

Working with User Settings



Security Note

What you can see and do in this application depends on the [security permissions](#) associated with your 25Live user account. If you can't access something you think you should be able to, contact your 25Live Administrator.

In This Article:

- [Editing Your Contact Info](#)
- [Changing Your Password](#)
- [The Display View](#)

Use the **More** menu in the [top navigation bar](#) to access **User Settings** option.

25Live Event Form Tasks Jane Smith More

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User Settings



Security Note: Contact information can only be changed by users with sufficient

permissions.

A security group must have:

Basic: 22.0 *Change 25Live Password* to alter their own password

Administrative: 14.0 *Create, Edit, Copy Contacts* to edit contact details

Basic: 9.0 *View Contacts* to view information on the "Edit Contact Info" tab

Basic: 10.0 *View Tasks List* to view the Tasks Defaults setting

Users without these settings can still edit their own date and time preferences and set dark mode.

Editing Your Contact Info

The **Edit Contact Info** section shows a display of contact fields.

- Complete or change any fields you like. The only required fields are last name and work email address. Fields include:
 - Basic Information: Name, prefix or suffix, title, and internal ID (for your institution's use only)
 - Work Address
 - Home Address (your institution determines if these fields are used)
 - Email (including both work and home email addresses, an optional email signature, and an option to copy yourself on emails sent from within 25Live)
 - Email Signature
- Use the **Save** button to continue.




Tip: The Email Signature Field Allows Formatted Text

Email Signature

FileInsertTableViewFormatTools

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Sent by **Jane Smith** from **25Live!**

Image: The Email Signature field accepts formatting or rich text.

Use the edit icon () to enter an editing mode when adding your **Email Signature**, and use the rich text formatting controls to add color, bold, italics, and other options that are compatible within emails.

Changing Your Password

User Settings

Edit Contact InfoChange PasswordDisplay

New Password:

Confirm New Password:

Passwords may contain only letters, numbers and underscore characters.

Change Password

Image: The Change Password fields can be completed quickly.

- Tap the **Change Password** tab
- Enter your desired password in the **New Password** field
 - Note: Passwords may contain only letters, numbers, and underscore characters.
- Confirm your password in the **Confirm New Password** field
- Select **Change Password** to save your changes

For directions on updating another user's password, please see [Editing a Password in Group Administration](#).

The Display View

Enable Dark Mode

Some users prefer the darker theme to reduce eye strain, use the application in darker environments, save battery power on some devices, or to improve accessibility for users with low vision or light sensitivities.

- To switch to a darker theme, toggle the setting for **Dark Mode** to **Yes**.

Edit Contact Info
Change Password
Display

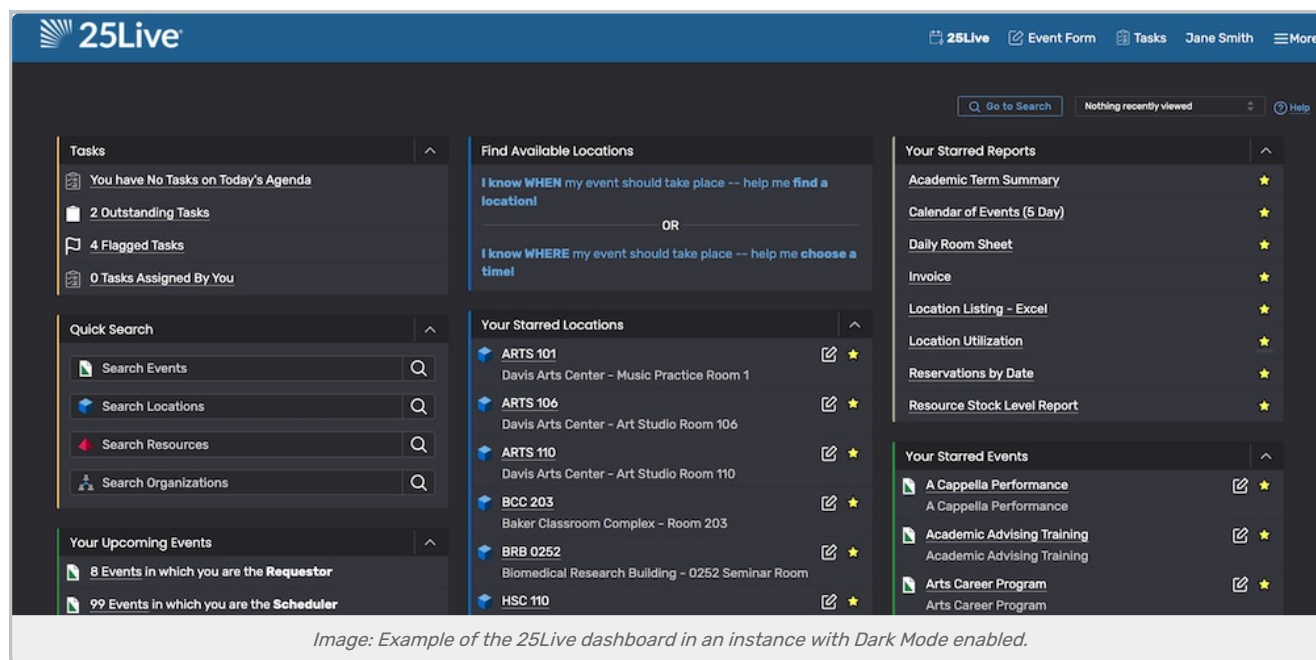
Dark Mode

Enable Dark Mode

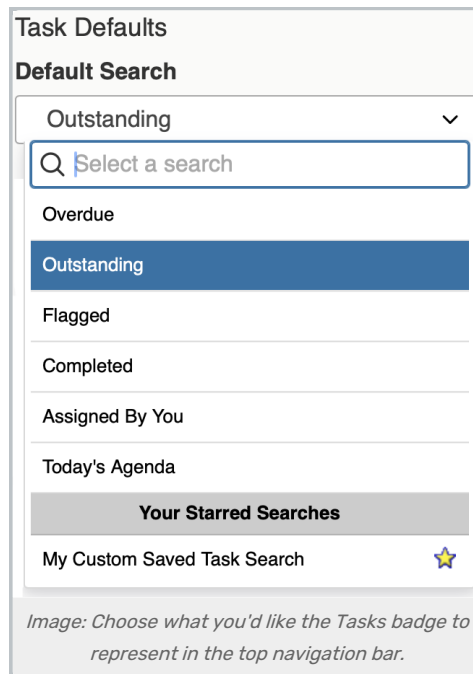
No
☐
Yes

*Image: Switch the Dark Mode toggle to **Yes** to enable it for your user.*

- Save** your changes.



Change Your Task Defaults



The screenshot shows a 'Task Defaults' dropdown menu. At the top, it says 'Default Search'. Below this is a search bar with a magnifying glass icon and the text 'Select a search'. Under the search bar is a list of search categories: 'Overdue', 'Outstanding' (which is highlighted with a blue background), 'Flagged', 'Completed', 'Assigned By You', and 'Today's Agenda'. Below these categories is a section titled 'Your Starred Searches' with a grey background. Under this section is the option 'My Custom Saved Task Search' with a yellow star icon to its right. At the bottom of the dropdown, there is a note: 'Image: Choose what you'd like the Tasks badge to represent in the top navigation bar.'

The **Task Defaults** dropdown selection allows you to set which pre-defined searches you want the badge number on the **Tasks** links in the [top navigation bar](#) to represent, including:

- Overdue
- Outstanding
- Flagged
- Completed
- Assigned By You
- Today's Agenda

You may also select saved, shared Task searches in this dropdown.



Tip: If You Don't See Your Saved, Shared Search

If a newly created saved, shared search does not appear as an option in your Task Defaults dropdown selection, try logging out, then log back in.

If user preference is not set yet, the "Outstanding" task search is used for the badge number. If your user does not have the proper [permissions granted in the Series25 Group Administration](#) tool (9.0 View Tasks List), this section will not appear in your User Settings.

Adjusting Your Date/Time Preferences

Update your user date and time preference in the **Display** tab of the **User Settings**.

Date & Time Preferences

Example Date and Time Display: **Thu Mar 07 2024 11:37 am**

Date Order

☒ Month Day Year
 ☐ Day Month Year
 ☐ Year Month Day

Time Display

☒ 12 hour clock
 ☐ 24 hour clock

Calendar Start Day

Sunday

Calendar Default Weeks

1

Time Zone

Pacific Time, U.S.A. (Pacific), Canada (Pacific & Yukon), Mexico (Baja N.)

Availability View Display Hours

12:00 pm

To:

9:00 pm

Select All Hours

Save Cancel

*Image: Date and Time preferences can be updated in the **Display** tab of the **User Settings**.*

1. Make Selections for Date and Time Display & Calendar Start Day

Complete the Date and Time Display fields to update your current date/time preferences. A helpful date and time example is displayed above the fields that change to reflect your selections, which includes:

- Date Order
- Time Display
- Calendar Start Day - Week start day: This option changes the weekday you want to be displayed first in your calendar views.
 - *Note: This preference does not affect the start day in reports that display calendars.*



Note: Your Date and Time Preferences Are Used in Emails

Your chosen date and time preferences will also be used for the date format in emails sent within the application by your 25Live contact.

2. Adjust Your Time Zone



These Settings Are Only For Your User

Changing your time zone affects only your personal environment for viewing and specifying event times. Your updated preferences won't take effect until you reload your browser.

To set your timezone preference, make a selection from the dropdown menu.

3. Set Your Availability View Display Hours

Update the Availability View Display Hours fields to choose default open and close hours for availability views (such as in Location details and Resource details views). For example, settings of 9:00 am and 5:00 pm specify that grids will show activity from 9:00 AM through 4:59 PM.

4. Confirm and Optionally Reload the Application

Use the **Save** button to save your selections. You may need to reload the application to see changes.