

# 25LivePRO

## Update Preferences

25LivePRO defaults to a 24 hour clock. If you would like to view times in 25LivePRO using the 12 hour clock, follow these directions:

Start by **(1) signing in** to 25LIVE.

Once logged in, click the **(2) More** link in the top right portion of the page next to your name.

Choose **(3) date/time preferences** from the drop down menu under Preferences.

Under the date time display section, choose **(4) 12 hour clock**.

Click **(5) update preferences**. You will then be prompted to Reload Now or Reload Later. Choose Reload Now to have the change take effect immediately.

25LivePRO should remember your preferences regardless of the computer you use to log-in, but if you clear your browser cache, you may need to re-set your preference settings.

The screenshot displays the 25Live Pro user interface. At the top, the navigation bar includes the 25Live Pro logo, the user name 'Guest', and links for 'Sign In' (marked with a red '1') and 'More' (marked with a red '2'). A dropdown menu is open under 'More', showing options like 'Home: 25Live Pro', 'Navigate to...', 'List', 'Calendar', 'Availability', 'Search', 'Reports', '25Live Scheduling', 'Preferences' (marked with a red '3'), 'Edit Contact Info', 'Date/Time Preferences' (marked with a red '3'), and 'About'. Below this, the 'Date/Time Preferences' dialog is shown. It has sections for 'Date and Time Display' (with an example 'Mon Sep 23 2019 9:25 am'), 'Date Order' (radio buttons for 'Month Day Year', 'Day Month Year', 'Year Month Day'), 'Time Display' (radio buttons for '12 hour clock' and '24 hour clock', with '12 hour clock' selected and marked with a red '4'), 'Calendar Start Day' (a dropdown menu set to 'Sunday'), 'Availability View Display Hours' (a slider from 6 to 24), and 'Time Zone' (a map with 'Map' and 'Satellite' buttons). At the bottom right of the dialog are 'Cancel' and 'Update Preferences' buttons (marked with a red '5').