

## Saving Searches

You can save searches in 25Live for later use. By default, your saved searches are available only to you, but you can also [share searches](#) with other 25Live users.



### Reminder: You Must be Signed In

You must be a signed-in user to save a search. In addition, what you can see and do in this application depends on the security permissions associated with your 25Live user account. If you can't access something you think you should be able to, contact your 25Live Administrator.

## Saving a New Search

After [completing a search](#) and looking at your [search results](#), you have the option to save a search.



### Tip: Is, Contains, Starts With, & Ends With

When using some search fields, such as an event name, you can choose from **Is**, **Contains**, **Starts With**, & **Ends With** operator values to return more specific results. When making an event name search, **Is** will return exact matches, where the other values will check for event names that start with your entry, end with your entry, or contains your entry.

For example, searching for "men" using the **Starts With** operator will return event names such as "Men's Basketball," but using **Contains** when using the search term "men" will also return "Women's Basketball."

Quick Search ☒ Advanced

**Query** ^

Conjunction and ^

**General** ^ X

**Event Name**

Contains ^

men

Show All

Add Criterion

Search has not been saved

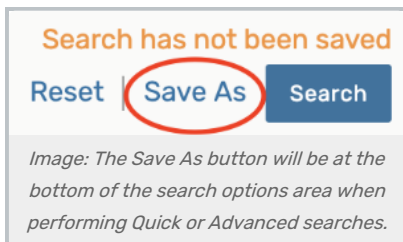
Reset | Export Results | Save as | Search

*Image: A Contains operator can be used when searching to widen the number of results returned.*

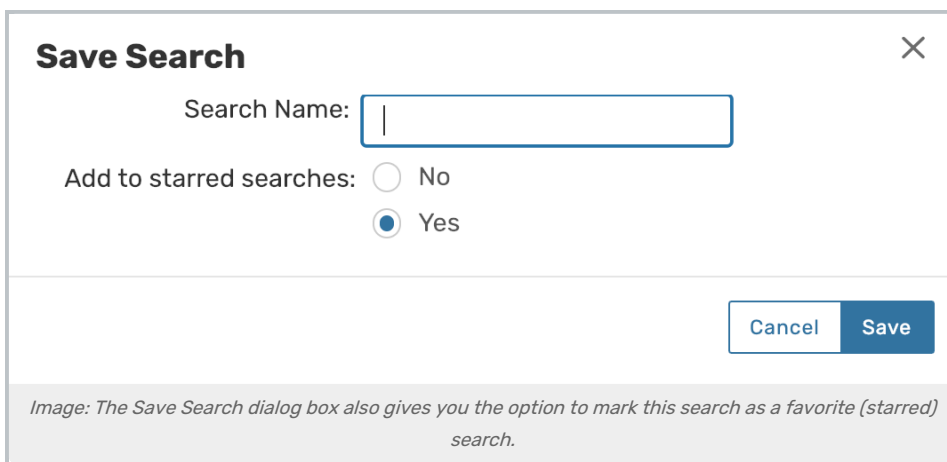
Be careful when using operators other than **Is**, because you could return many more results than are useful for you to go through.

## 1. Use the Save As Link

To save your search, use the **Save As** link near the search button.



## 2. Name the Search

A screenshot of a "Save Search" dialog box. It has a title bar with "Save Search" and a close button (X). Inside, there is a "Search Name:" label followed by a text input field. Below that is "Add to starred searches:" with two radio buttons: "No" and "Yes" (which is selected). At the bottom right are "Cancel" and "Save" buttons. Below the dialog box, there is a caption: "Image: The Save Search dialog box also gives you the option to mark this search as a favorite (starred) search."

Type in the name of your search, choose whether you want to add to [starred \(favorite\)](#) searches for easy access later, then use the **Save** button.



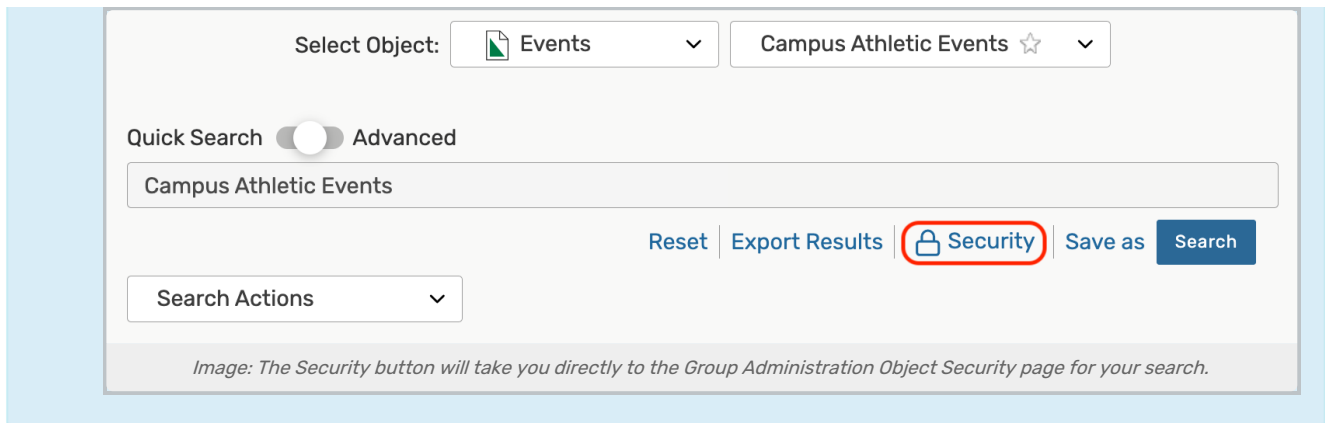
### Tip: Saving Searches for Reports

If you're creating a search to use for generating reports, be sure to make it a starred search. Only your favorited/starred searches appear as options when running reports in addition to public searches created by an administrator.



### Note: Updating the Security for Search Results

Once a search is saved, you can navigate directly to Group Administration to update the security for your search results by using the **Security** link below the search bar.



The screenshot shows a search interface with the following elements:

- Select Object:** A dropdown menu currently showing "Events".
- Campus Athletic Events** with a star icon and a dropdown arrow.
- Quick Search** (selected) and **Advanced** (unselected) toggle buttons.
- A search input field containing the text "Campus Athletic Events".
- Buttons for **Reset**, **Export Results**, **Security** (highlighted with a red circle), **Save as**, and a blue **Search** button.
- A **Search Actions** dropdown menu.
- A note at the bottom: "Image: The Security button will take you directly to the Group Administration Object Security page for your search."

## 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

×
?

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 s	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.

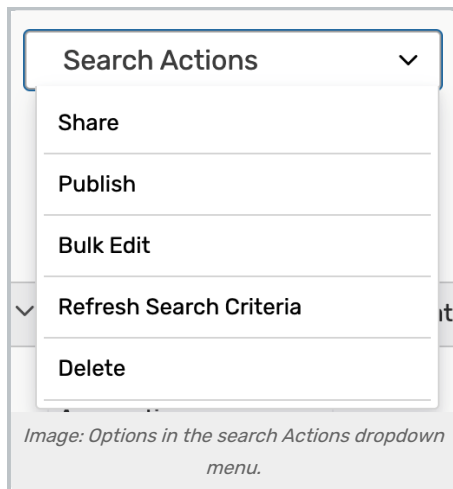
## Deleting a Saved Search

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

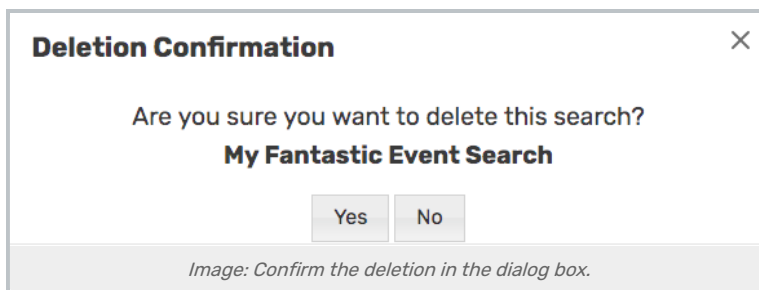
After selecting the area you want to search in (Events, Locations, etc.), use the adjacent dropdown menu to reveal

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.

## Creating Public Searches

To make saved searches public, an administrator must [create a user in 25Live](#) (or [in the Series25 Group Administration tool](#)) whose searches are automatically made available to all 25Live users. An administrator can then use the System Settings [User Defaults](#) to designate that contact as the Public Search Username. Any searches created in 25Live by this user are automatically made "public" when they're saved and shared so they're available to all 25Live users.