Searching for Events, Locations, and Organizations

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, and organizations.
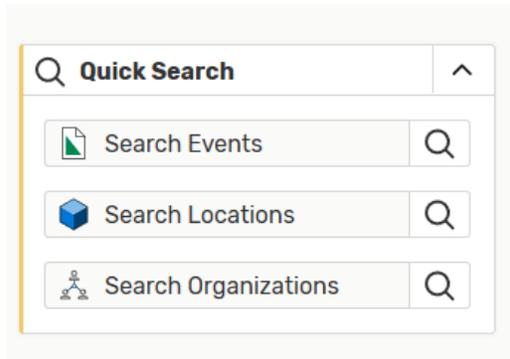

Image: The Quick Search widget on your home dashboard provides a fast way to search for keywords.

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

Performing a Keyword Quick Search

Navigate to the Search section by using the **Go to Search** button in the top navigation bar on every page of 25Live. There is also a **Search** link in the **More** menu in the top navigation. The Search section defaults to the Quick Search mode.

To Perform a Keyword Quick Search

1. Choose the search type.

Using the dropdown menu, you can choose to search for Events, Locations, Organizations, or Tasks.
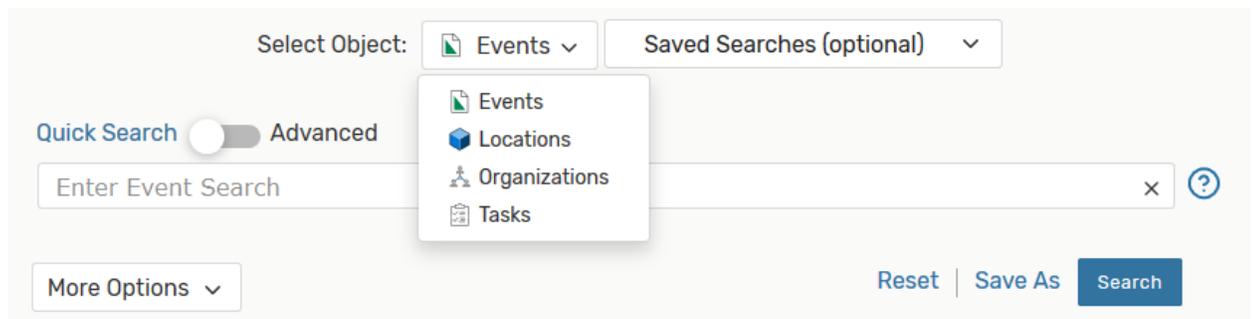

Image: Use the drop-down menu to choose a search area.

2. Enter keywords.

If you're not searching for tasks, enter one or more keywords.

3. Run the search.

Use the **Search** button or your Enter or Return key to view your search results.

Adding Filters with More Options

Just as you did for simple, keyword searches, 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.

To Add Filters to Searches

1. Click on More Options.

After typing keyword(s) into the search field, use the **More Options** button to reveal available filter areas.

2. Choose a filter area.
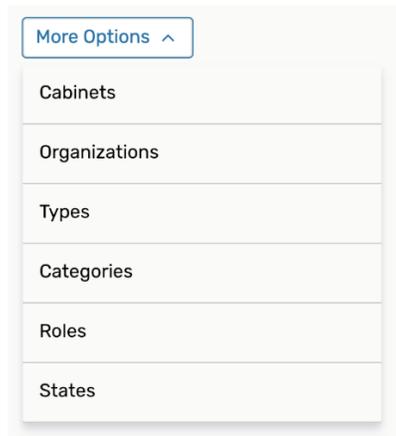
Image: Choose a filter area to reveal available selections.

Each listed filter area is a link you can use to show a list of filter choices.

3. Select filters.

Select as many filters as you need (or use the **Select All** link). Use the **Select None** link if you want to clear your choices.
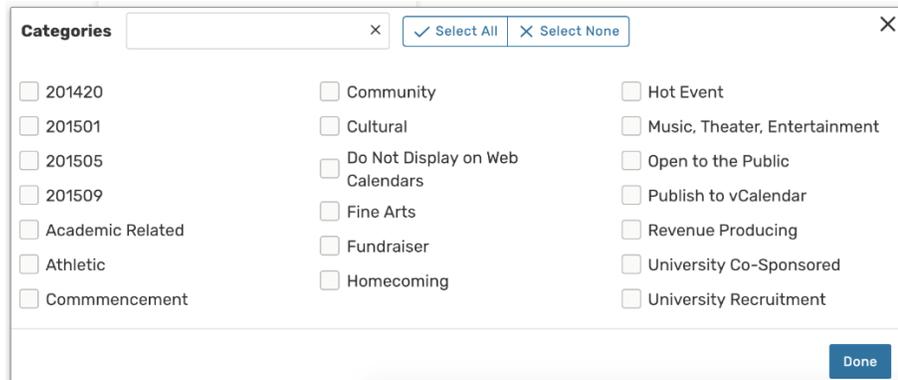
Image: Click on an option name reveals filters you can add to narrow your search.

Tips: Selecting Search Filters

- Selecting too many filters may yield too few results to find what you're looking for. It's best to initially select fewer filters, then add more as needed.
- Some areas provide a drop-down menu and/or an Only Favorites button to narrow filter choices.
- Other areas (such as Capacity when searching for Locations) require you to enter values.

4. Add other filters or close the display.

Close the filter display, and repeat to add more filters from other areas.

5. Run the search.

Use the **Search** button or your Enter or Return key to view your search results.

Using Advanced Search Options

Just as you did for simple, keyword searches, 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.

To Perform an Advanced Search

1. Switch to the Advanced Search section.

Use the **Advanced Search** link to reveal the advanced search area.
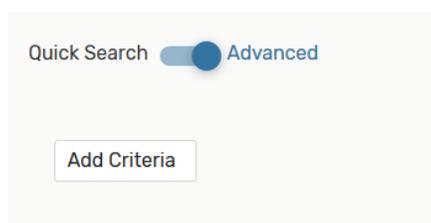
Image: Use the toggle to switch to Advanced Search mode.

2. Add search criteria.

The **Add Criteria** button shows a drop-down menu with the items available to build your search. Add as many criteria as needed.

> **Tip: Don't Add Too Many Criteria**
> Selecting too many criteria may yield too few results to find what you're looking for. It's best to initially select fewer, then add more as needed.

3. Complete options for each criterion.

Check and complete any fields for operators, relationships, or other details in each criterion block you add.
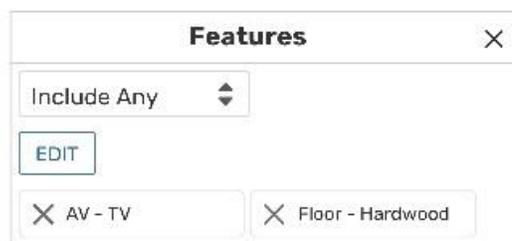
Image: Most criterion blocks have options to complete.

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

There are operators between each criterion block. You can adjust each to indicate whether the relationship between each item should be "and" or "or."
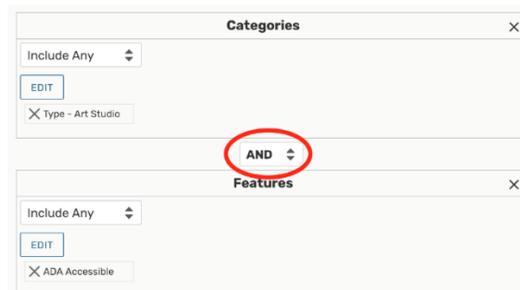

Image: You can adjust the relationship between each block with operators.

5. Run the search.

Use the **Search** button to view search results.

To clear your advanced search, use the X symbol and/or checkmarks to remove criteria, or use the **Reset** link.