Setting Up the Viewer Seat Environment

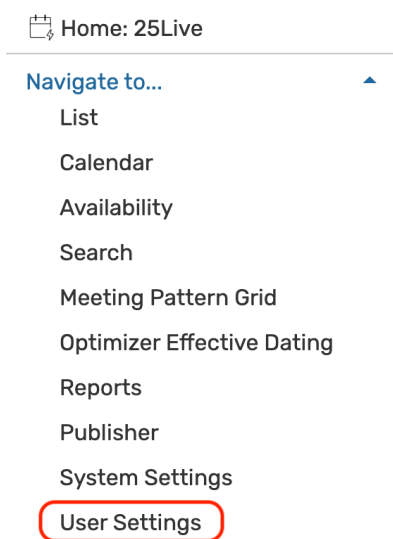After setting up functional and object security as described in Setting Up Security For the Viewer Seat, the next tasks should be performed by an experienced 25Live user signed in as the Viewer Seat. These tasks determine how the non-signed-in Viewer sees date/time information in 25Live and what their "starred" objects are. The tasks include:

- Setting date/time preferences of the Viewer Seat
- Starring events, locations, and other objects for the Viewer Dashboard

To Set the Date/Time Preferences of the Viewer Seat

These changes will only impact Viewer Seat users. To update the default date and time settings for **all** users, please see Date and Time Defaults.

- Sign in or masquerade as the Viewer Seat user.
- Open the **User Settings** area of the **More** menu.

- Within the User Settings, tap the **Display** tab to get to the Date/Time Preferences.

Date & Time Preferences

Example Date and Time Display: **Thu Mar 07 2024 11:37 am**

Date Order

◉ Month Day Year   ○ Day Month Year   ○ Year Month Day

Time Display

◉ 12 hour clock   ○ 24 hour clock

Calendar Start Day

Sunday ⇕

Calendar Default Weeks

1 ⇕

Time Zone

Pacific Time, U.S.A. (Pacific), Canada (Pacific & Yukon), Mexico (Baja N.) ⇕

Availability View Display Hours

12:00 pm

To:

9:00 pm

Select All Hours

Save Cancel

Image Caption

- Make the appropriate selections for this user. *For detailed instructions, please see* _Working with User Settings_.
- Click **Save**.

To "Star" Objects of the Viewer Seat

You can star specific events, locations, resources, and/or organizations (and even reports, if desired) as the Viewer Seat user so they appear as "starred" items on the 25Live Home Dashboard for Viewers and in pre-defined search groupings of "starred" objects.

- Sign in or masquerade as the Viewer Seat user.
- Click **Go To Search**, then choose the object type you want to search for from the **Select Object** dropdown.
- Search for the objects you want to star using a simple search by keyword or other search criteria or run a pre-defined search.
- Click the star icon to the left of each object you want to star. In this example, some locations with media equipment have been starred.

Image: Example of a starred object location.

- To see the starred objects in the 25Live Home Dashboard, click the Home tab, then click the Refresh icon on the appropriate starred area of the page.