

Create & Save Searches for Your Department

Search for all Courses and Events:

1. From the home dashboard, click on 
2. Select Object = Events, then click Advanced

Select Object: 

Quick Search Advanced

3. In the Query dialog box, make sure the Conjunction is set to “and” then click the Add Criterion button.

Query

Conjunction

4. From the dropdown menu, select Organizations then Specific Organizations.

Event States



Specific Organizations

Organization Searches

5. In the Specific Organizations box, set the operator to “Include Any: then click the Select Organizations button.

Specific Organizations

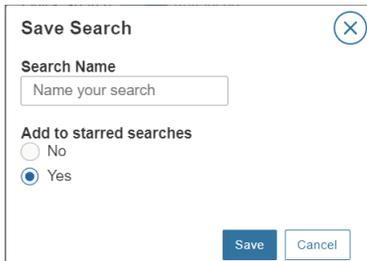
6. Search for and select the desired Organization/s. You may select more than one Org and the search will retrieve events for both orgs at once; or create separate searches for each Org if you prefer to view those lists separately.
7. Click the Search button to view search results. You also have the option to view events that are Recent & Future, Future, or All Dates.

Search has not been saved

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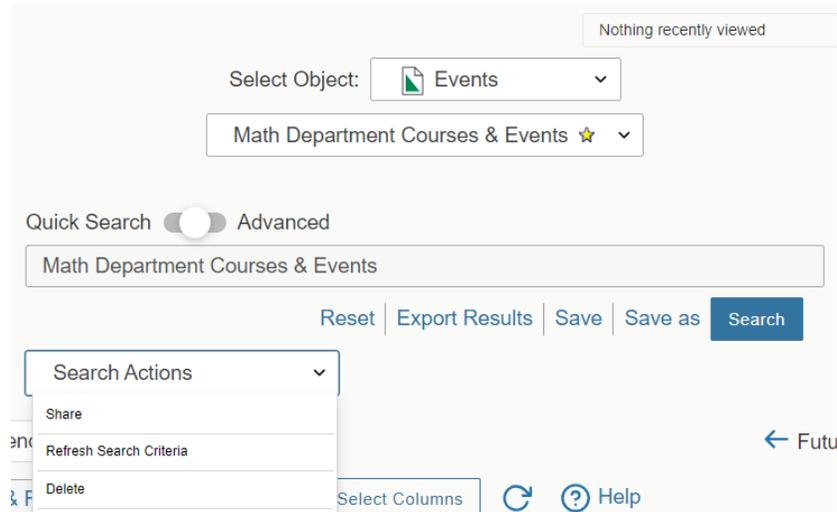
8. Review search results. If the search retrieved desired results, click “Save as”. You will be prompted to name the search. It will save as a starred (favorite) search unless you choose

otherwise. Click the save button when finished.



The image shows a 'Save Search' dialog box with a close button (X) in the top right corner. It contains a 'Search Name' field with the placeholder text 'Name your search'. Below this is a section for 'Add to starred searches' with two radio buttons: 'No' and 'Yes'. The 'Yes' radio button is selected. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

9. The search will display in Your Starred Event Searches on your dashboard and in the Event search dropdown menu!
10. If you wish to share a search with a colleague or department chair, click on the Search Actions dropdown menu and select Share. You will be prompted to select a 25Live contact. Once selected, click the blue Share button. Your colleague will now have a copy of your search to use.



The image shows a search interface. At the top right, it says 'Nothing recently viewed'. Below that is a 'Select Object:' dropdown menu with 'Events' selected. Underneath is another dropdown menu with 'Math Department Courses & Events' selected and a star icon. Below these is a search mode selector with 'Quick Search' selected and 'Advanced' unselected. A search input field contains the text 'Math Department Courses & Events'. To the right of the input field are buttons for 'Reset', 'Export Results', 'Save', 'Save as', and 'Search'. A 'Search Actions' dropdown menu is open, showing options for 'Share', 'Refresh Search Criteria', and 'Delete'. At the bottom right, there are buttons for 'Select Columns', a refresh icon, and a 'Help' button with a question mark icon.

Search for Events only:

1. Follow Steps 1-6 above. **Be sure the Conjunction is set to “and”**.
2. Still in the Query box, click the Add Criterion button again.
3. Click on Cabinets in the dropdown menu.



The image shows a dropdown menu with the following items: 'Folders', 'Cabinets' (with a green cabinet icon), and 'Create Date'.

4. Click the Select Cabinets button and choose Events. Then click Done.

Cabinets

*All Academics (imported) Events
 Academics (manual) Express Events

5. Click the Search button to view search results. Check to see whether you are viewing events that are Recent & Future, Future, or All Dates.

Search has not been saved

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6. Review search results. If the search retrieved desired results, click “Save as”. Name the search (__ Department Events) and decide whether it is starred. Click the save button when finished.

Save Search

Search Name

Add to starred searches
 No
 Yes

7. The search will display in Your Starred Event Searches on your dashboard and in the Event search dropdown menu!

Search for Courses only:

1. Follow instructions to create a search for Events only, but in step 4, select these 2 cabinets instead:

Cabinets

*All Academics (imported) Events
 Academics (manual) Express Events

Most courses are imported from Banner and some courses are created manually by the Registrar’s Office. Selecting both cabinets will capture all of your courses.