

## Setting Up the Viewer Seat Environment

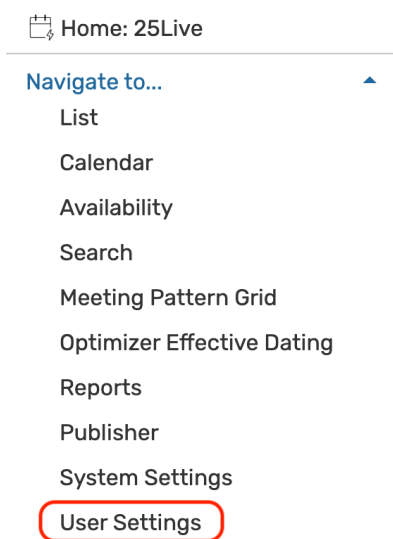
After setting up functional and object security as described in [Setting Up Security For the Viewer Seat](#), the next tasks should be performed by an experienced 25Live user signed in as the Viewer Seat. These tasks determine how the non-signed-in Viewer sees date/time information in 25Live and what 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.

25Live

25Live

Event Form

Tasks

Viewer Seat

More

Select Object: 

Locations

Saved Searches (optional)

Nothing recently viewed 

Help

Quick Search

Advanced

ART

Hint! Type :: to use SeriesQL

Search has not been saved

Create New Location

Reset

Export Results

Save as

Search

Categories +

Features +

Layouts +

Capacity between  and

List

Calendar

Availability

Availability Weekly

Select Columns

Help

20 Matching Locations

Name	Formal Name	Categories	Features	Layouts	Max Capacity	Default Capacity	Building
<div>★</div> ARTS 106	Davis Arts Center - Art Studio Room 106	ADA Compliant, Classroom - Department, Type - Art Studio	ADA Accessible, Board - Chalk, Computers - Mac, Floor - Hardwood, Seating - Moveable, Software - Graphics	As Is, Empty	15	15	

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.