Selecting an Event Configuration

Security Note

To access Master Definitions System Settings views, your 25Live user must have the following security permissions set in <u>Series25 Group Administration</u>: Administrative: 20.0 *Update Event Creation and Editing Configurations* If you would like your permissions changed, contact your 25Live administrator.

Additionally, <u>System Tags</u> can be used to limit availability of configurations to certain groups. If you cannot view or use a configuration you think you should have access to, contact your 25Live Administrator. If you are an admin with appropriate permissions, you may set tags for each configuration in the listing of all configurations in *System Settings > Event Form Settings > Config Settings*.

25Live allows users with administrative security permissions to test and use different Event Form configurations.

How to Select an Event Config

1. Open the Event Form



Open the Event Form using the link in the top navigation bar.

2. Select a Configuration

	Q Go to Search	Nothing recently viewed	\$	(?) Help
Add New Untitled X				
Preview any configuration as an administrator Create-Adm	ninistrators	\$		
Image: The dropdown menu for selecting configurations is at the top of the Event Form.				

Use the dropdown to select the configuration you want to view or test.

3. Optionally Return to Your User's Default Configuration

You may wish to switch back to your own default to avoid later confusion.