Using Saved and Shared Searches

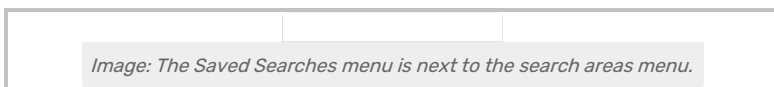The Saved Searches area in the main search section includes searches you have saved, your favorite items, searches shared with you, and shared public searches.

To Run a Saved or Shared Search

1. Go to 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.

2. Open the Saved Searches Menu

Image: The Saved Searches menu is next to the search areas menu.

After selecting the area you want to search in (Events, Locations, etc.), use the adjacent dropdown 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.

3. Select Your Search

Make a selection in the dropdown menu from starred items, saved searches, shared searches, or public searches.

Use the **Search** button to run the search.

See Working with Search Results for details on changing your view of the results.

> ✓ **Tip: Favoriting Copied Searches**
>
> New searches created by sharing from other users are created as unstarred/unfavorited searches. If the user who receives the copied search wants to use it with a report, they must first mark the search as starred.

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

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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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> 🔒 **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

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.
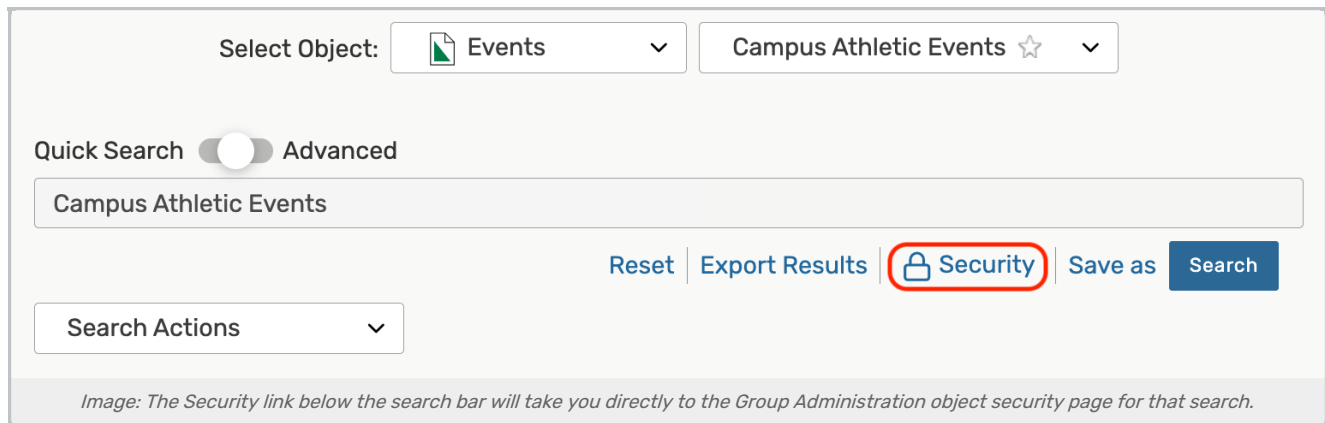
3. Save the Edited Search

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.

Setting Security for Search Results

Once a search is saved, you can navigate directly to Group Administration from the search page to update the security of your search results. Just use the **Security** link below the search bar.
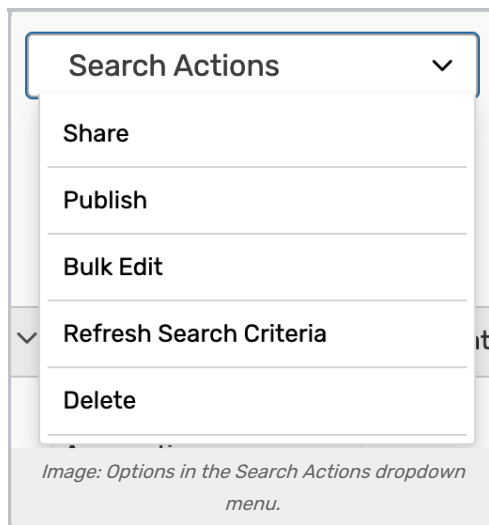
Image: The Security link below the search bar will take you directly to the Group Administration object security page for that search.

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.
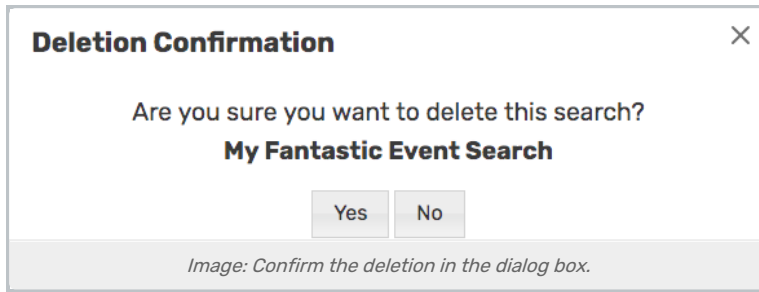
1. Run the Saved Search

After selecting the area you want to search in (Events, Locations, etc.), use the adjacent dropdown 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.

Image: Options in the Search Actions dropdown menu.

2. Delete the Search

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

Deletion Confirmation   ✕

Are you sure you want to delete this search?
My Fantastic Event Search

Yes   No

Image: Confirm the deletion in the dialog box.

⚠ **Warning: Deleting a Search is Forever**

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