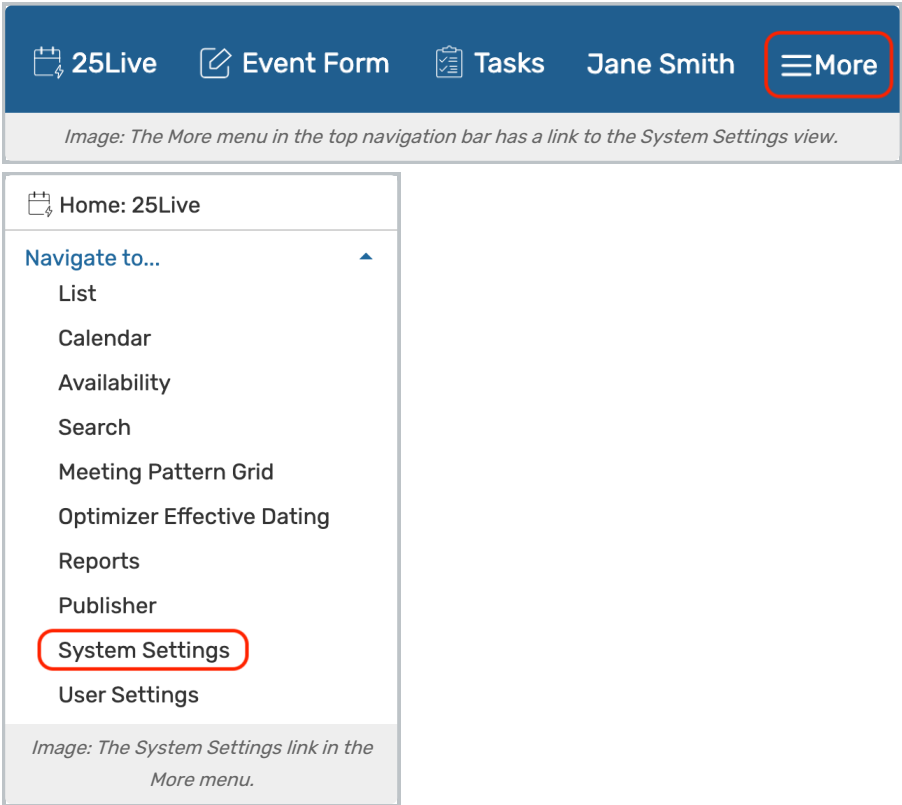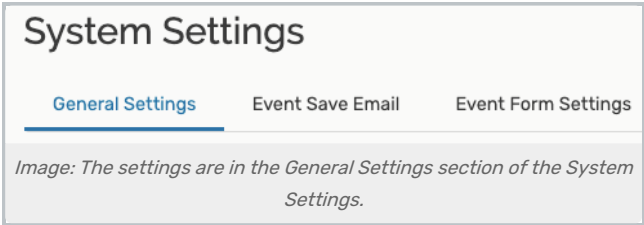# User Defaults

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

Getting to the General Settings

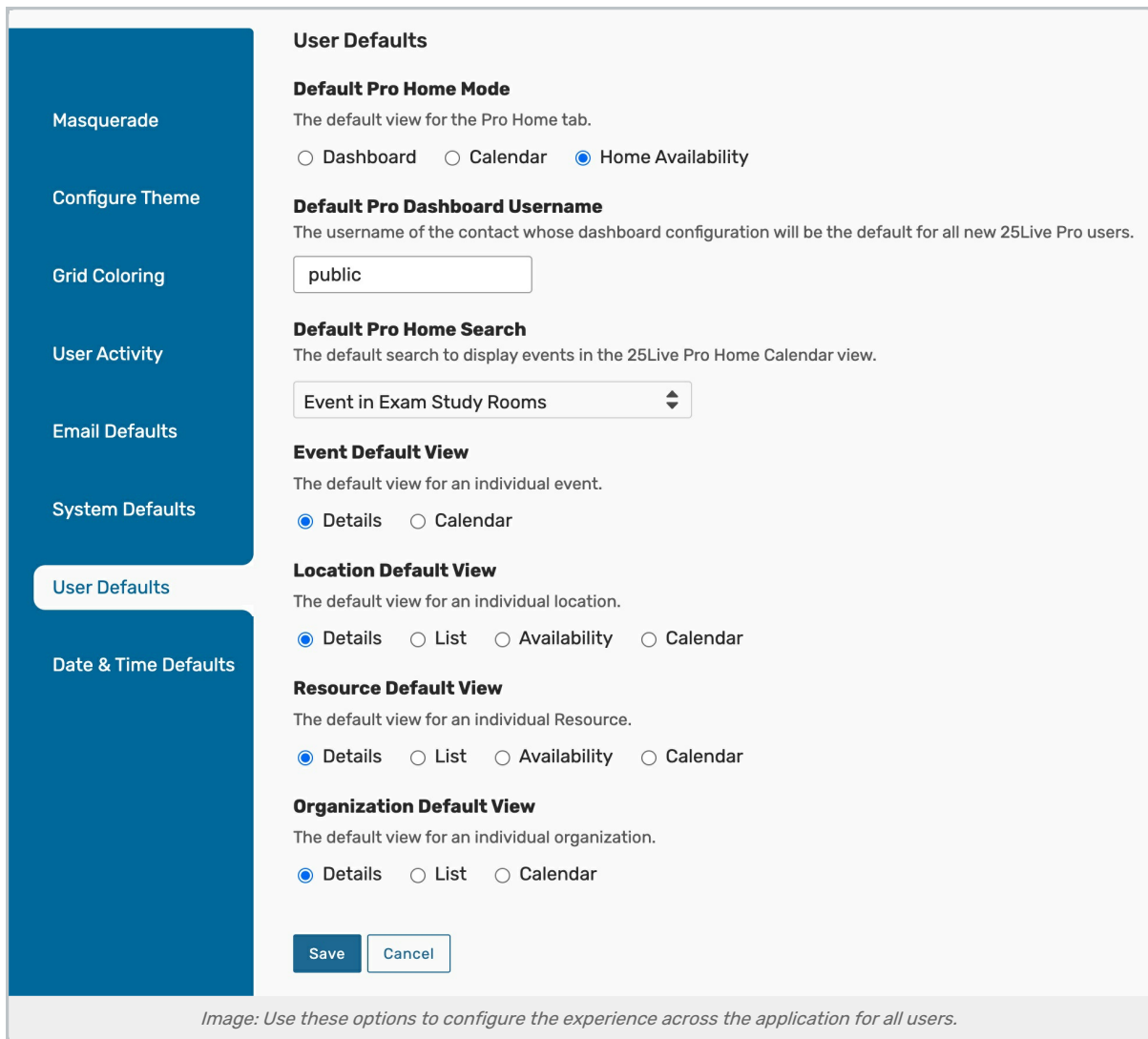Navigate to the **System Settings** through he **More** menu in the top navigation bar.

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.

How to Customize User Defaults

Image: 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.