

25Live: Guide to Creating an Advanced Search

What is 25Live?

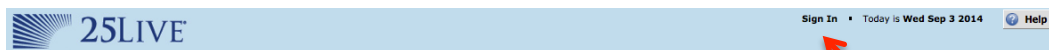
25Live is a web based software tool used to schedule spaces around campus and to manage events. 25Live can be accessed from any computer or tablet.

Mozilla Firefox is the recommended web browser.

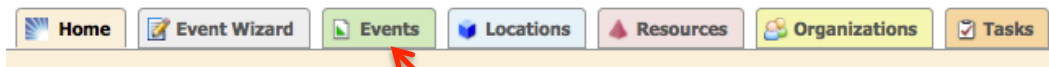
<https://25live.collegenet.com/framingham>

25Live provides users with the ability to create customized event and location searches. These searches can then be configured to appear on a user's homepage. This guide walks through the process of creating an advanced search.

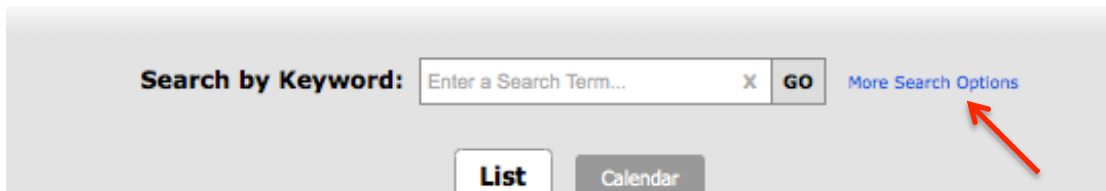
- 1) To sign in to 25Live you will use your current Framingham State credentials that you currently use. "Sign in" is located on the upper right hand corner.



- 2) Select the "Events" tab.

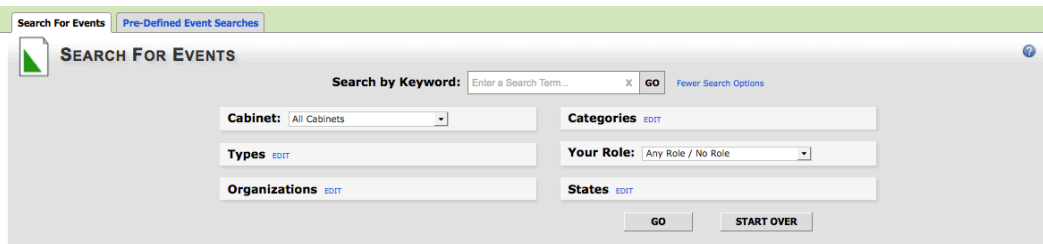


- 3) Select the "More Search Options".



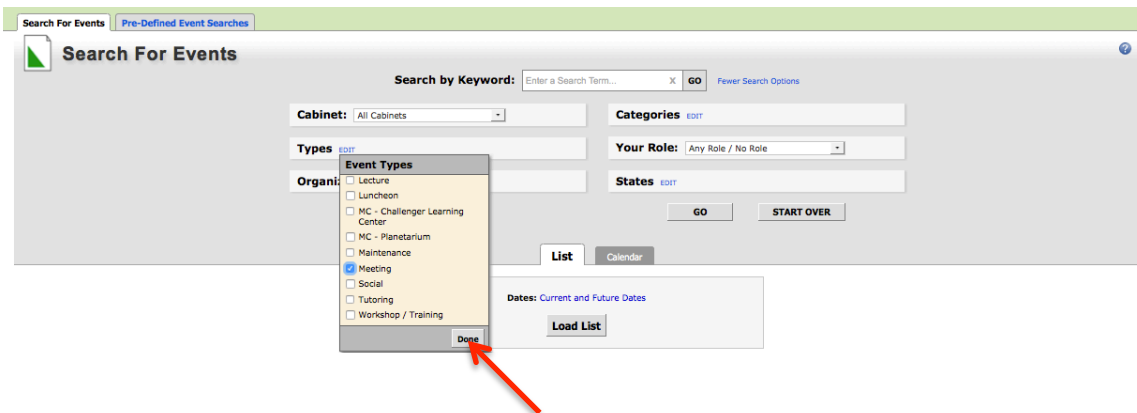
4) You can narrow down your search options by selecting from one or any of the following:

- Cabinet
- Types
- Organizations
- Categories
- Your Role
- States



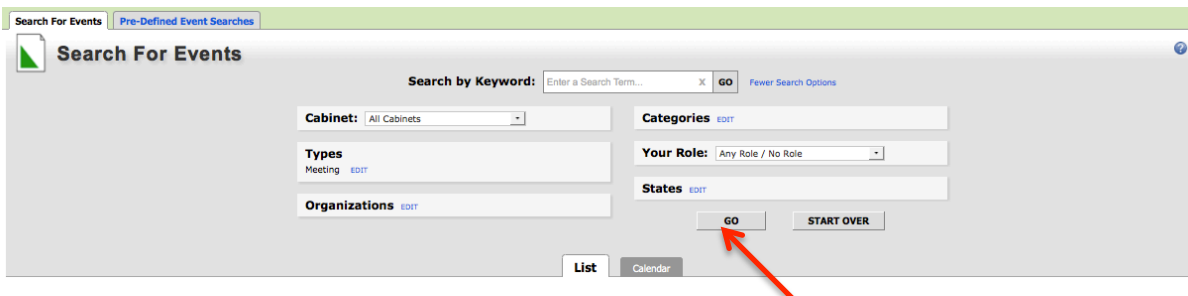
The screenshot shows the 'Search For Events' interface. At the top, there are tabs for 'Search For Events' and 'Pre-Defined Event Searches'. Below the tabs is a search bar with the text 'SEARCH FOR EVENTS' and a search icon. The search bar contains the text 'Search by Keyword: Enter a Search Term...' and a 'GO' button. To the right of the search bar is a link for 'Fewer Search Options'. Below the search bar are several filter fields: 'Cabinet: All Cabinets', 'Categories', 'Types', 'Your Role: Any Role / No Role', 'Organizations', and 'States'. At the bottom of the filter fields are 'GO' and 'START OVER' buttons.

5) After selecting the search options that you would like to see, you will click “Done”.



The screenshot shows the 'Search For Events' interface with the 'Event Types' dropdown menu open. The dropdown menu lists several event types: Lecture, Luncheon, MC - Challenger Learning Center, MC - Planetarium, Maintenance, Meeting (selected), Social, Tutoring, and Workshop / Training. A red arrow points to the 'Done' button at the bottom of the dropdown menu. The background interface shows the search bar and filter fields, with the 'GO' and 'START OVER' buttons visible.

6) Next you will click “GO.”



The screenshot shows the 'Search For Events' interface with the 'GO' button highlighted by a red arrow. The search bar and filter fields are visible, and the 'GO' button is located at the bottom right of the filter fields. The 'START OVER' button is also visible next to it.

7) The events that meet your criteria will appear.

Search For Events

Search by Keyword: X GO Fewer Search Options

Cabinet: Categories: [edit](#)

Types: Meeting [edit](#) Your Role: States: [edit](#)

Organizations: [edit](#) GO START OVER

List Calendar

Dates: Current and Future Dates Choose Visible Columns [Save Search](#) [Refresh](#)

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Creation Date	State	Locations
2015 MERC Conference	2015 MERC Conference	2014-AMBERT	MERC	Meeting	Community Event, Open to the Public		May 08 2015	Nov 25 2014	Confirmed	CC 212
AABOD Meeting		2014-AMAYWV	Development & Alumni Relations Office	Meeting			Nov 18 2014	Jul 25 2014	Confirmed	CC 311
Academic Advising Advisory Group		2014-AMAYXV	CASA	Meeting			Oct 03 2014	Jul 29 2014	Confirmed	AF 112
Academic Affairs Council		2014-AMATXT	Academic Affairs	Meeting			Aug 28 2014	Jul 07 2014	Confirmed	AF 112, CC 311
Academic Affairs Council (Jan-Aug 2015)	Academic Affairs Council (Jan-Aug 2015)	2014-AMBAKU	Academic Affairs	Meeting			Jan 15 2015	Sep 23 2014	Confirmed	CC 311
Accepted Students Day		2014-AMAIWU	Undergraduate Admissions	Meeting			Mar 27 2015	Jun 05 2014	Tentative	AF 003
Accepted Students Day		2014-AMAIWV	Undergraduate Admissions	Meeting			Mar 27 2015	Jun 05 2014	Tentative	CC 309
Accepted Students Day		2014-AMAIWX	Undergraduate Admissions	Meeting			Mar 27 2015	Jun 05 2014	Tentative	(Private)
Accepted Students Day		2014-AMAIWY	Undergraduate Admissions	Meeting			Mar 27 2015	Jun 05 2014	Tentative	DH ALD
Accepted Students Day		2014-AMAIXB	Undergraduate Admissions	Meeting			Mar 27 2015	Jun 05 2014	Tentative	CC 302

Information is current as of Dec 12 2014 8:17am

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Icon Legend Feedback Help Tips: Disable Text Size:

8) You may also “Save Search” for future reference.

Dates: Current and Future Dates Choose Visible Columns [Save Search](#) [Refresh](#)

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