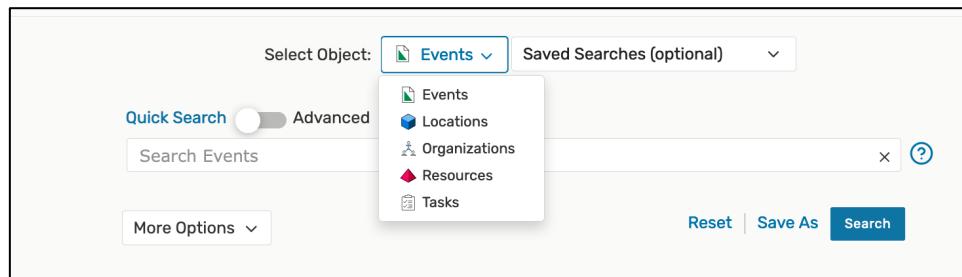


Basic Searches for Events, Locations, Organizations, Resources

[Go to Search](#)

Throughout this training, we have seen or created some basic searches. Searches are not only helpful to located events, locations, tasks, etc. but also are necessary when running many of the available reports in 25Live. Start by clicking **Go to Search** on any page.



Use the dropdown list to select the type of search. Let's start with events. You can add words to the Quick Search keyword field to retrieve a list of events that have the words in either the name or title. Most of the events in the test instance are from classes. Since I entered "economics 2797", the results return any event that has "Economics" and "2797" (case doesn't matter) in the name or title. However, "Economics" and "2797" need to be in one or the other.

A screenshot of the search results for the query "economics 2797". The search bar shows the query. Below it, there are filters for "Organizations +", "Types +", "Categories +", "Roles +", and "States +". The search results are displayed in a table with 42 rows. The columns include Name, Title, Reference, Organization, Type, Start Date, Start Time, Creation Date, State, and Locations. Each row contains a star icon and a link to the event details. The table has a header row with sorting icons for each column.

Predefined public or shared searches may be available. An example of a shared search is "2021 Fall Classes". You can see the count that met the Search Criteria at the top or bottom of the page. At the bottom you can set how many rows are returned per page (up to 100).

The screenshot shows a search interface with the following elements:

- Search Bar:** Quick Search (radio button selected), Advanced.
- Search Term:** 2021 Fall Classes.
- Buttons:** Reset, Export Results, Save, Save As, Search.
- Search Actions:** A dropdown menu.
- List View Buttons:** List (selected), Calendar.
- Date Range:** All Dates, Days: 1, Future Only, All Dates.
- Columns:** Choose Columns.
- Help:** Help icon.
- Results Summary:** 3898 Matching Events.
- Table:** A grid showing event details. One row is highlighted:

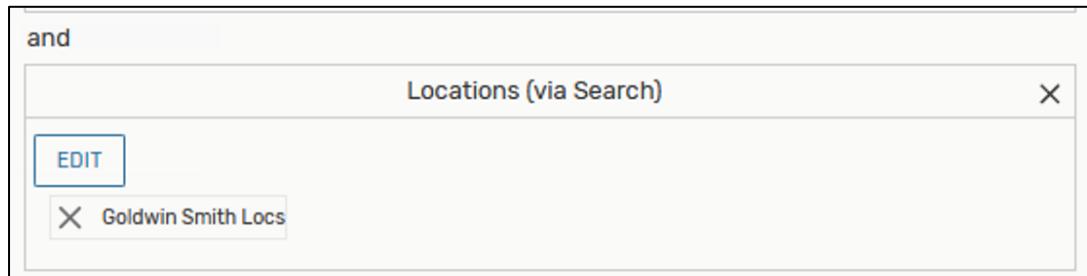
	Name	Title	Reference	Organizations	Type	Start Date	Start Time	Creation Date	State	Locations
★	PAM 5900 003 2797	Spec Topics: Health Admin&Fin	2021-AAJLOB	PAM	Class	Sat Nov 06 2021	10:00 am	Tue Mar 30 2021 12:1 pm	Confirmed	
A	MAF 5270	DEMEA	2021-	MAF	Class	Wed Oct 27	7:30 pm	Tue Mar 30	Confirmed	
- Pagination:** Page 1 of 156, First, Previous, Next, Last, Items per page: 25.

Likely you will want to use this shared search and limit it to a set of classes in a particular location and/or for a particular subject. To do so, add criteria. For example, using the existing 2021 Fall Classes search we could further limit the results to those in Goldwin Smith Hall. Each time a criterion is added, you will want to verify the results.

First, move the slide towards Advanced. The existing criteria are displayed. Click **Add Criteria > Assigned Locations > Locations (Via Search)**; select Goldwin Smith Hall and run the Search.

The screenshot shows the 'Add Criteria' dialog with the following structure:

- Header:** Quick Search (radio button selected), Advanced.
- Search Results:** Cabinets, Cornell University Academic Classes.
- Criteria:**
 - General:** Event Name ends with 2797.
 - Event Types:** Include Any Class.
- Add Criteria:** A button at the bottom left.
- Right Panel:** A sidebar titled 'Add Criteria' with the following sections:
 - Requirements
 - Custom Attribute
 - Occurrence Dates
 - Reservation Definitions
 - Assigned Locations** (selected, indicated by a blue arrow).
 - Specific Locations
 - Locations (Via Search)
 - Missing Location Assignments
 - Assigned Resources
 - Outstanding vCalendar Tasks



The number of events is now 5. How could we limit the search further to show only German Studies classes?

Search for Events in a particular Location for Specified Period

To create a search listing events in a particular location for the next two weeks, start by clicking the **Reset** button; be sure we are searching for Events and the slider is set to Advanced and start by adding a criteria **Assigned Locations > Specific Locations**.

Enter the room of interest, here "gsh142" and select it as the Location.

To limit to the next 14 days, add a criteria for **Occurrence Dates** and enter 14 in the **Until** field.

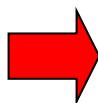
The result should show all events in GSH142 over the next 14 days. (At the moment there is only one event.)

1 Matching Events															
	Name	-	Title	-	Reference	-	Organizations	Type	-	Start Date	Start Time	Creation Date	State	-	Locations
★	Study Rooms booked through CHATTERa		Study Rooms booked through CHATTER		2021-AAJGOK		Office of the University Registrar-PROV	Meeting / Info Session		Mon Feb 08 2021	12:00 am	Mon Feb 22 2021 3:01 pm	Confirmed		(Private), APP302A, APP302ABC, APP302B, APP302C, APP302D

Save the search with a meaningful name. By default, the search is saved as a starred search and will appear in your dropdown list of event searches.

Sharing Searches

To share a search, select Share from the Search Actions dropdown and enter the last name of the Contact with whom you'd like to share, and select the correct Contact (verify by email address)



Note: In general, Shared Searches are *not* automatically updated when the originator changes Criteria. Once you have a Saved Search, it is yours to maintain and edit.

Activity 9A

1. Create and save a search for **events** not confirmed but with location assigned in your area of interest
2. Create and save a list of locations in two buildings
3. Create and save a list of organizations that includes at least five organizations you might typically schedule

Reports and Searches

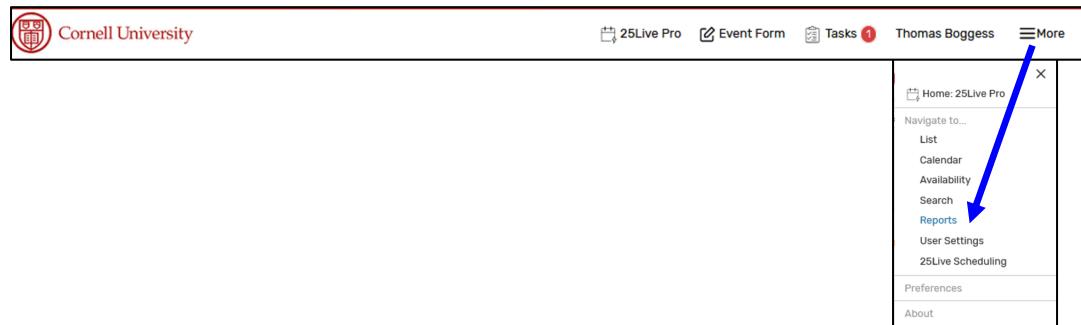
25Live provides a large set of reports which use searches to return data for events, locations, resources, etc. One advantage to using online searches rather than printing reports is the resulting list from the search can serve as a way to open the object (event, location, resource, org, task). One advantage of a report is to print and carry a list for, say, set up, event monitoring, etc. Most reports will require a saved search, which needs to be created prior to running the report. If you write the search after navigating to the report page, you will need to refresh the reports display for it to show up.

Shared searches will be made available as we go forward and as necessary, reports will be updated or built for specific needs.

Time spent on understanding what will be returned by the Search will lead to a more predictable and satisfying report.

Additional training will be provided to walk through existing reports and create searches relevant to your needs.

To run a report, select **More > Reports** from the top right of the 25Live window



To create an event listing report, select **Event Reports** and select **Event Listing – Excel** from the list. Select an existing search and for report delivery, choose **View this report** now.

A screenshot of the "Reports" section of the 25Live software. At the top, there are tabs for "Starred Reports", "Event Reports" (which is underlined in blue, indicating it's selected), "Location Reports", "Resource Reports", and "Other Reports". Below this, a dropdown menu shows "Event Listing - Excel" with a star icon. On the left, there's a "About This Report" panel with a thumbnail of the report and a brief description. On the right, there are two main sections: "Select Report Parameters" and "Report Delivery Options". The "Select Report Parameters" section includes a dropdown for "Event Search" containing "GSH Events Next 7 days (Copy)". The "Report Delivery Options" section has a radio button for "View this report now" which is selected, and two other options for "Email this report to yourself" and "Email this report to...". At the bottom right of this panel is a "Run Report" button.



Choose to either open in Excel or save to your computer.

A	B	C	D	E	F	G	H	
Event Name	Type	Status	Reference #	Organizati	Title	Start Date	End Date	Locations
2 AAS 1100 001 2755	Class	Tentative	2019-AACKQC	AAS	Intro to Asian Am Studies	1/21/2020	5/5/2020	GSH142
3 AAS 2641 202 CS 2755	Class	Tentative	2019-AACNXW	AAS	Race and Modern US History	1/24/2020	5/5/2020	GSH124
4 AAS 2641 203 CS 2755	Class	Tentative	2019-AACNXX	AAS	Race and Modern US History	1/24/2020	5/5/2020	GSH350
5 AEM 3260 001 2755	Class	Tentative	2019-AACSKP	AEM	Cooperative Business Mgmt	1/21/2020	5/5/2020	GSH132
6 AIS 2660 201 CS 2755	Class	Tentative	2019-AACLGJ	AIIS	Unlearning Native Amer Hist	1/24/2020	5/5/2020	GSH348
7 AIS 2660 202 CS 2755	Class	Tentative	2019-AACLGK	AIIS	Unlearning Native Amer Hist	1/24/2020	5/5/2020	GSH350
8 AMST 1101 203 2755	Class	Tentative	2019-AACVRJ	AMST	Intro to American Studies	1/22/2020	5/5/2020	GSHG24
9 AMST 1101 204 2755	Class	Tentative	2019-AACVRK	AMST	Intro to American Studies	1/27/2020	5/5/2020	GSH350
10 AMST 1540 201 CS 2755	Class	Tentative	2019-AACMND	AMST	American Capitalism	1/23/2020	5/5/2020	GSH181
11 AMST 1540 202 CS 2755	Class	Tentative	2019-AACMFN	AMST	American Capitalism	1/23/2020	5/5/2020	GSH181
12 AMST 1540 206 CS 2755	Class	Tentative	2019-AACMIN	AMST	American Capitalism	1/23/2020	5/5/2020	GSH348
13 AMST 1540 207 CS 2755	Class	Tentative	2019-AACML	AMST	American Capitalism	1/23/2020	5/5/2020	GSH348
14 AMST 1540 209 CS 2755	Class	Tentative	2019-AACMNN	AMST	American Capitalism	1/24/2020	5/5/2020	GSHG19
15 AMST 1850 001 CS 2755	Class	Tentative	2019-AACTHQ	AMST	History Manson Murders	1/21/2020	5/5/2020	GSHG76
16 AMST 2000 001 CS 2755	Class	Tentative	2019-AACMPH	AMST	Introduction to Visual Studies	1/21/2020	5/5/2020	GSH132
17 AMST 2000 201 CS 2755	Class	Tentative	2019-AACNKG	AMST	Introduction to Visual Studies	1/22/2020	5/5/2020	GSHG19
18 AMST 2000 202 CS 2755	Class	Tentative	2019-AACNKH	AMST	Introduction to Visual Studies	1/22/2020	5/5/2020	GSHG19
19 AMST 2000 203 CS 2755	Class	Tentative	2019-AACNKJ	AMST	Introduction to Visual Studies	1/23/2020	5/5/2020	GSHG19
20 AMST 2000 204 CS 2755	Class	Tentative	2019-AACNKK	AMST	Introduction to Visual Studies	1/23/2020	5/5/2020	GSHG19
21 AMST 2000 205 CS 2755	Class	Tentative	2019-AACNVL	AMST	Introduction to Visual Studies	1/24/2020	5/5/2020	GSHG19

Activity 9B

1. Create an event listing for locations of your choice.
 - What parameters did you need to provide?
56
2. Run a 7-Day report showing events for a space in your area (or location of interest)