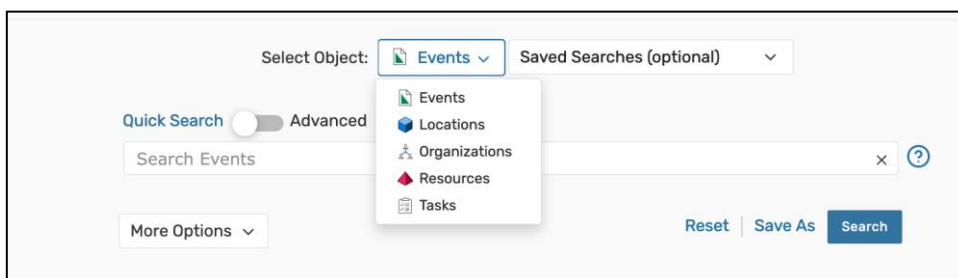## Basic Searches for Events, Locations, Organizations, Resources

🔍 **Go to Search**

Throughout this training, we have seen or created some basic searches. Searches are not only helpful to locate 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.

Feel free to open 25Live and duplicate the steps shown here.

Use the dropdown list to select the type of search. The default is 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. 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.

	Name	Title	Referen ce	Organiz ations	Type	Categori es	Your Role	Start Date	Start Time	Creation Date	State	Locatio ns	Resourc es	Schedul er	Request or
☆	AEM 2600 001 2797	Managerial Economics	2021-AAJZNA	AEM	Class	COMBINED SECTION		Thu Aug 26 2021	9:40 am	Thu Jul 15 2021 5:26 pm	Confirmed			PS-25L Interface	
☆	AEM 2600 002 2797	Managerial Economics	2021-AAJWKT	AEM	Class	COMBINED SECTION		Thu Aug 26 2021	11:25 am	Thu Jul 15 2021 5:26 pm	Confirmed			PS-25L Interface	
☆	AEM 2600 003 2797	Managerial Economics	2021-AAJWMV	AEM	Class	COMBINED SECTION		Thu Aug 26 2021	1:00 pm	Thu Jul 15 2021 5:26 pm	Confirmed			PS-25L Interface	
☆	AEM 2600 004 2797	Managerial Economics	2021-AAJWKR	AEM	Class	COMBINED SECTION		Thu Aug 26 2021	2:45 pm	Thu Jul 15 2021 5:26 pm	Confirmed			PS-25L Interface	
☆	AEM 4100 001 2797	Applied Managerial	2021-AAJWMT	AEM	Class	COMBINED SECTION		Thu Aug 26 2021	11:25 am	Thu Jul 15 2021 5:26	Confirmed			PS-25L Interface	

Predefined public or shared searches may be available. An example of a shared search is "FA21 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).

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, to return the number of classes scheduled in Goldwin Smith Hall in **Fall 2020**, start with a class search for that term (**FA20 Classes**), then 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 your saved search and run the Search.

The number of class events returned is 54. How could you limit the search further to show only Art History classes?

Search for Events in a particular Location for Specified Period

To create a search listing events in a particular location for specified period, 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 Willard Straight 407 - the Memorial Room "wsh407" 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 will show all events in WSH142 over the next 14 days.

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 name of the Contact with whom you'd like to share, and select the correct Contact (verify by email address)
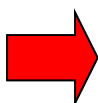
Note: In general, Shared Searches are *not* automatically updated when the originator changes Criteria. Once you have a Saved Search, it is yours to maintain and edit.

Activity 9A

1. Create and save a search for **any events** not confirmed but with a 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 (might include Class Subject organizations)

4. Create a new event search that uses the saved searches create in 2., 3., and 4. (Events held in two buildings by organizations of interest.)

Reports and Searches

25Live provides a large set of reports Many reports use searches to return data for events, locations, resources, etc.

Advantages to using online searches rather than printing reports include the currency of the data (a report is out of date the moment it is run) and the resulting list from the search can serve as a way to open the object (event, location, resource, org, task). Advantages of a report include the ability to carry a list for, say, set up or event monitoring; posting the events happening in a location; and having an spreadsheet[15] to work from and share.

Most reports will require a saved search, which needs to be created prior to running the report. Time spent on understanding what will be returned by the Search will lead to a more predictable and satisfying report.


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

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[15] Not all reports can output spreadsheets and some of the spreadsheet output options may not match your expectations. Testing is key.

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**.
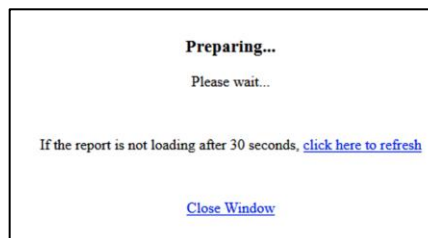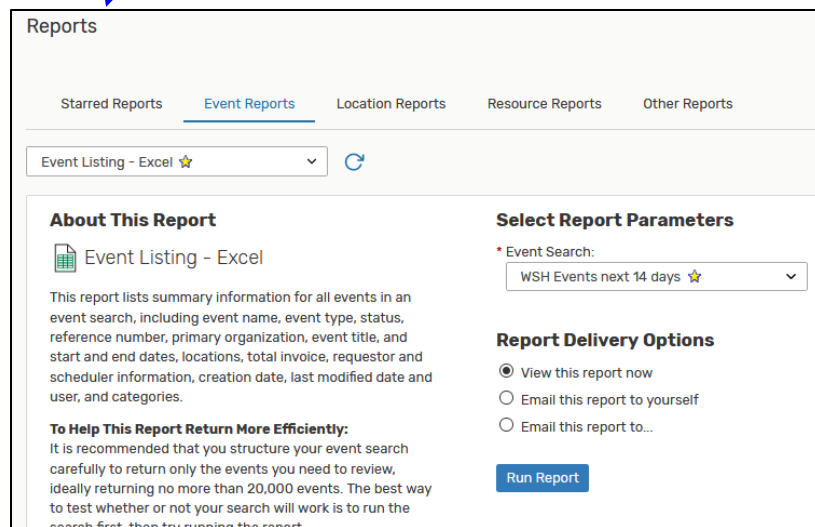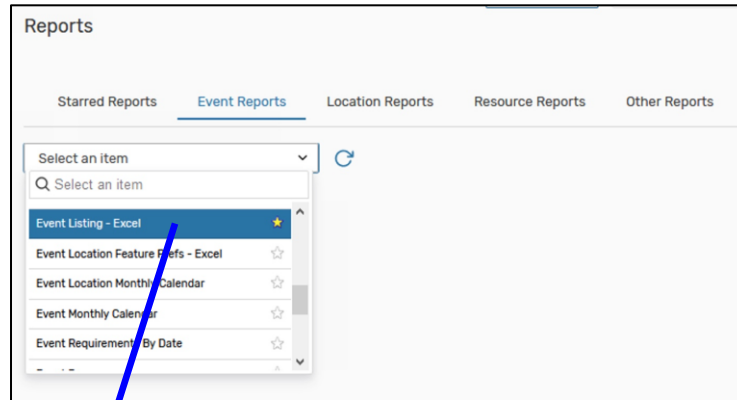
Choose to open in Excel. When the file opens, the following message likely will display. Choose "Yes"
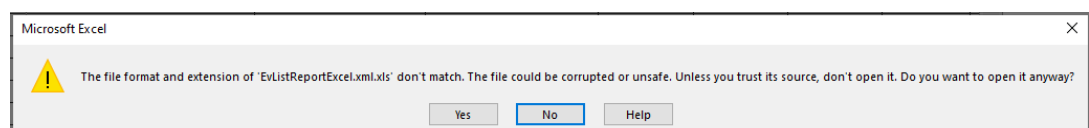
There are two sheets, one listing information with the report and search information, and a second with the data.

Activity 9B

1. Take a look at the reports that are available on the reports page. Pull one up. How might you tell how the report will look when run?

2. Compare a couple of reports.

   a. If you haven't already, create a search that returns events in Willard Straight Hall 407 for the next 14 days (should return 7 events)

   b. Run an Event Listing (Excel) report using the search you created in a.

   c. Run an Academic Term Summary report using the same search.

   d. How many rows are shown in the Event Listing vs the Academic Term Summary reports? Why is there a difference?

3. A report with multiple parameters
   a. Create a location search for just one room (e.g., GSH142) [one row]
   b. Create an event search listing any events happening in the next three months [lots of rows]
   c. Run a 7-Day report for the week of Oct 10 showing events for a space in your area (or location of interest)

4. Create a "Dummy" Event with all ERP Questions marked as "No". How might this be helpful?

5. Log into 25Live PROD so your contact will be ready for your use. Your production security will be updated by early next week.

   https:\\25live.collegenet.com\pro\cornell ← **no 't'** at the end