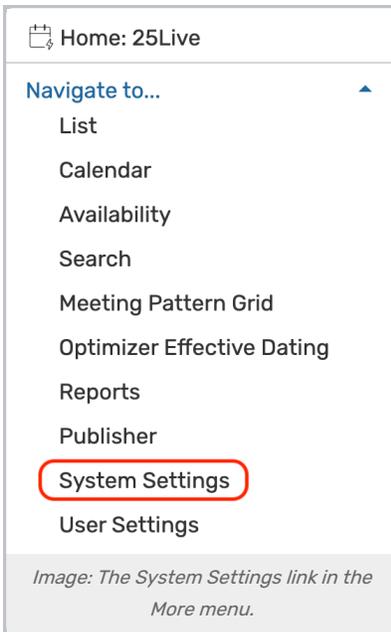
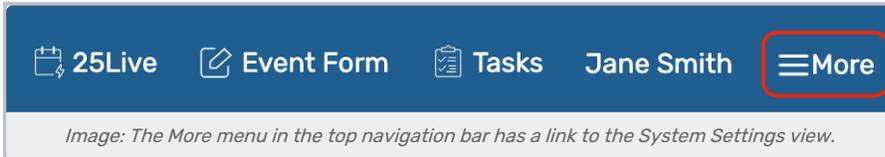


## Date and Time Defaults

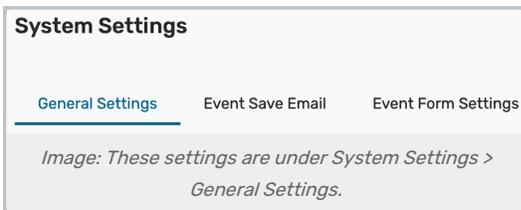
25Live allows you to configure a number of date and time defaults for the application.

### Getting to the General Settings

The **System Settings** section is accessible from the **More** menu in [the top navigation bar](#).



Use the menu link to go to the **General Settings** section.



Use the **Date & Time Defaults** link in the left-side menu to view the section.

### How to Customize Date & Time Defaults

### Date & Time Defaults

Example Date and Time Display: **Tue Mar 05 2024 3:06 pm**

**Date Order**

Month Day Year    Day Month Year    Year Month Day

**Time Display**

12 hour clock    24 hour clock

**Calendar Start Day**

Sunday 

**Default Time Zone**

The default time zone for 25Live cannot be changed here. Contact your Series25 Account Manager for assistance.

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

**Availability View Display Hours**

The default range of hours displayed on Availability views of locations and resources throughout 25Live.

7:00 am

To:

10:00 pm

Select All Hours

Save   Cancel

*Image: Use these options to configure the date and time across the application for all users.*

## 1. Set the Default Date Order

Use this setting to select whether the month, day, or year display first when the full date is shown, according to the conventions of your local area.



**Tip: The Example Date and Time Display Dynamically Changes**

### Date & Time Defaults

Example Date and Time Display: **Tue Jan 16 2024 3:25 pm**

*Image: This example changes to preview your settings.*

The **Example Date and Time Display** above the settings will dynamically change as you change settings to show you how your new setting will appear.

## 2. Select the Time Display Type

Choose whether your institution and instance of 25Live will display time on a 12-hour clock or 24-hour (sometimes referred to as military time).

## 3. Choose the Calendar Start Day

You can set whether calendars across 25Live start the week with Sunday or Monday.

Note: The Default Time Zone Cannot Be Changed Here

Due to the wider effect of changing the time zone across your Series25 applications, that field is not editable and only shown for your information. To change the time zone for your 25Live instance, contact your Account Manager ([series25implementation@collegenet.com](mailto:series25implementation@collegenet.com)).

## 4. Set the Availability Display Hours

This setting is used in Availability grid views of locations and resources. For example, availability might be shown from 8:00 am through 5:00 pm. The **Select All Hours** button will set the times to 12:00 am - 11:59 pm, showing availability all day.

## 5. Save Your Settings

Use the **Save** button to save your choices. The **Cancel** button will remove unsaved changes.