

Searching for Events, Locations, Organizations, and Resources

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.

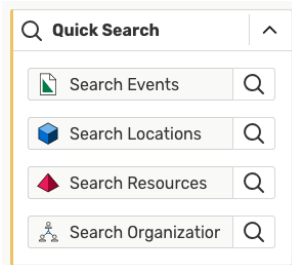


Image: The Quick Search widget on your home dashboard provides a fast way to search for keywords.

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. See [Working with Search Results](#) to learn how to sort, filter, and view multiple columns of results.

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, Resources, or Tasks.

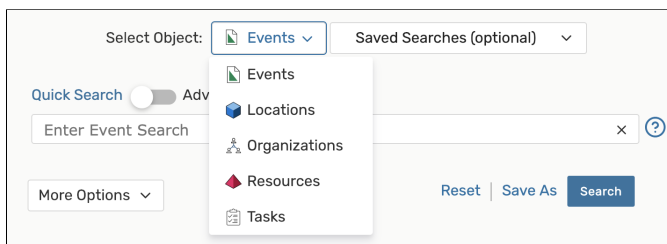


Image: Use the drop-down menu to choose a search area.

2. Enter Keywords

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



Tip: Task Search Information

See the [Searching for Tasks](#) and [Acting on Saved Task Searches](#) topics for more task searching details.

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

25Live Pro Help

Related Topics

- [Working with Search Results](#)
- [Searching for Tasks](#)
- [Saving Searches](#)
- [Using Saved and Shared Searches](#)

1. Use the More Options Menu

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

2. Choose a Filter Area

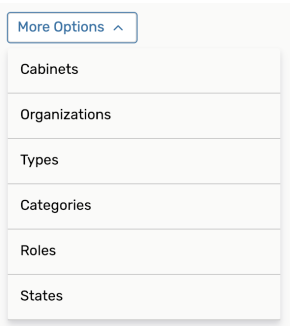


Image: Choose a filter area to reveal available selections.

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.

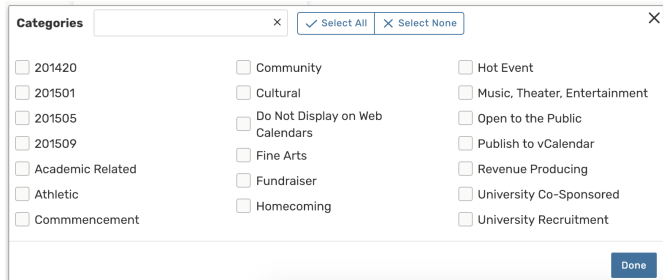


Image: Click on an option name reveals filters you can add to narrow your search.

✓ 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 SeriesQL From Quick Search

See [Using the SeriesQL Search Syntax](#).

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. Optionally Use Operators 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.

The **Save As** link will save your search. See [Saving Searches](#).

For more on what you can do with the results of your search, see [Working with Search Results](#).

Tip: Viewing SeriesSQL Syntax of Advanced Search

You can quickly see what the [SeriesSQL \(the internal search language of 25Live\)](#) syntax of your Advanced search is by toggling back to Quick Search.

Quick Search Advanced

Categories ×

Include Any

AND

Features ×

Include Any

Image: Example of viewing SeriesSQL syntax.

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