Public Searches

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Public searches are searches in 25Live that everyone can use. They appear in drop-down menus throughout the application next to a user's own private searches. Public searches are created by administrators so that first-time users of 25Live have an easy way to find frequently searched items.

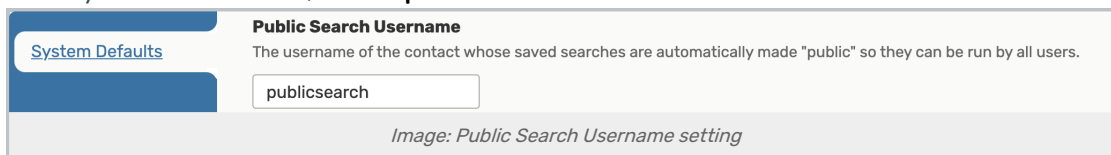Common public searches help users find items like:

- Conference rooms and other easily booked locations
- Lists of locations for each campus or building
- Different types of resources, such as furniture or AV equipment
- Student clubs, community groups, and other types of organizations

Creating Public Searches

Public searches are automatically created when the **public search user** saves a new search. This is a special system user set in 25Live System Settings. An administrator logs in as this user and creates a new search, which is immediately available to the public.

Step By Step

- Log in to 25Live as a system administrator and go to *System Settings > System Defaults*.
- In the System Defaults area, enter a **public search username**.

System Defaults	**Public Search Username**
	The username of the contact whose saved searches are automatically made "public" so they can be run by all users.
	publicsearch

Image: Public Search Username setting

- This username should be in a group that gives it permission to see all events, locations, resources, and organizations in 25Live. Don't worry that this might give other users a sneaky way to see those objects despite their own permissions–when someone uses a public search, their own security restrictions still apply to the results.
  - CollegeNET generally recommends against re-using another system account for this purpose, such as the viewer seat or a publisher user. You may consider re-using the default dashboard user though.
- Log in as that user or use the Masquerade option to access their account.
- Create searches as normal. Give them descriptive names–remember, that's all someone will have to go on when they see this search in a list.
  - You can also share searches with the public search user, but this won't make them public right away. You'll need to log in as the public search user and save a copy with a new name.
- Log in as any other user to see the public searches in action!

Searches will only be made public if they are created in 25Live **after** the user is listed as Public Search User. If you create searches first and then make the user the Public Search User, the searches you created earlier are not public.