Configuring Publisher Settings

The 25Live Publisher is a tool that uses 25Live data to populate calendars that can then be customized to fit the functional and aesthetic needs of your institution.

These 25Live System Settings Publisher settings include the ability to set some system-wide defaults.

For more on using 25Live Publisher, see:

- Using Publisher Within 25Live
- 25Live Publisher Overview (includes third party application settings)

How to Complete Publisher Settings



Adjustments to these settings will be applied to newly published calendars. Settings will not be applied retroactively to existing calendars.

1. Go to the System Settings View, and Access General Settings

The System Settings section is accessible from the More menu in the top navigation bar.

🛱 25Live 🕜 Event Form	🖄 Tasks	Jane Smith	■More
Image: The More menu in the top nav	igation bar has a lir	nk to the System Sett	tings view.
Home: 25Live			
Navigate to List Calendar			
Availability			
Search			
Meeting Pattern Grid			
Optimizer Effective Dating			
Reports			
Publisher			
System Settings			
User Settings			
Image: The System Settings link in the More menu.			

Within the the System Settings view, open the Publisher Settings section.

System Settings			
Search Settings Pricing Settings		Publisher Settings	
Image: Find the Publisher settings link in System Settings.			

2. Set Default Publisher Display Options

These feed options determine the display in the Send Events to 25Live Publisher view.

Default Publisher Display Options

- Show event title (rather than event name)
- ✓ Publish only occurrences with location assignments (as opposed to all occurrences)
- Show location formal name (rather than short name)
- Include reservation comments
- Include setup and takedown times

Image: Check the boxes for any of the available Publisher options.

Check the Default Publisher Display Options checkboxes if you'd like to:

- Show event title (rather than event name)
- Publish only occurrences with location assignments (as opposed to all occurrences)
- Show location formal name (rather than short name)
- Include reservation comments
- Include setup and takedown times

3. Set Event Publishing Date Range

Event Publishing Date Range When publishing event feeds, select events from the following date range:				
180	ays in the future			
30	days in the past			
	Image: Enter the number of days in the future and past for the date range.			

In the **Event Publishing Date Range** section, you can enter positive numeric values in the **days in the future** and **days in the past** fields to form the date range of events to include when publishing feeds.

Be careful setting especially large date ranges, as they may cause 25Live Publisher to update more slowly.

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4. Set Events-By-Location Publishing Date Range



If you have event feeds based on location, you can use these settings to form a different date range of events to include when publishing.

Enter positive numeric values in the days in the future and days in the past fields.

5. Save Your Settings

Save your choices and entries using the Save button.

The Cancel button will lose all checkbox choices and/or entries.