25Live: Guide to Creating an Advanced Search

You will start this process by logging into 25Live from the university website using Firefox, Chrome or Safari. For step by step instructions on how to login to 25Live please use this link http://www.csustan.edu/calendar-events and refer to the Training Tools.

From the Home "Dashboard" in 25Live select the “Events” tab.

Select the “Advanced Event Search” Tab.
Click “New Search”.

Click “Add Criteria”
25Live offers numerous options for creating searches. For the purposes of this guide, select “Contacts”.

Click the pencil icon and search for your name. Click on your name when it appears in the “Select From….” field. Once it appears in the “Selected Contacts” field click Done.
Click “Search” to display all event for which you a contact. Note: 25Live will display 10 results per page.

Your results can be viewed in either “List” format:
Or “Calendar” format:

*You can change the Date range for this view by click on the default range (7 days), unchecking the “Enforce a Date Range Interval….” Box, selecting a new range and click “Update Calendar”. 

![Calendar View](image-url)
To save the search for future reference click “Save”.

Name the search and click “Save”. By default 25Live will add this to your starred searches.

Starred searches will appear on your personal “Homepage” “Dashboard”. 
When making changes to your starred searches, be sure to click the refresh button \( \text{refresh} \) in the appropriate field.

This same process can be used to create an “Advanced Location Search”. Simply perform the preceding steps in the “Locations” tab.