

## Using Saved and Shared Searches

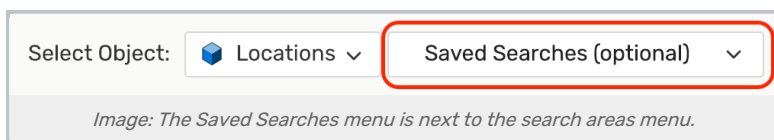
The Saved Searches area in the main [search](#) section includes searches you have saved, your favorite items, searches shared with you, and shared public searches.

### 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



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

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.

## 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.

### 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.



#### 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

::name contains "art" or title contains "art" or ref = "art"

x

?

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	Organizations	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

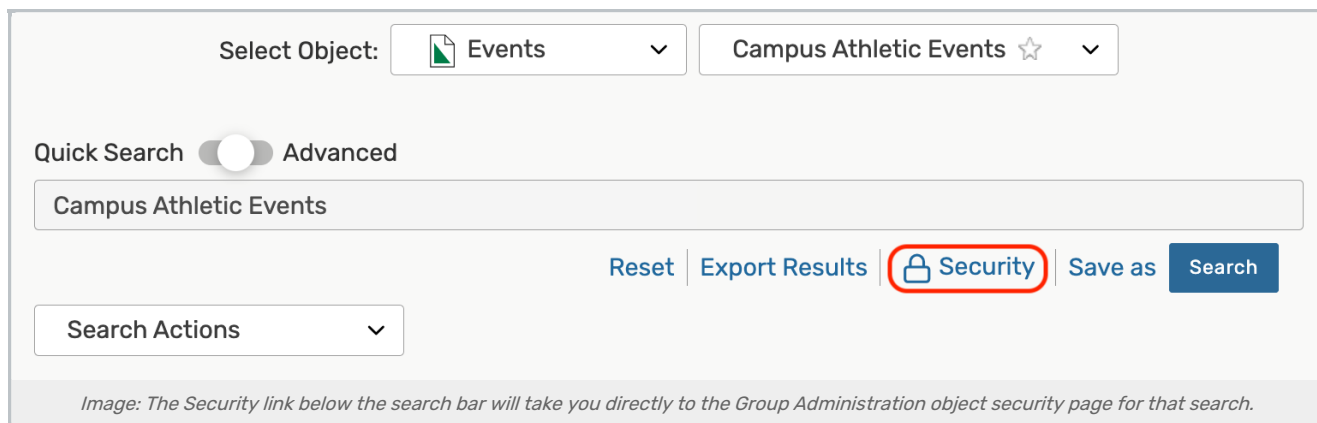
Use the **Save** link adjacent to the Search button to save a new version, or use the Save As link to make a copy with your new edits.

Renaming a Saved Search

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

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.



Select Object: Events ▼ Campus Athletic Events ☆ ▼

Quick Search ☐ Advanced

Campus Athletic Events

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

Search Actions ▼

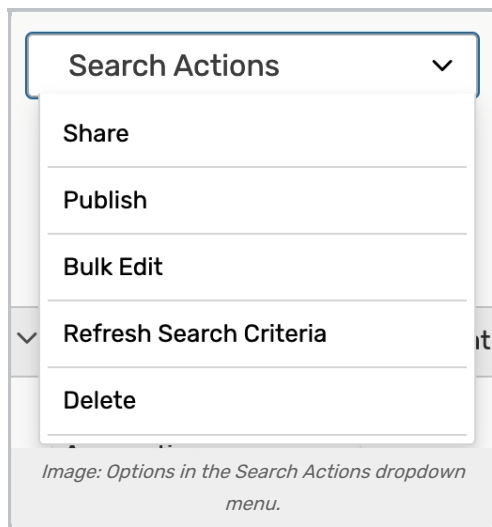
*Image: The Security link below the search bar will take you directly to the Group Administration object security page for that search.*

## 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.

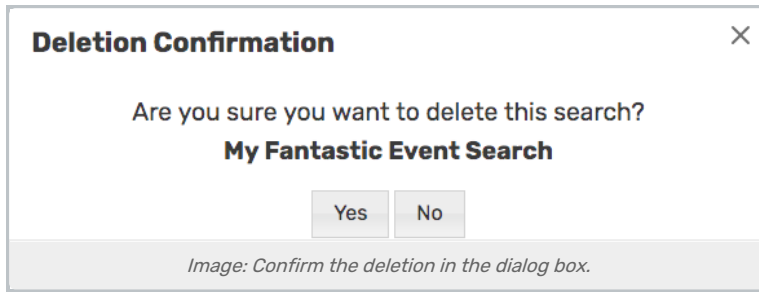
### 1. Run the Saved Search

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.



### 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.



**Warning: Deleting a Search is Forever**

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