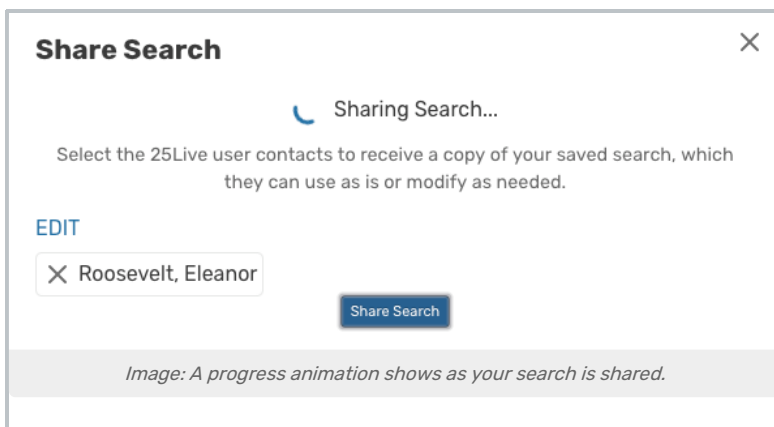
If you don't see a place to enter contact names to share your search with, use the EDIT link in the Share Search dialog to reveal the Contacts search.

3. Option B – Share By Group



25Live also provides the quick option to share a search to a security group. Check the **Share By Group** box to reveal a searchable dropdown list of available groups. Choose a group by typing ahead or scrolling through the list.

4. Complete the Sharing Process



Use the **Done** button to close the Contacts choices, then the **Share Search** button to initiate sharing. The modal display will close upon success. Use the **X** in the upper-right corner to exit the Share Search dialog.

Repeat these steps to share your search with additional contacts.

Copying a Saved Search

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. Run the Saved Search

After selecting the area you want to search in (Events, Locations, etc.), use the adjacent drop-down menu to reveal choices for Pre-Defined Groups of searches, Your Starred Searches, and a list of All of Your Searches. Select one and use the **Search** button to run the search.

2. Save the Search

Use the **Save As** link to save a copy.

Editing a Saved Search

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.

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After selecting the area you want to search in (Events, Locations, etc.), use the adjacent drop-down menu to reveal choices for Pre-Defined Groups of searches, Your Starred Searches, and a list of All of Your Searches. Select one and use the **Search** button to run the search.



Security Note

You can only edit saved searches you created or have ownership/permissions to edit. Contact your 25Live Administrator if you cannot edit something you think you should have access to.

2. Switch the Search Type Toggle

Quick Search ☒ Advanced

×
?

Hint! Type :: to use SeriesQL
Search has not been saved

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

List

Calendar

← All Dates →

Recent & Future

Future

All Dates

Select Columns

↻

?

Help

1346 Matching Events

	Name	Title	Organization	Type	Start Date	Start Time	Creation Date	State	Locations
☆	A Night with Heart 2017	A Night with Heart 2017	COLLEGENET, HABITAT FOR HUMANITY	Performance - Concert	Sat May 06 2017	6:00 pm	Wed Jan 25 2017 9:21 am	Confirmed	USC ARENA, USC MLCK, USC WLCK
☆	A Night with Heart 2024	A Night with Heart 2024	COLLEGENET	Performance - Concert	Mon May 06 2024	7:00 pm	Thu Sep 07 2023 2:56 pm	Confirmed	USC ARENA, USC MLCK, USC WLCK
☆	Aeronautical Engineering Dept Meeting	Aeronautical Engineering Department Meeting	AERONAUTICAL ENGINEERING, DEPT OF	Meeting	Mon Jan 18 2021	5:00 pm	Tue Mar 30 2021 1:06 pm	Confirmed	MSC 108
☆	Aeronautical Engineering Dept Meeting	Aeronautical Engineering Department Meeting	AERONAUTICAL ENGINEERING, DEPT OF	Meeting	Wed Apr 07 2021	5:00 pm	Tue Mar 30 2021 1:06 pm	Confirmed	MSC 108
☆	Aeronautical Engineering Dept Meeting	Aeronautical Engineering Department Meeting	AERONAUTICAL ENGINEERING, DEPT OF	Meeting	Wed Jun 23 2021	5:00 pm	Tue Mar 30 2021 1:06 pm	Confirmed	MSC 108
☆	Aeronautical Engineering Dept Meeting	Aeronautical Engineering Department Meeting	AERONAUTICAL ENGINEERING, DEPT OF	Meeting	Thu Sep 16 2021	5:00 pm	Tue Mar 30 2021 1:06 pm	Confirmed	MSC 108

Animation: Toggle the search type to edit a saved search.

Switch the search type toggle to **Quick Search** to view the [SeriesQL \(the internal search language of 25Live\)](#) syntax for your saved search or to **Advanced** to view the building blocks for your search. Make any necessary changes.

3. Save the Edited Search

Use the **Save** link adjacent to the Search button to save a new version, or use the Save As link to make a copy with your new edits.

Renaming a Saved Search

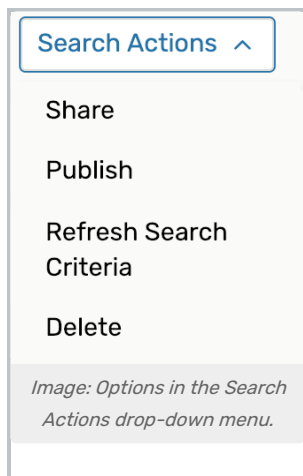
Edit a saved search as described above, and type in a new name in the Save or Rename Search box.

Deleting a Saved Search

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.

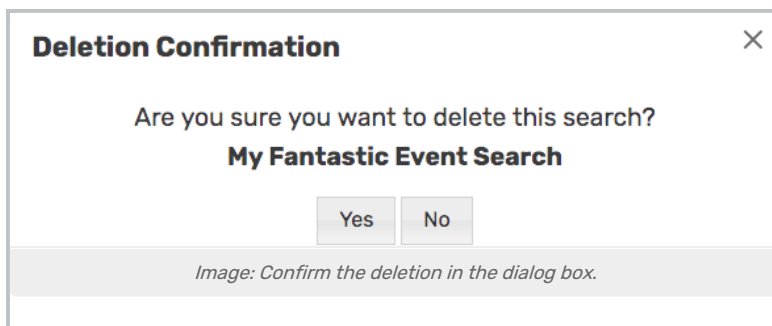
1. Run the Saved Search

After selecting the area you want to search in (Events, Locations, etc.), use the adjacent drop-down menu to reveal choices for Pre-Defined Groups of searches, Your Starred Searches, and a list of All of Your Searches. Select one and use the **Search** button to run the search.



2. Delete the Search

Use the **Search Actions** drop-down menu to reveal the options. Select **Delete** then confirm in the Deletion Confirmation box that is displayed.



Warning: Deleting a Search is Forever

If you delete a saved search, you cannot recover that search, so be very sure before confirming.

Sharing Searches to 25Live Publisher

After creating or loading a saved search, use the **Publish** button to log in to 25Live Publisher. Follow the steps in the [Sending Events to 25Live Publisher](#) topic to share your search to calendars with 25Live Publisher. You can share Event or Location searches. If you share a Location search, the events associated with your search results are sent to the calendar(s).