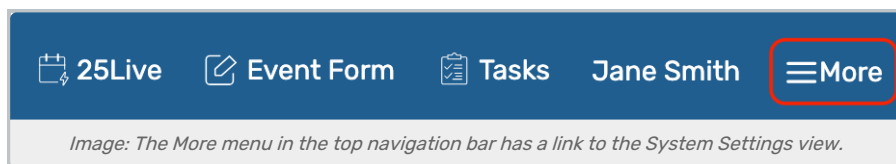# User Defaults

> **Security Note**
>
> Updating the General Settings requires special permissions in Group Administration:
>
> Administrative Options: 32.0 *Edit General Settings in 25Live System Settings* = Yes
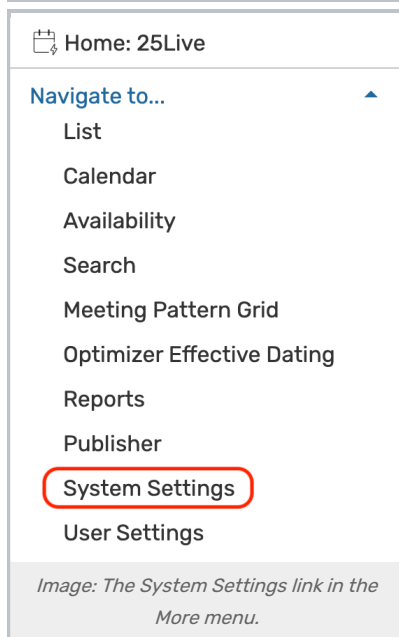
The User Defaults in System Settings include several view options and settings that are applied globally. Many of them can be changed by individual users later, based on their preferences.

Getting to the User Defaults in General Settings

- Navigate to the **System Settings** through he **More** menu in the top navigation bar.
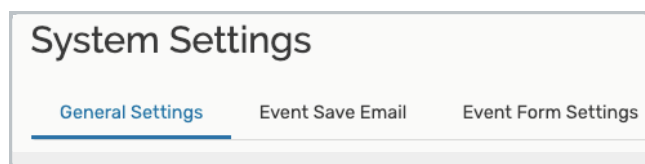

Image: The More menu in the top navigation bar has a link to the System Settings view.

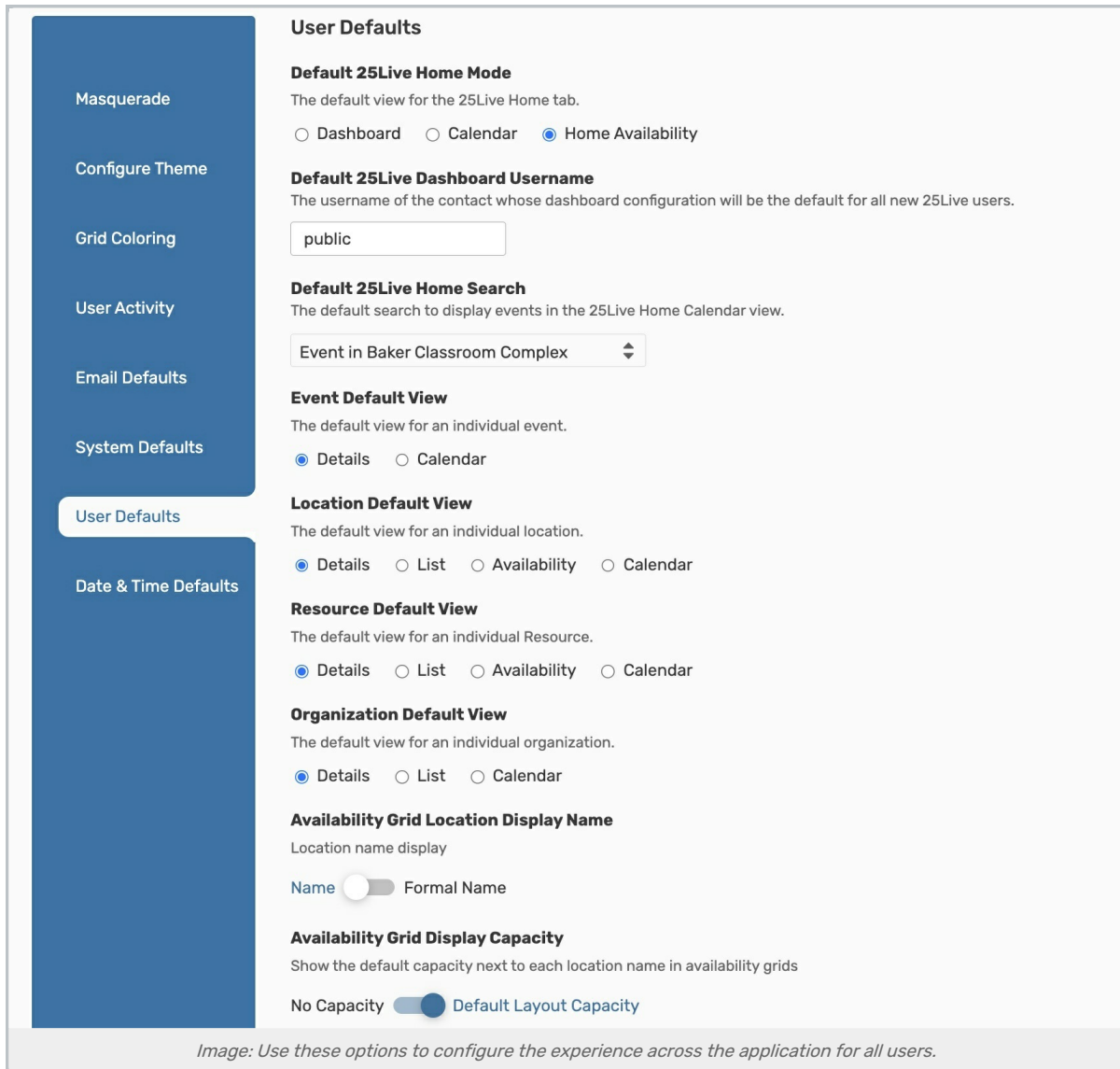*Image: The System Settings link in the More menu.*

- In the System Settings, open the **General Settings** section.

Image: The settings are in the General Settings section of the System Settings.

- Tap the **User Defaults** link in the left-side menu to view the section.

User Defaults Descriptions

User Defaults

Masquerade

Configure Theme

Grid Coloring

User Activity

Email Defaults

System Defaults

User Defaults

Date & Time Defaults

Default 25Live Home Mode
The default view for the 25Live Home tab.
○ Dashboard   ○ Calendar   ● Home Availability

Default 25Live Dashboard Username
The username of the contact whose dashboard configuration will be the default for all new 25Live users.

`public`

Default 25Live Home Search
The default search to display events in the 25Live Home Calendar view.

Event in Baker Classroom Complex   ⇕

Event Default View
The default view for an individual event.
● Details   ○ Calendar

Location Default View
The default view for an individual location.
● Details   ○ List   ○ Availability   ○ Calendar

Resource Default View
The default view for an individual Resource.
● Details   ○ List   ○ Availability   ○ Calendar

Organization Default View
The default view for an individual organization.
● Details   ○ List   ○ Calendar

Availability Grid Location Display Name
Location name display

Name ⬤ Formal Name

Availability Grid Display Capacity
Show the default capacity next to each location name in availability grids

No Capacity ⬤ Default Layout Capacity

Image: Use these options to configure the experience across the application for all users.

- **Default 25Live Home Mode** - The initial view displays in 25Live view, the Dashboard, Calendar, or Home Availability. 25Live users can also specify their preference for their next sign-in session by selecting their preferred Home view before signing out. If your 25Live instance doesn't require authentication, unauthenticated users will see this page when visiting 25Live.

- **Default Dashboard Username** - The username of the user whose custom dashboard configuration will be applied to new users in 25Live. Any dashboard configuration changes made by the default dashboard user also update the user environment of any existing users who have not customized their dashboard. This is also the configuration that a user's dashboard will revert to if they select Customize Dashboard > Reset Dashboard.

- **Default 25Live Home Search** - The default search used for the home calendar view.
- **Event**, **Location**, **Resource**, and **Organization Default Views** - The default view is displayed when opening an individual event, location, resource, or organization.
- **Availability Grid Location Display Name** - Determines whether location availability views show location formal or short names.
- **Availability Grid Display Capacity** - Determines whether location availability views show the default layout capacity in parenthesis beside the location name.

Show the default capacity next to each location name in availability grids

No Capacity ⬤ Default Layout Capacity

Pricing Mode
Select the default pricing mode for events

Standard ⬤ Payment
☐ Convert an event's Standard Pricing to an invoice when changing to Payment Mode by default

Set AI Feature Access
Turns on AI Express Scheduling.

Off ⬤ On

[Save] [Cancel]

Image: Pricing Mode has an additional option described below.

- **Pricing Mode** - Sets the default pricing mode on event Pricing tabs to Standard or Payment mode.
  - **If your institution has not used pricing in 25Live before, choose the Payment mode.**
  - If your institution uses Freshbooks integration for payments, use **Standard** mode.
  - Checking the **Convert an event's Standard Pricing to an invoice...** checkbox will ask the user when toggling to Payment Mode a yes/no option to convert existing standard pricing to a single invoice. If yes, an invoice will be created, bringing over any existing adjustments from Standard.
- **Set AI Feature Access** - Turns on options for the AI chatbot, now used in Express Scheduling

After making changes to any of these settings, be sure to **Save**.