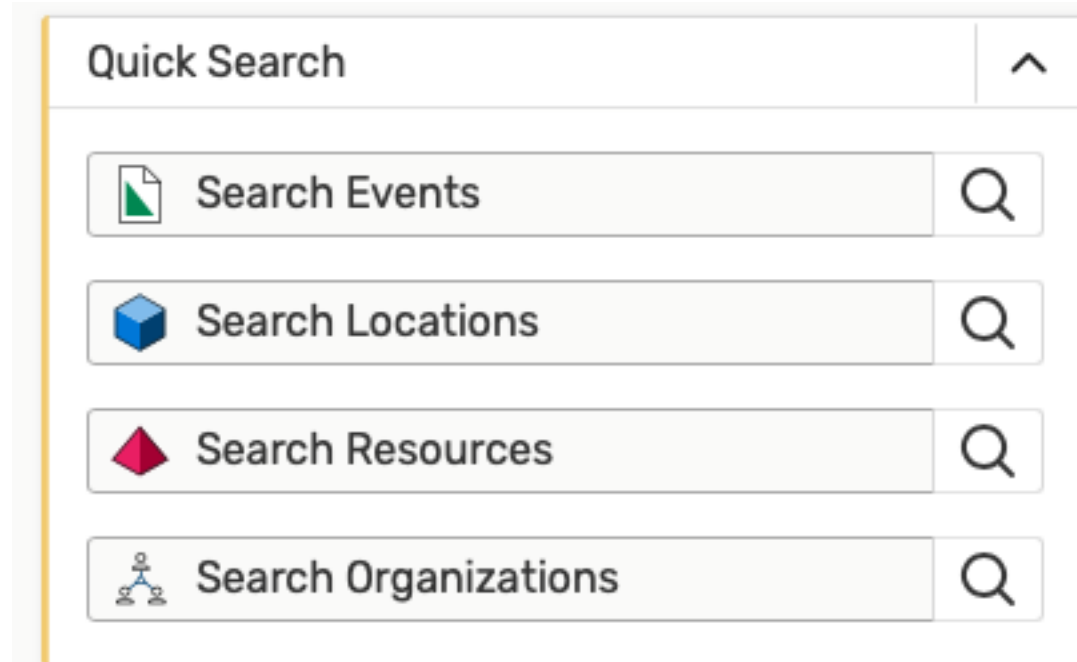


Using the Dashboard Quick Search

Your home dashboard in 25Live features an array of customizable widgets, including Quick Search. This widget allows you to search for events, locations, resources, and organizations.



Type in one or more keywords for the type of object you want to search for and use the search button(s) to continue.

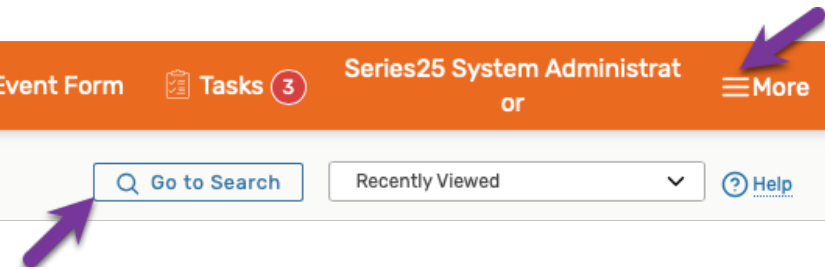
Performing a Keyword Quick Search

1. Click Go to Search button in the top navigation bar.
 - There is also a Search link in the More menu in the top navigation.
2. Choose the search type.
 - Using the dropdown menu, you can choose to search for events, locations, organizations, or tasks
 - If you aren't searching for tasks, enter one or more keywords (Example: TEST)
3. Run the search
 - Hit Enter or Return key to view your search results

Go to Search

Recently Viewed

Help



Select Object: Events | Saved Searches (optional)

Quick Search Advanced

Search Events

Hint! Type :: to use SeriesQL.

- Events
- Locations
- Organizations
- Resources
- Tasks
- Contacts

Reset | Save As | Search

Cabinets + Organizations + Types + Categories + Roles + States +

Select Object: Events | Saved Searches (optional)

Quick Search Advanced

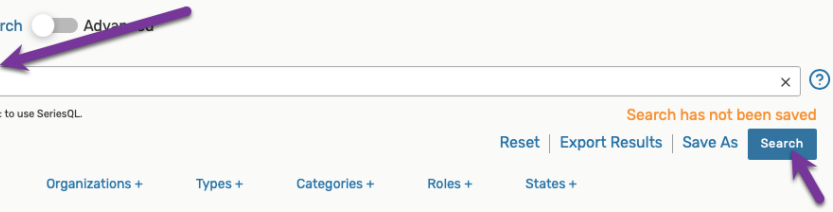
TEST

Hint! Type :: to use SeriesQL.

Search has not been saved

Reset | Export Results | Save As | Search

Cabinets + Organizations + Types + Categories + Roles + States +



List Calendar

All Dates

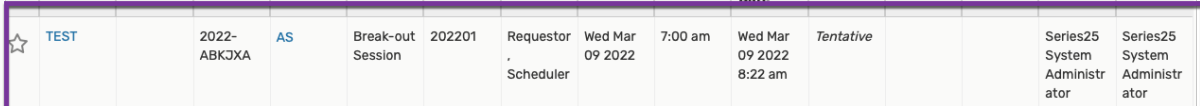
Future Only All Dates

Choose Columns

Help

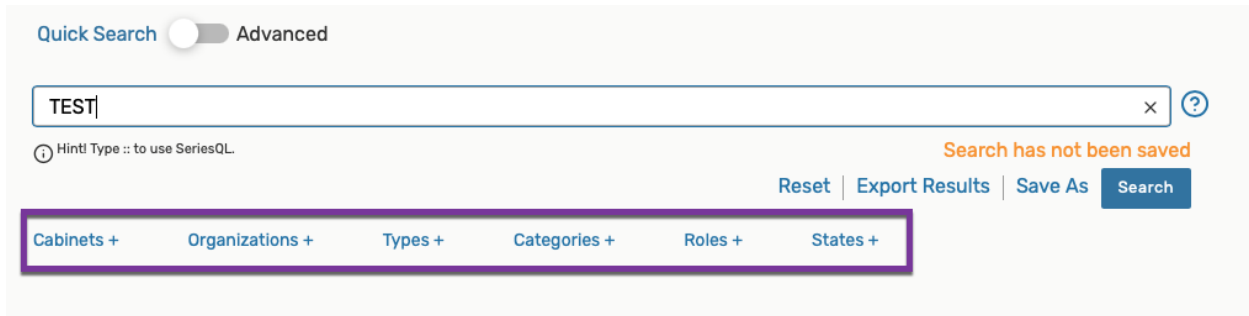
1015 Matching Events

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler	Requestor
☆ TEST		2022-ABKJXA	AS	Break-out Session	202201	Requestor Scheduler	Wed Mar 09 2022	7:00 am	Wed Mar 09 2022 8:22 am	Tentative			Series25 System Administrator	Series25 System Administrator



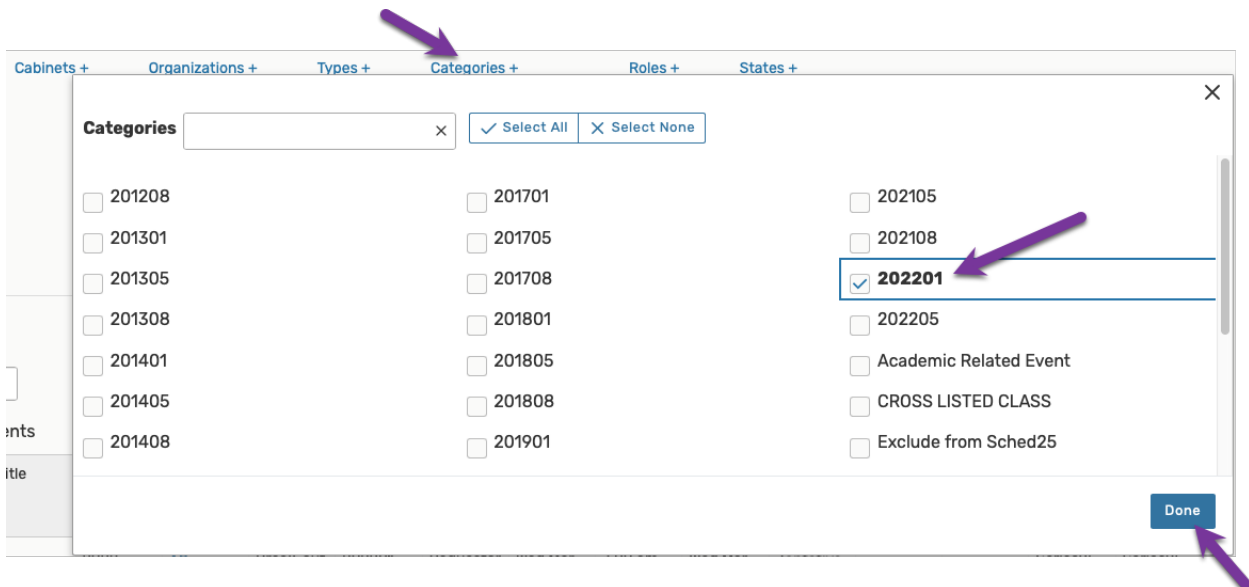
To Add Filters to Searches

1. Click on More Options
 - After typing a keyword(s) into the search field and view the available filter areas
 - Choose a filter area



Example:

Filter the search TEST by Categories being 202201 (Spring 2022) and hit Done.



Tips on Selecting Search Filter

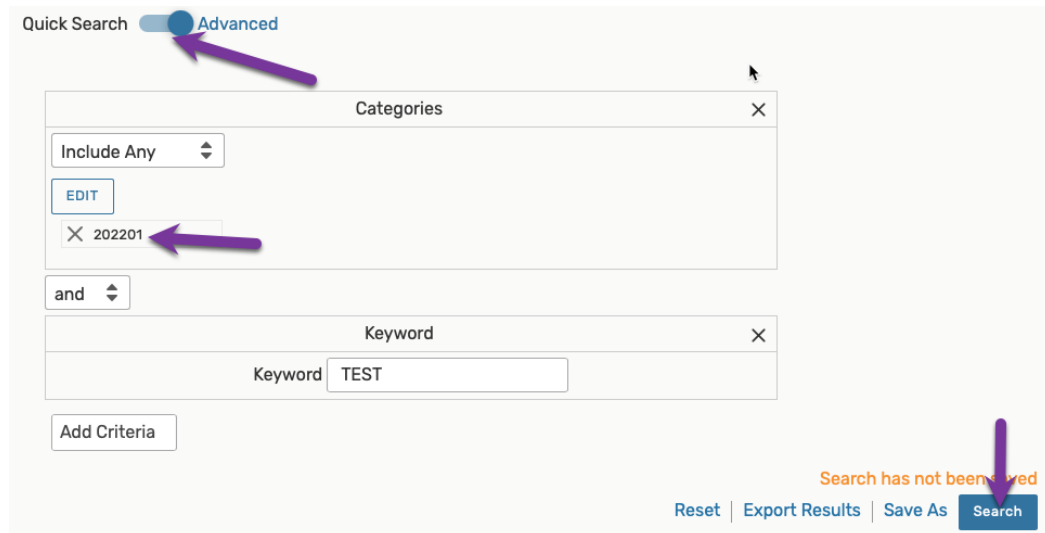
- Selecting too many filters may yield too few results.
 - Some areas provide a dropdown menu
 - Some areas (such as Capacity when searching for Locations) require you to enter values
2. Add other filters or close the display.
 - If you don't wish to add any filters, just use the keyword search and hit Search.

To Perform an Advanced Search

1. Switch to the Advanced Search section.

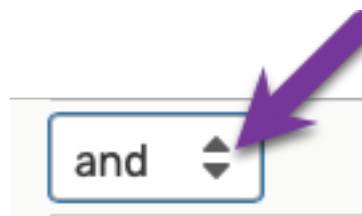


2. Add search criteria and hit search.



3. Use operators if you wish to add more criteria.

- You can adjust each to indicate whether the relationship between each item should be “and” or “or”.



4. Run the search.

- Use the Search button to view results.
- To clear the search, use the Reset link.

