Running Searches in Connect25

Security Note

What you are able to see will depend on your security rights.

Running an Organization Search

To run an organization search, navigate to **Organizations** > **Search**. Type a keyword in the search box, and/or choose any filters you want to apply:

- Status (admin only)
- Categories
- Types

Select **Search** or press Enter. Each filter you apply appears under Active filters as a removable tag. Select the x on a tag to remove that filter, or select **Clear filters** to remove all of them.

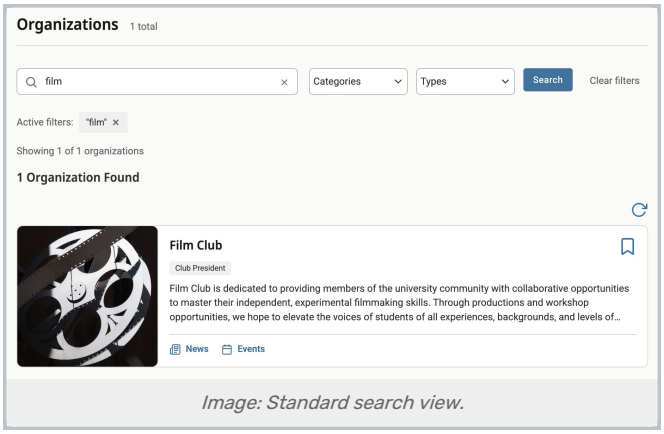

Image: Standard search view.

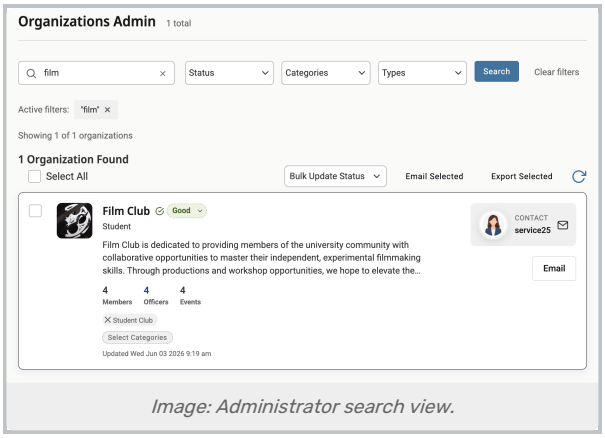

Image: Administrator search view.

Each result shows the organization's image, name, and description, with links to its News and Events. Select the bookmark icon to follow the organization.

Connect25 administrators see an expanded version of this page titled Organizations Admin. Each administrator result also shows the organization's member, officer, and event counts, its status, its categories, its primary contact, and an Email button.

Note: Organization Visibility Categories

In addition to custom organization categories, three system-defined categories can be added to organizations from the **Organizations Admin** search page. These categories will adjust the visibility of an organization:

This content is intended only for licenced CollegeNET Series25 customers. Unauthorized use is prohibited.

- **Connect25 Private** – Organizations with this category are visible only to their members.
- **Connect25 Promoted** – Organizations with this category surface in the Promoted Orgs section on the dashboard.
- **Connect25 Public** – Organizations with this category are visible to non-authenticated users. If not applied, the organization is visible only to authenticated users.

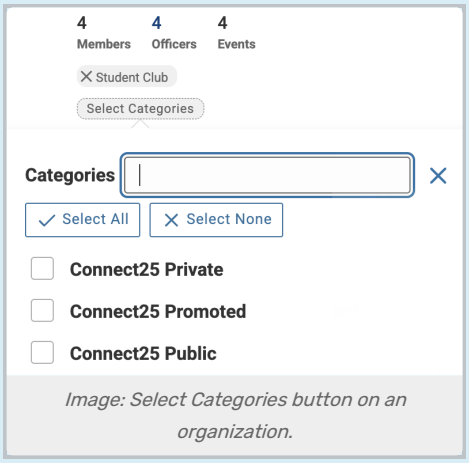

Image: Select Categories button on an organization.

Bulk Editing (Admin only)

Administrators can bulk edit organizations from the Organization Search.

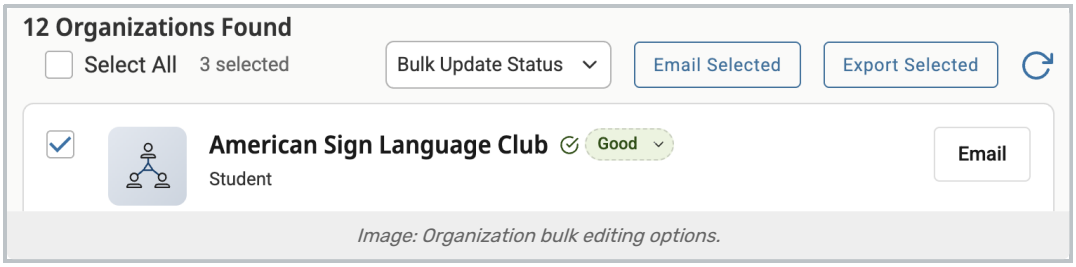

Image: Organization bulk editing options.

Use the checkboxes to select specific organizations, or check the **Select All** box. Next, use the actions at the top of the results:

- **Bulk Update Status** - Change the status of the selected organizations.
- **Email Selected** - Email members of the selected organizations.
- **Export Selected** - Export details for the selected organizations.

Running an Event Search

To run an event search, navigate to **Events** > **Search**. Type a keyword in the search box, and/or choose any filters you want to apply:

- Type of Event - Choose All Events, Attending (events you are registered for), Promoted, or Following.
- Organizations - Select one or more organizations to show only their events.
- Time range - Choose Upcoming (the default), Today, This Week, This Month, Past Events, All Time, or Custom.
  - Past Events shows events from the last three months. This Week and This Month start today and look ahead. To search a specific range, choose Custom, then set both a Start date and an End date. No results appear until both dates are set.

Select **Search** or press Enter. Results are sorted by start date, with the earliest event first.

Each filter you apply appears under **Active filters** as a removable tag. Select the x on a tag to remove that filter, or

This content is intended only for licenced CollegeNET Series25 customers. Unauthorized use is prohibited.

select **Clear filters** to remove all of them.

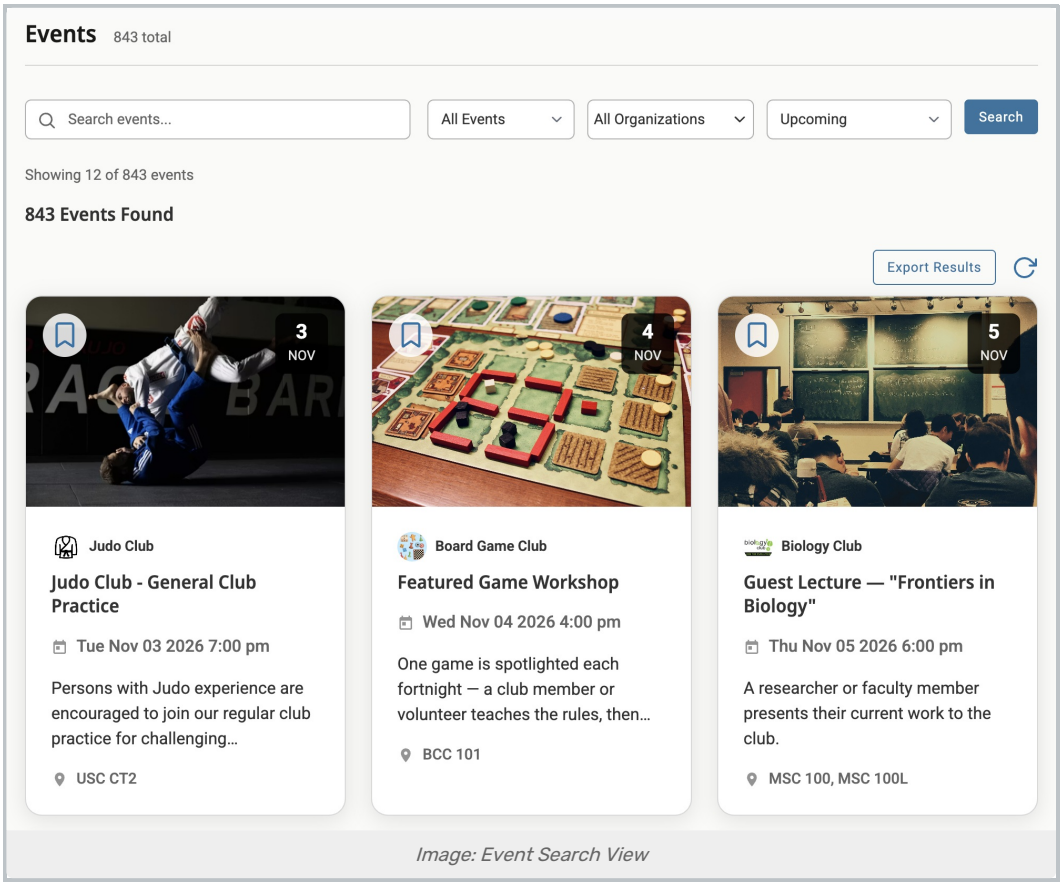

Image: Event Search View

Exporting Event Results

Security Note

To export event search results, users will need **View** Object Security permissions for the **Event Listing - Excel** report in the Group Administration Report Settings.

Select **Export Results**, then choose how to arrange the report:

- **Report Rows Per** - Choose Occurrence (the default) or Event.
- **Group By** - Choose None (the default), Category, Event Type, Hosted By, Organization, or Status.

Select **Export** and the report downloads when it finishes. The search must have at least one result and no more than 1,500. Narrow the search if you see a message that it contains too many items.

Running a User Search

Use User Search to look up Connect25 users across your institution, including their organizations, roles, and the events they have attended.

Security Note

This content is intended only for licenced CollegeNET Series25 customers. Unauthorized use is prohibited.

To run a User Search, your role needs the following permission in the Connect25 Security settings:

- **User Search** = **Read**

To run a user search, navigate to **Users** > **Search**. Enter a name, email address, or internal ID into the text box, and/or choose any filters you want to apply:

- Organizations - Show users who belong to the selected organizations.
- Roles - Show users who hold the selected roles.
- Statuses - Choose All statuses or a specific status:
  - **Active** - The user has a login and it is enabled.
  - **No login** - The user has no Connect25 login.
  - **Login disabled** - The user has a login that is disabled.
- Custom attribute filters - Contact custom attributes. Select and choose a contact custom **Attribute**, **Operator**, and **Value** (if needed). Multiple attributes can be added. Use the **Remove** button to delete a filter.

To list all users, run the search with no filters applied.

Note

When you choose both an organization and a role, a user must hold that role in that organization to match. Users who hold the role in a different organization are not included.

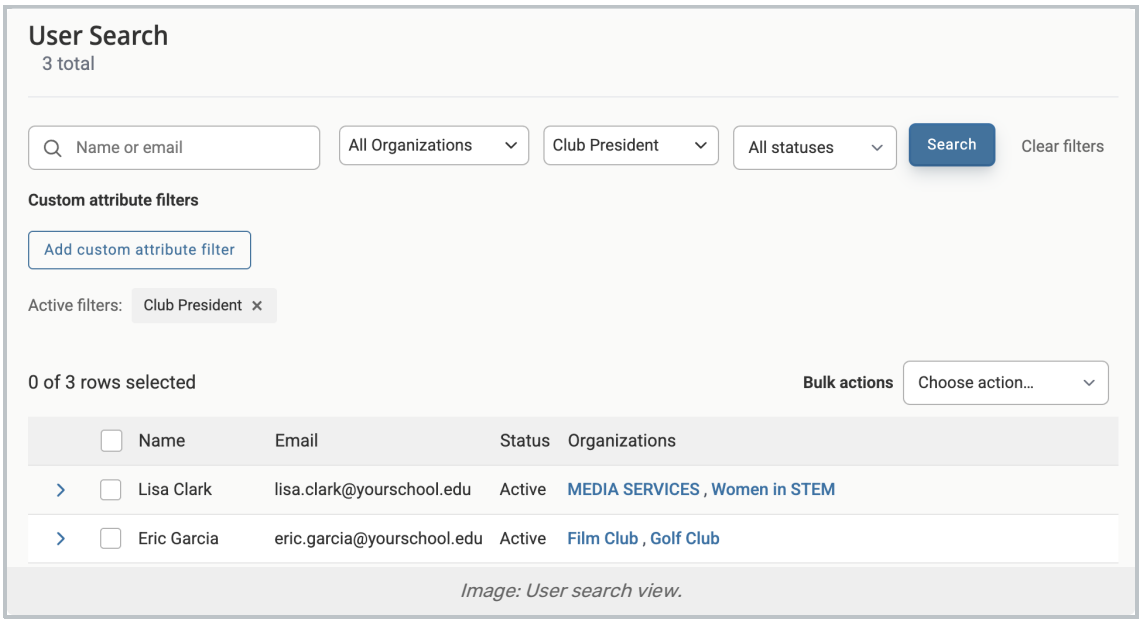

Image: User search view.

The results table lists each user's **Name**, **Email**, **Status**, and **Organizations**, sorted by last name. Select an organization name to open that organization. Select a row to expand it and see more about the user:

- **Contact comment** - Any comment saved on the contact.
- **Organizations** - Each organization the user belongs to, with their roles.

This content is intended only for licenced CollegeNET Series25 customers. Unauthorized use is prohibited.

- **Events attended** - Student Engagement events the user has checked in to, with the event date.

Bulk Editing (Admin only)

Users who have permission bulk edit users will see a checkbox on each row and a Bulk actions menu above the table.

To bulk edit users, select the checkbox next to each user that should be included in the edit. Then, select an action from the **Bulk actions** dropdown menu.

- **Add comment** - Replace the comment on every selected user's contact record with the same new comment.

Warning: Comments Are Replaced

Adding a new comment will overwrite the existing comment for a user. Copy any comment you want to keep before you apply a new one.

- **Email selected** - Open the email panel to write to the selected users. Selected users who have no email address on file are skipped.

Choose **Clear selection** to deselect all selected users.

This content is intended only for licenced CollegeNET Series25 customers. Unauthorized use is prohibited.