

Setting Up Recommended Resources for the Event Form

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Security Note

To setup custom Event Form configurations and settings, you must have the following permissions setup in [Series25 Group Administration](#): Administrative: 20.0 *Update Event Creation and Editing Configurations*

What Are Recommended Resources?

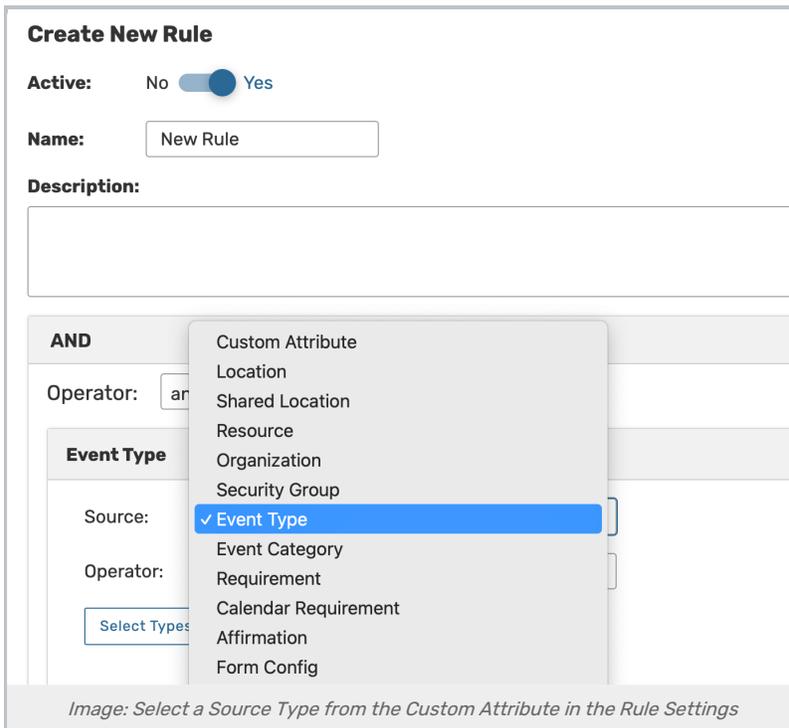
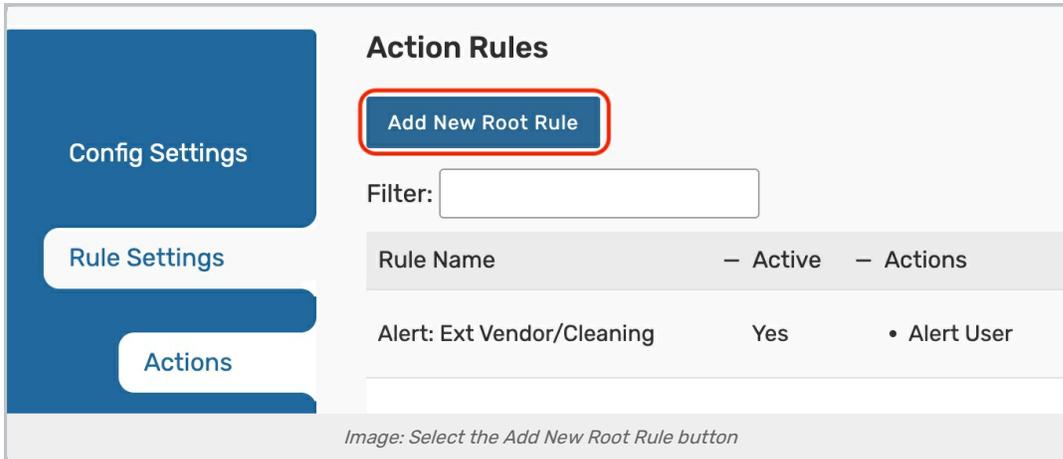
Typically, resources are selected through a resource search in the event form, but another option is to recommend specific resources based on whether a user's event meets other conditions. For example, you might want to recommend an AV resource to users when they request conference rooms, or when they select an AV custom attribute. This option can be a helpful timesaver, especially for users who aren't as familiar with your 25Live resources.

How to Setup Recommended Resources

This section provides a brief overview of Root Rule configurations specific to Recommended Resources. For a more in-depth overview of setting up root rules please see [Event Form Rules: Adding Conditional Rules for the 25Live Event Form](#)

Rule Settings

- Go to **More** → **System Settings** → **Event Form Settings** → **Rule Settings** → **Actions**
- Select **Add New Root Rule**



- Add conditions to determine which criteria your recommended resources should be based on.
 - Choose an option from the **Source Type** dropdown.
 - If needed, update your operators
- Under **Targets**, select **Add Recommended Resources**.

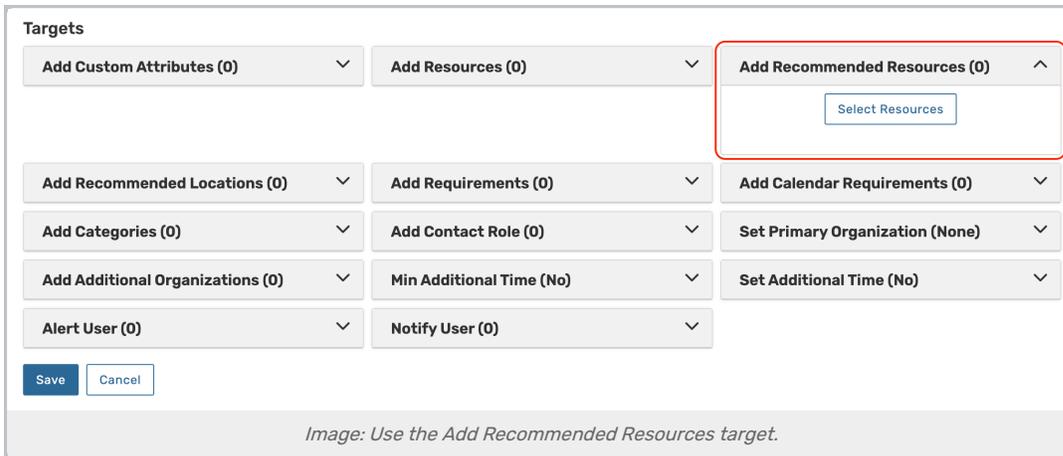


Image: Use the Add Recommended Resources target.

- Open the **Select Resources** menu and select any you want to add. Then, press **Done**.
- **Save** your changes.

After setting up your recommended resource rule, users will be able to see them when they make qualifying events.

For more information on setting up Event Form Rules, please see [Event Form Rules Overview: Adding Conditional Rules to an Event Form](#)

Config Settings (Optional)

Recommended resources are available alongside a resource search, but if you'd like users to see recommended resources **exclusively**, update the **Config Settings** with the following steps.

- Navigate to the **Config Settings** under **Event Form Settings**.
- Press the **Edit** button next to an existing configuration to add recommended resources to it.

OR

Create a new configuration with the **Add Config** or **Copy** buttons.

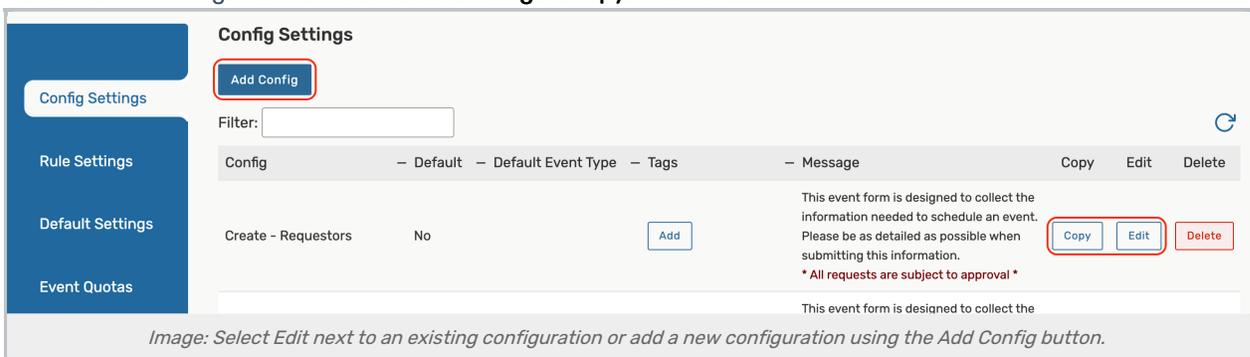


Image: Select Edit next to an existing configuration or add a new configuration using the Add Config button.

- Toggle **Use Recommended Resources (instead of resource search)** to **Yes**.
- Make any other necessary changes to the configurations and **Save**.

Default Config:
No Yes

Automatically Add Custom Attributes:
No Yes

All Custom Attributes Are Optional:
No Yes

Allow Spans Midnight Events:
No Yes

Show All Day Toggle:
No Yes

Allow Add/Remove Segments:
No Yes

Use Recommended Resources (instead of resource search):
No Yes

*Image: When toggled to **Yes**, the **Use Recommended Resources** config setting will eliminate the ability for users to run a resource search in the event form.*