

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.

The screenshot shows a dark blue navigation bar with the following items from left to right: a calendar icon followed by '25Live', a pencil icon followed by 'Event Form', a clipboard icon followed by 'Tasks', the name 'Jane Smith', and a 'More' button with a hamburger menu icon. The 'More' button is circled in red. Below the navigation bar, a dropdown menu is open, listing the following options: 'Home: 25Live', 'Navigate to...' (with a small upward arrow), 'List', 'Calendar', 'Availability', 'Search', 'Meeting Pattern Grid', 'Optimizer Effective Dating', 'Reports', 'Publisher', 'System Settings', and 'User Settings'. The 'User Settings' option is circled in red.



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

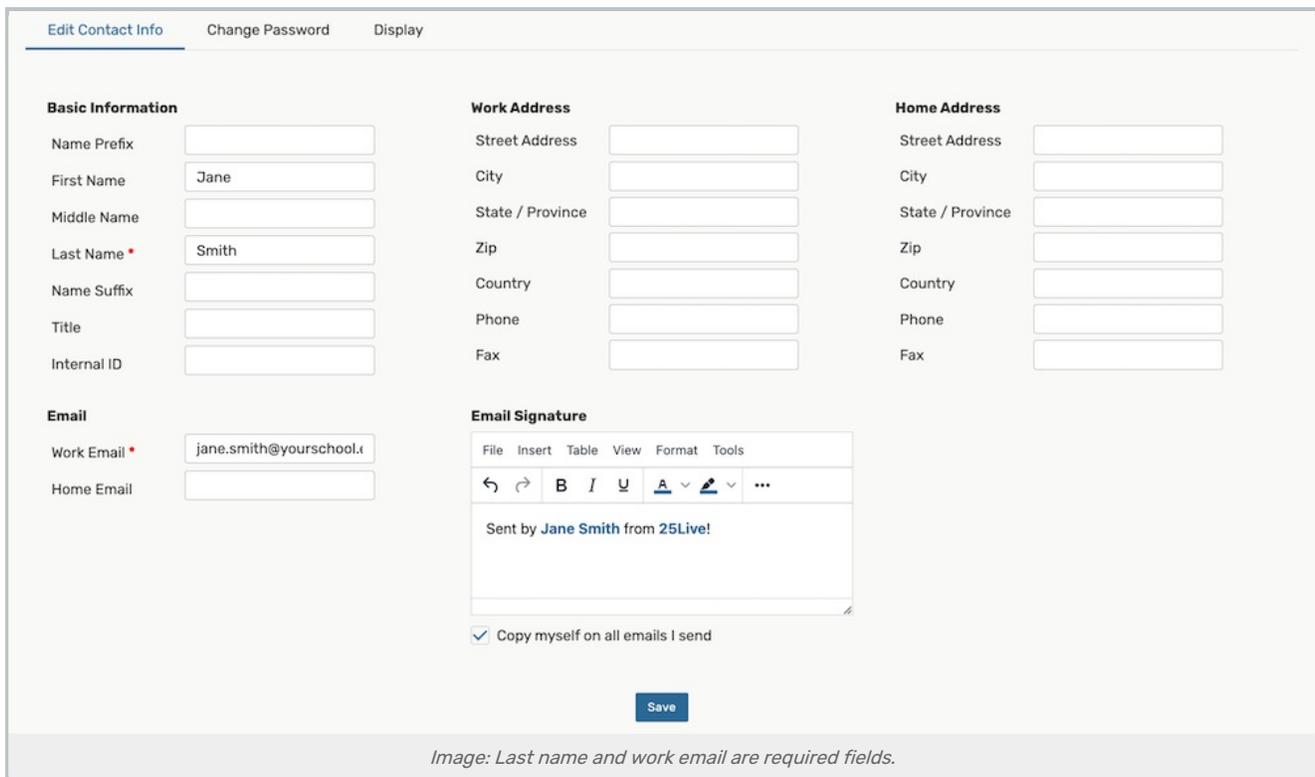
Administrative: 14.0 *Create, Edit, Copy Contacts* to edit contact details

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

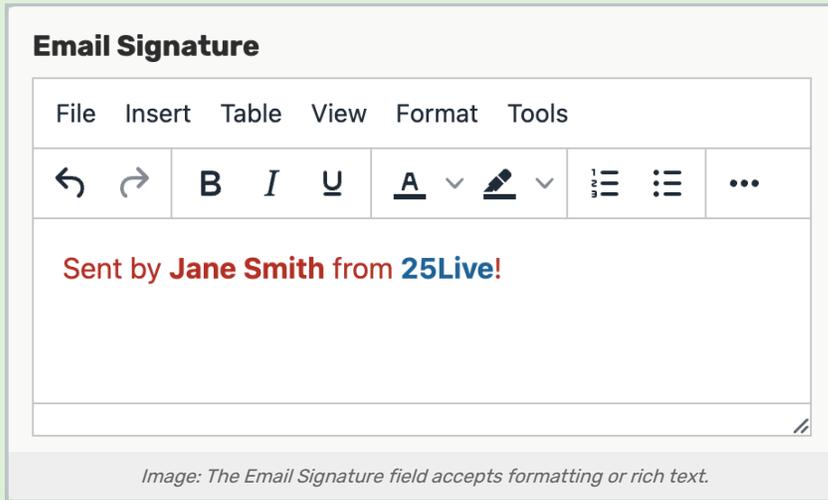


Image: The Email Signature field accepts formatting or rich text.

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

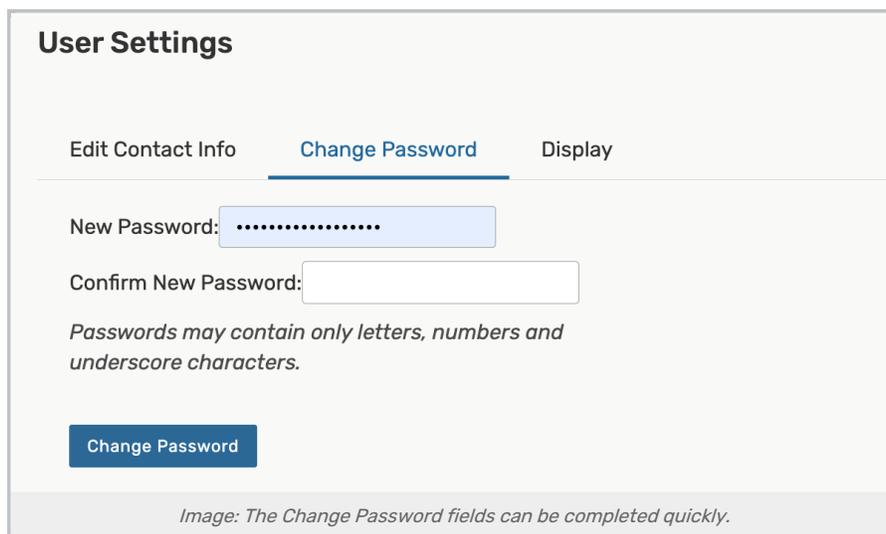


Image: The Change Password fields can be completed quickly.

- 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

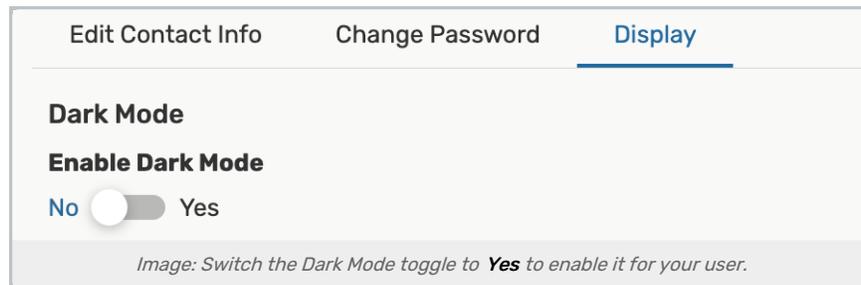
For directions on updating another user's password, please see [Editing a Password in Group Administration](#).

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**.



- **Save** your changes.

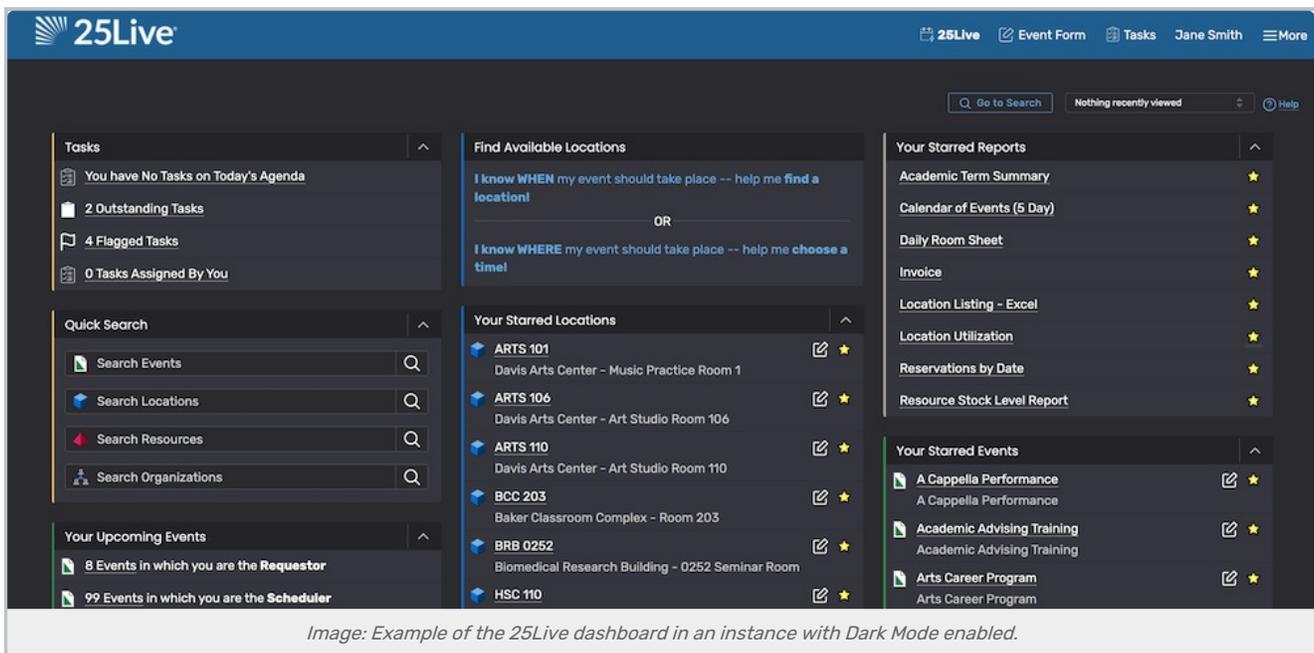
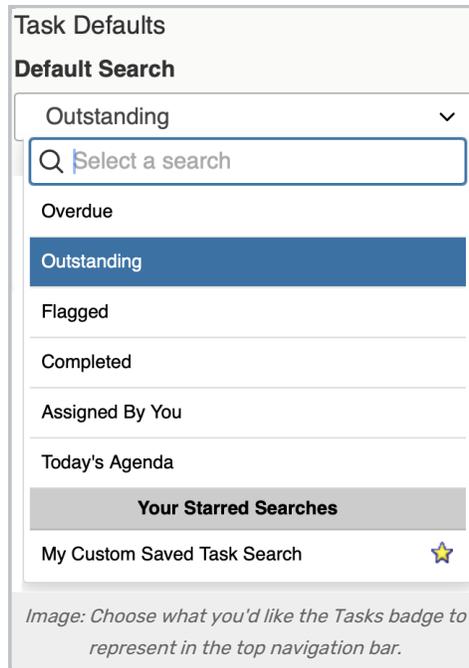


Image: Example of the 25Live dashboard in an instance with Dark Mode enabled.

Change Your Task Defaults



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

*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.