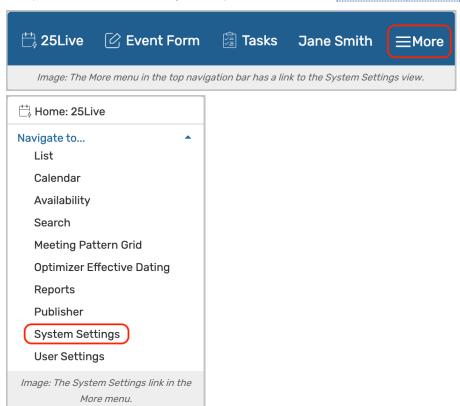
User Defaults

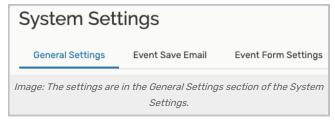
25Live allows you to configure a number of user defaults for the application.

Getting to the General Settings

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



In the System Settings, open the General Settings section.



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

How to Customize User Defaults

	User Defaults
	Default Pro Home Mode
Masquerade	The default view for the Pro Home tab.
	 ○ Dashboard ○ Calendar ● Home Availability
Configure Theme	Default Pro Dashboard Username The username of the contact whose dashboard configuration will be the default for all new 25Live Pro users.
Grid Coloring	public
User Activity	Default Pro Home Search The default search to display events in the 25Live Pro Home Calendar view.
	Event in Exam Study Rooms
Email Defaults	Event Default View
System Defaults	The default view for an individual event.
	Details
User Defaults	Location Default View
Oser Deladits	The default view for an individual location.
B. L. A. W. C. B. C. C.	● Details ○ List ○ Availability ○ Calendar
Date & Time Defaults	Resource Default View
	The default view for an individual Resource.
	Details
	Organization Default View
	The default view for an individual organization.
	Details
	Save Cancel
Image: 0	Use these options to configure the experience across the application for all users.

1. Set the Default Home Mode

The initial view displays for the default 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.

2. Add a 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.

3. Select the Event, Location, Resource, and Organization Default View

The default view displays when opening an individual event, location, resource, or organization.

4. Save Your Selections		
Use the Save button to save your choices. The Cancel button will remove unsaved changes.		