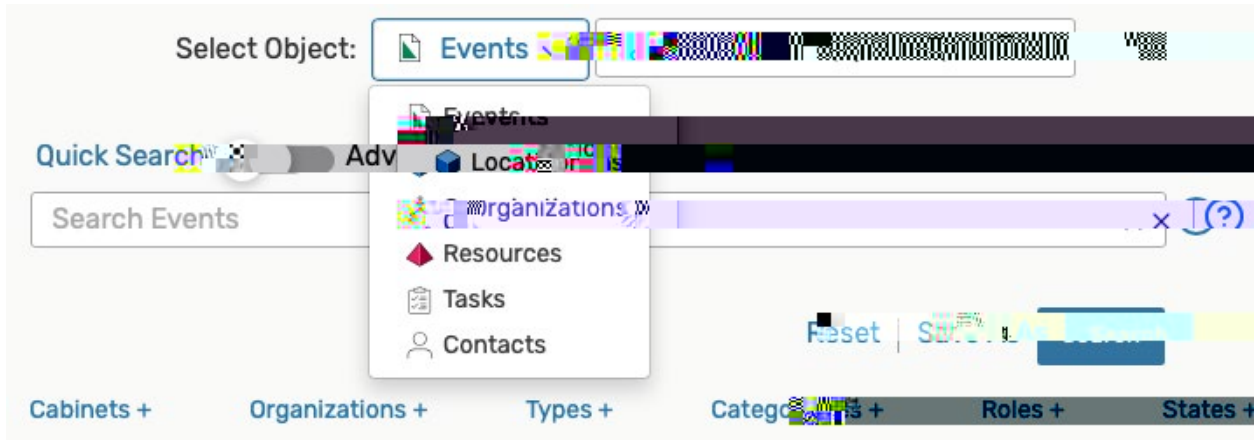




# Quick and Advanced Searches on 25Live

## Using The Dashboard Quick Search

Your home dashboard in 25Live /ArtY/uTcpan /Link <4/MCID 3 f



Note: Predefined Groups for Searches



Pre-Defined Groups are available for quick, convenient searches. These include your starred elements.

## 2. Enter Keywords

You must type a search term at least 2 characters long. For events, locations, organizations, and resources, you can also use the filters below the search bar to narrow the results. When searching for contacts, you can look for the contact's name or email address.

Keyword searches look through:

- *Events* - event name, event title, event reference number
- *Locations* - location name or short name
- *Resources* - resource name
- *Organizations* - organization name
- *Contacts* - contact name and email address



Tip: Searching for Events by Reference Numbers

If you search for a full event reference number in the format of YYYY-XXXXXX (year-identification), the search will take you directly to the event details view.

If you only search for the identification, or end, of the event reference, 25Live will look for an event with the current year + that identification code. If found, you will see the event details view. If there is no event reference with that ID or if there is no event this year with that identification code, you'll see a list of related search results.

### 3. Run the Search

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

## Adding Filters

When searching for events, locations, organizations, and resources, you can add more filters and options to narrow your search.

### 1. Use the Filter Link Menus

After typing keyword(s) into the search field, use the various filter link menus (signified by a filter type and a plus (+) symbol) to reveal available filter areas.





## 2. Select Filter Criteria

Using the linked menu for each filter type, select criteria from the display. Select as many criteria as you need or click the Select All button. Use the Select None button if you want to clear your choices.

Filter by Category

Filter by Capacity

## 4. Run the Search

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

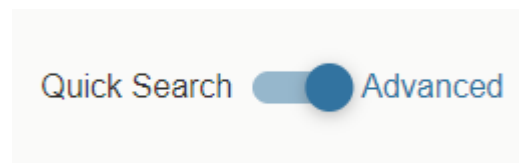
## Using Advanced Search Options

When searching for events, locations, organizations, and resources, you can add more filters and options to narrow your results with an Advanced Search. Contacts search doesn't have this option.

## Steps to Perform and Advances Search

### 1. Switch to the Advanced Search Section

On the Search page, use the Advanced search toggle to reveal the advanced search options .



### 2. Add 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: Using Wildcard (\*) Characters .

[Learn about how wildcard characters can aid](#) your search terms. Wildcards are special characters that can stand in for unknown characters in a text value and are handy for locating multiple items with similar, but not identical data.

You can add the character in multiple ways around or within keywords or partial words:

- Use the wildcard character before the word: \*term
- After : term\*
- Surrounding: \*term\*
- In between parts of terms : first term\*second term

Be careful when using wildcard characters, because you may get many more results than are useful.



Using Relative Create Dates in Event Searches



#### 4. Optionally Use Operators to Add More Criteria

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

Tip: Don't Add Too Many Criteria