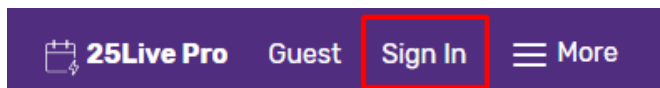


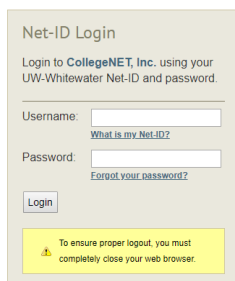
**Note:** Scheduling rooms for courses should still be done through WINS.

## Sign In to 25Live

1. Using a web browser, go to [uww.edu/reserve](http://uww.edu/reserve).
2. Click the Sign In button, located at the top right of the page.



3. Log in using your NetID and password.
4. Read the announcement and click close.

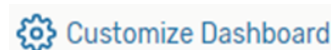


## Home Page (Dashboard)

You can return to the 25Live home page (Dashboard) by clicking the 25Live Pro icon in the upper right corner of the page.



The Dashboard is customizable. To move elements around, hover over the title of an element and the cursor will change to a cross-hair icon. Click on the title of the element, drag, and release. To hide elements or reset the Dashboard, click on Customize Dashboard.



## Quick Search from Dashboard

1. Locate the “Quick Search” box on the Dashboard.
2. Enter a keyword in one of the toolbars.



Click the **Spyglass** icon to search. Your results will display on the search page.

3. Click the appropriate result for details.
4. See [Working with Search Results](#) to learn how to sort, filter, and view multiple columns of results.

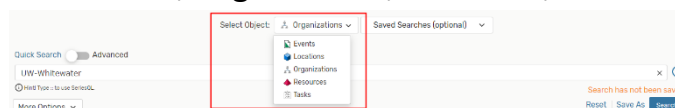
## Favorites

Click the ☆ icon, to the left of a search result, to save that event, location, search, etc. as a favorite. A yellow star indicates saved.

Favorites will be saved on your Dashboard and access by clicking on the name.

## Quick Search from Search Page

1. Navigate to the search page from the Dashboard by clicking on [Go to Search](#)
2. Select the object you wish to search for from the drop-down menu: Event, Location, Organization, Resource, or Task.



3. Locate the “Quick Search” box at the top of the page just below the drop-down.
4. Type your search term.
5. To add filters to the search, click the “More Options” drop-down below the search box to narrow your search.
6. Options differ based on the type of search (Event, Location, etc.) Select as many or as few additional search options as you wish.
7. Hit enter or select Search.
8. [Save searches](#) for later use.



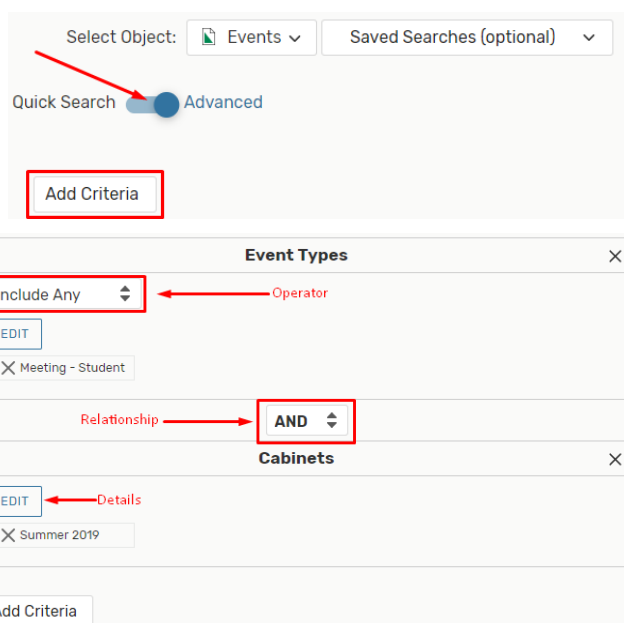
For more information see [Searching For Events, Locations, Organizations, and Resources](#).

## Advanced Search

1. Go to Search [Go to Search](#)
2. Use the toggle to switch from Quick Search to Advanced.
3. Add Criteria, but don't add too many as it may yield too few results. Use the X and ✓ to remove criteria.
4. Check and complete any fields for operators, relationships, or other details in each criterion block you add.
5. Use the Search button to view the results.
6. The Save As link will save your search. See [Saving Searches](#).

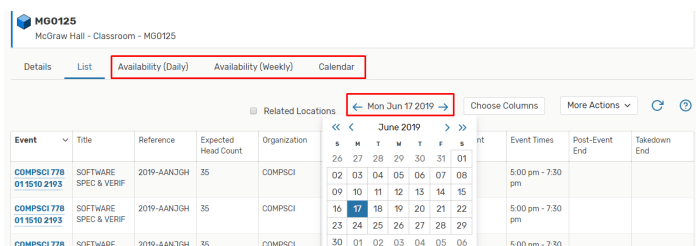
### Note:

Cabinets are academic terms like Summer 2019. For more information, see [Advanced Search](#).



## View Availability Calendar

1. From a search result or starred favorite, click the "Name" of the location to view its availability.
2. Select from the types of availability to show different options: Daily, Weekly, or Calendar. Not all these options are available for every type of search.
3. Click on the date(s) to select/change the range.



## Availability Options

- **Calendar:** Standard calendar view for search results.
- **List:** List view of search results.

Additional information for Location searches:

- **Details:** Lists details about the room including room features, layout, capacity, room approver, etc.
- **Availability (Daily):** See a calendar of dates and times that room is available/booked.
- **Availability (Weekly):** View a calendar of dates/times that room is available over a span of many weeks.

## Additional Help

- 25Live offers an extensive, searchable knowledgebase with articles on many topics. After logging in, [Help](#) click found in the upper right corner of the page.
- For room scheduling help or campus-related questions email [rooms@uww.edu](mailto:rooms@uww.edu).