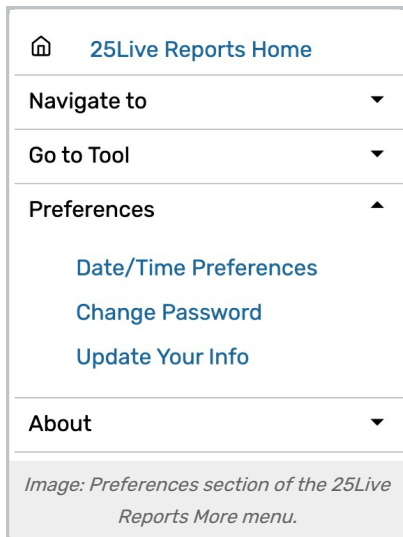


# Setting 25Live Reports Preferences

25Live Reports give you the opportunity to set user preferences for date and time display, your password, and user information.

## 1. Navigate to the 25Live Reports Preferences

- **Preferences** are located in the **More** menu



## 2. (Optional) Update Your Date/Time Preferences

- The **Date and Time Display** setting controls the **Date Order** (whether to display the month or day first)
- **Availability View Hours** let you set the **First Hour** and **Last Hour** you want availability views to default to.
- The **Calendar Start Day** allows you to set the day of the week calendars will begin.
- Then, the **Time Zone** setting lets you choose the area of the world you will access the application from.
- Use the **Update Preferences** button to save your choices.

Date/Time Preferences

Date and Time Display

Date Order

Month Day Year

Availability View Hours

First Hour

07:00

Last Hour

22:00

Update Preferences

Calendar Start Day

Week start day

Sunday

Time Zone

Your Time Zone

America/Los\_Angeles

Close

Image: The Date/Time Preferences let you control the format and time zones displays.

### 3. (Optional) Change Your Password

Change Password

New Password

Confirm New Password

Show

Passwords may contain only letters, numbers, and underscore characters.

Change Password

Close

Image: 25Live Reports provides an easy interface to change your password if your institution is not using SSO.

- You can enter a **New Password** in this setting and confirm it by entering it again. Use the **Show** link to see the password as you type.
- The **Change Password** button will save your new password.

*Reminder: If your institution uses Single Sign-On for authentication, you should contact your 25Live Administrator or appropriate person at your institution about your password.*

#### 4. (Optional) Update Your Personal Information

Update Your Information

Basic Information

Name Prefix

Ms

First Name

Your

Middle Name

Last Name

Username

Name Suffix

Title

Internal ID

Work Address

Home Address

Email

Submit

Close

Image: Changing your info will update your 25Live user in other applications as well.

- You can update all the standard fields of information related to your 25Live user contact in this display, with sections for:
  - Basic Information
  - Work Address
  - Home Address
  - Email
- Use the arrow icons ( ^ ) to open or close sections as you edit.
- Save changes with the **Submit** button.