25Live: Advanced Search

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When searching for an event or for locations, you can use *Pre-Defined Event/Location Searches*, or the *Advanced Event/Location Search* to further narrow and customize your searches.

Pre-Defined Searches

1. Click the "Go to Search" button on the home screen.

Go to search

2. Select the appropriate Object (Locations, Events, Tasks, etc.)

3. The drop-down on the far right will populate with Pre-Defined Searches for that Object type.
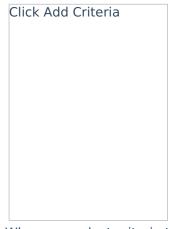
Pre-Defined Searches

4. Choose with search you would like to run.
5. Once the list of events appears, you can further refine the search by date, visible columns, and the calendar view.

Advanced Event Search

1. For an even more customized search, switch from **Quick Search** to **Advanced.**

switch from Quick Search to Advanced

2. Click **Add Criteria** to narrow the search.

Click Add Criteria

3. When you select criteria to define your search, it will appear in the list.

4. You can now edit that criteria to include or exclude certain organizations or event types, for example, and which organizations or events you want to include or exclude.

5. Click **Save As** to save your new search. Give the search a name, decide whether you want the search to be starred, and click **Save** again.

6. Click **Search** to view the search results.

7. Once the list of events appears, you can further refine the search by date, visible columns, and the calendar view.