

25Live Viewer Seat Setup Guide

The purpose of this document is to help you:

- Understand the overall purpose of and setup for the “25Live Viewer Seat”
- Create the 25Live Viewer Seat security group and set its functional security and object security access privileges
- Set up the Viewer Seat user preferences and starred objects (events, locations, and so on) for dashboard viewing

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25Live Viewer Seat overview

The Viewer Seat's 25Live environment

The 25Live Viewer Seat is a special 25Live user account that is created for you by CollegeNET and is a key part of the implementation of 25Live. The working environment of the Viewer Seat is set up by means of functional security, object security, and the Seat's own user preferences and starred objects — to determine the functionality and information available to “Viewers”; that is, to all users not signed in to 25Live.

The diagram on [page 4](#) illustrates how the user signed in to 25Live to perform the role of the Viewer Seat may affect the 25Live environment of the user who has not signed in and so has only “Viewer” access to functionality and content.

How 25Live recognizes the Viewer Seat

Part of application server (ASV) configuration for 25Live and Series25 WebServices is specifying the username and password of the 25Live sign-in user who will perform the duties of the 25Live Viewer Seat.

CollegeNET support staff install 25Live for you and create the Viewer Seat. Your Account Manager will provide you with the username and password of your 25Live Viewer Seat user account.

Your administrator then needs to set up the appropriate functional and object security to apply to the 25Live Viewer Seat and, by extension, to the “view only” environment.

After security setup is complete, the user at your site who'll fulfill the duties of the Viewer Seat can then sign in to 25Live, with the username/password provided by CollegeNET, to perform the tasks that further delineate the view only environment.

Characteristics of the Viewer Seat

The 25Live Viewer Seat:

- Is a 25Live user account with a unique user sign-in ID, that the system recognizes as the manager of the “view only” 25Live environment.
Note: This account is created for you by Series25 support staff during installation of 25Live.
- Should be the only member of its own 25Live “view only” security group whose functional security and object security permissions will be defined and maintained by your 25Live administrator.

- Should be maintained by an experienced 25Live user who signs in as the Viewer Seat to manage aspects of the “user” environment for the non-signed-in Viewer—including setting date/time formats and starring “Featured” events and “Popular” locations and resources for viewing.
- Should **not** be used for event scheduling or publishing. Because the settings and security for the Viewer Seat serve a specific purpose, never use the Seat’s sign-in ID for scheduling or publishing.



Creating “public” searches for all users and viewers

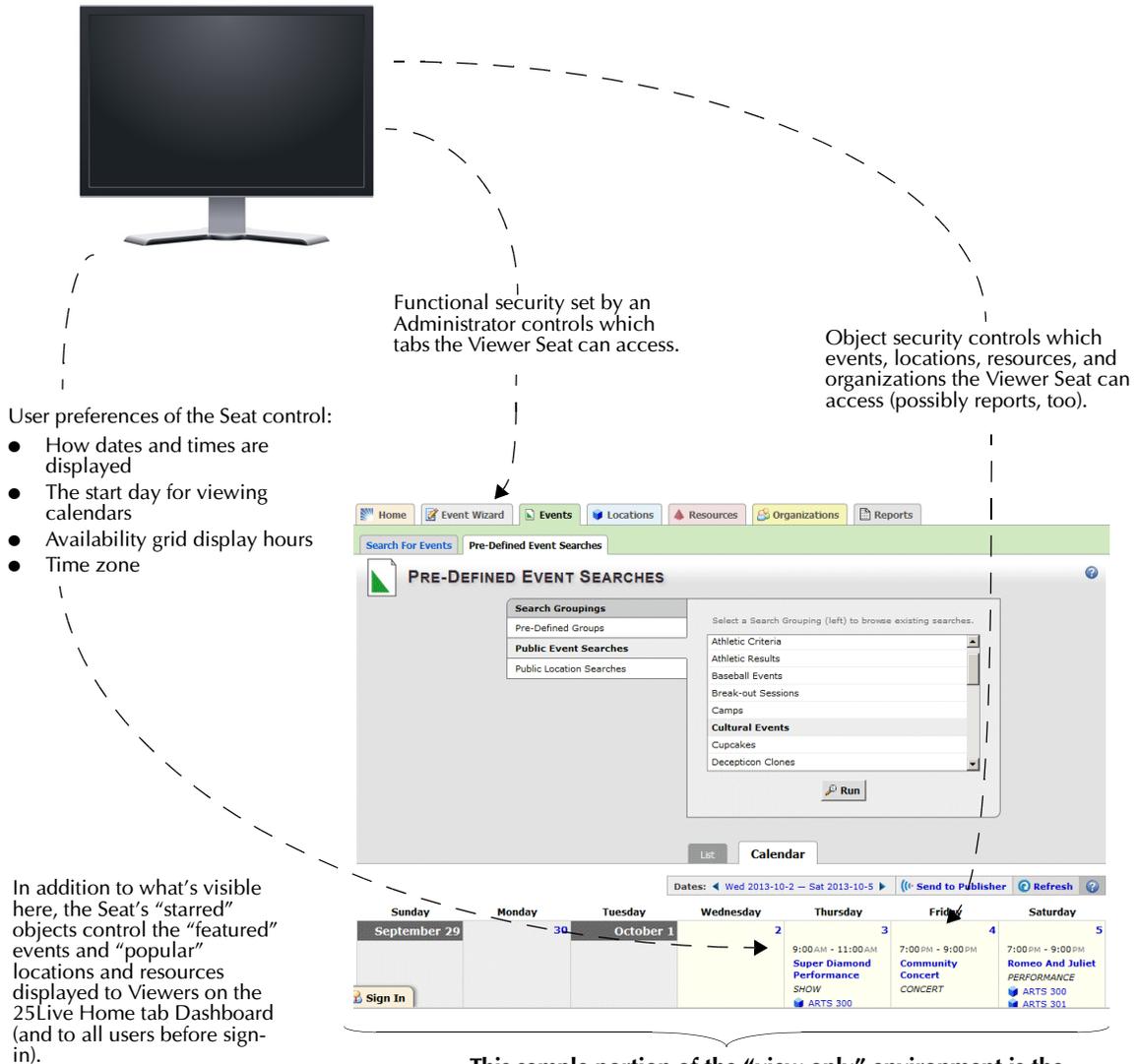
It’s recommended that the Viewer Seat **not** be designated in the 25Live Configuration Utility as the “Public Search Username” for creation and management of public searches.

Consider creating a separate user with its own security group — for example, “PublicSearches” — whose sole task will be creating the “public” searches that are available to all 25Live users, whether signed in or “view only.” Specifying the Public Search Username is described in the *25Live Configuration Utility* document. The security required to enable searching is described in the *25Live Security Administration Guide*.

How the 25Live Viewer Seat role affects what the Viewer sees

The diagram on the next page is an example of the various ways the user who has signed in to perform the role of the 25Live Viewer Seat may affect what the “view only” Viewer can see and do in 25Live.

This experienced user has signed in as the 25Live Viewer Seat to complete setup of the environment for view only "Viewer" users.



This sample portion of the "view only" environment is the result of system security settings as well as selections made by the user signed in as the Viewer Seat. Together, these factors determine what Viewers can see and do.

Viewer Seat setup administrative task list

Your 25Live administrator working in the 25Live Administration Utility needs to perform the following administrative tasks to set up the 25Live Viewer Seat:

- [Creating the Viewer Seat security group](#)
- [“Hiding” locations, resources, and organizations from 25Live Viewers using object security](#)
- [“Hiding” events from 25Live Viewers using object security](#)

Creating the Viewer Seat security group



The Viewer Seat should have its own security group

Because the 25Live Viewer Seat has special security needs, create a functional security group, using the View Only security group template, that has the Viewer Seat user as its only member. (Instructions are on [page 7](#).)

Functional security settings of the View Only security group template

The table below lists the pre-selected functional security settings for the View Only security group template, which define the limited actions this type of user can perform. Use this template as the basis for defining functional security for your 25Live Viewer Seat security group.

Note All other settings not listed in this table are set to “**Can’t**” perform action.

Rights Area	Permission Name	Access
Events	Event Access	Can view Events
	Cabinets	Can view
	Event Search	Can view, run, create and save searches
	Events	Can view
	Folders	Can view
	Location Information	Can view preferences and assignments

Rights Area	Permission Name	Access
	Resource Information	Can view preferences and assignments
	Description and Confirmation Notes	Can view
	Change state	View only
Locations	Location Access	Can view, Locations tab appears in 25Live
	Layout Views	Can view
	Location Search	Can view, run, create and save searches
	Location Open/Close/Blackout Hours	Can view
Resources	Resource Access	Can view, Resources tab appears in 25Live
	Resource Search	Can view, run, create and save searches
Contacts	Contact Access	Can view
Organizations	Organization Access	Can view, Organizations tab appears in 25Live
	Organization Search	Can view, run, create and save searches
Master Definitions	Contact Event Organization Resource Location	Can view abridged list of active items managed in the Configuration Utility

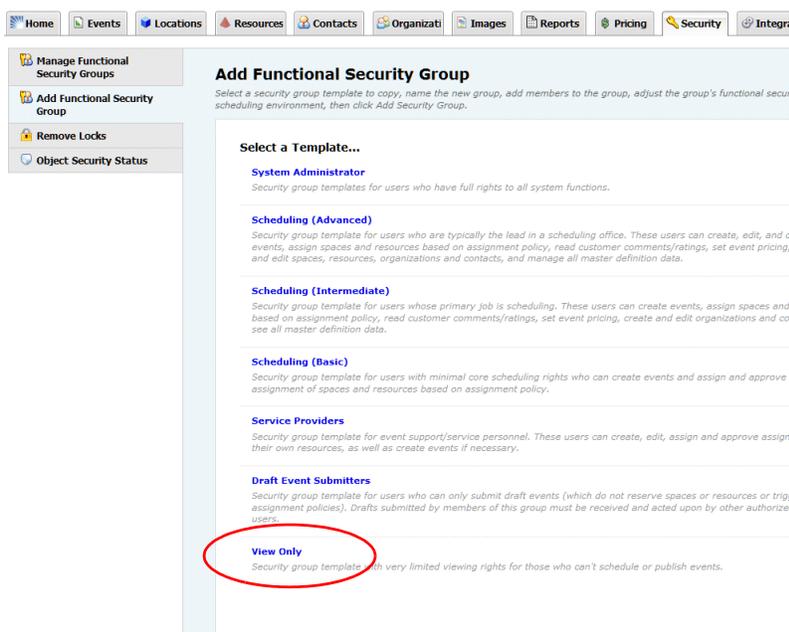
The pre-selected functional security settings in the View Only security group template assume you want to give non-signed-in users “view only” access to events, locations, resources, contacts, and organizations. If you want to further limit viewing, the functional security settings you select for your Viewer Seat security group need to be more restrictive

than those selected for the template. For example, if you don't want Viewers to see resources at all, you would set Resources > Resource Access to "Can't view, Resources tab doesn't appear in 25Live" when creating your Viewer Seat security group.

To add the Viewer Seat security group and set its functional security permissions

You must copy a security group template—in this case the View Only template is recommended—to begin adding your own Viewer Seat security group.

- 1 Sign into the 25Live Administration Utility as an administrator.
- 2 Click the Security tab, then click the Add Functional Security Group task tab to open the initial Add Functional Security Group page which lists the security group templates you can copy.



- Click the “View Only” template at the bottom of the list to open the Add Functional Security Group page where you create your Viewer Seat security group.

- Enter a name for the group; for example, “25Live Viewer Seat,” and, optionally, a description.
- In the Rights area of the page, change any pre-selected functional security access permission as needed. You must scroll down to see all access settings. You can collapse and expand the various areas.



Effects of your settings

The general “Access” permission on the left (Event Access, Location Access, Resource Access, and so on) controls whether or not objects of that type can be viewed and/or acted upon in 25Live and any additional access settings that can be set. Grayed out settings should be ignored, because setting them will have no effect. Setting a general access permission to “Can’t view, Resources tab doesn’t appear in 25Live” prevents users from seeing objects of that type in 25Live. For example, if you set Resource Access to “Can’t view...” for your Viewer Seat security group, view only users will not see the Resources tab nor any resources assigned to events.

- Click Add Security Group.

Note If you leave the Contact, Event, Organization, Resource, and/or Location Master Definitions access permissions set to “Can view abridged list of items managed in the Config Utility,” Viewers will see only the corresponding master list items that have been selected in the 25Live Configuration Utility. (See the *25Live Configuration Utility* document, accessible by clicking Help in the Utility.)

“Hiding” locations, resources, and organizations from 25Live Viewers using object security

If the 25Live Viewer Seat has at least “Can view” Location Access, Resource Access, and Organization Access functional security, all locations, resources, and organizations stored in your Series25 database could potentially be displayed to Viewers.

As mentioned above, to prevent Viewers from being able to see all objects of a particular type—resources, for example—you would simply set functional security access for resources to “Can’t view.”

Object security lets you prevent Viewers from seeing specific locations, resources, and/or organizations.

To learn more about object security, see the *25Live Security Administration Guide*, accessible by clicking Help in the 25Live Administration Utility.



The effect of default object security

If your default object security for locations, resources, and/or organizations is set to “Not Visible” for the Viewer Seat security group, when new objects of these types are created they will not be viewable by Viewers in 25Live until you change the group’s default object security setting to, at minimum, “View Only.”

To prevent Viewers from seeing specific locations, resources, or organizations

Before you perform this procedure, be sure object security is turned on. On the Security tab in the 25Live Administration Utility, select “Object Security Status” in the left-hand column, and set the value to “Enable Object Security.”



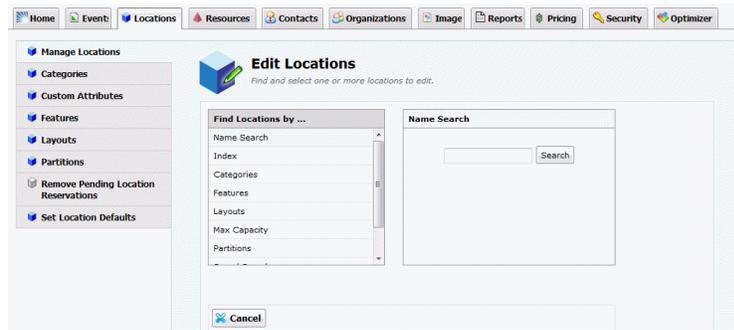
When enabled, object security must be set for all objects

When you enable object security, you must set it for all objects—not just those you want to hide.

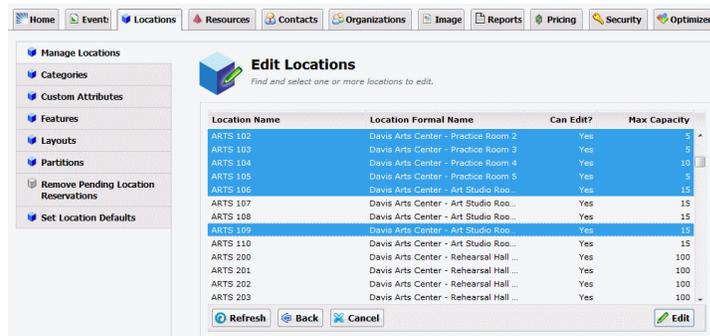
- 1 Sign into the 25Live Administration Utility as an administrator.
- 2 Click the Locations, Resources, or Organizations tab (location page examples are used in these instructions), then click the Manage task tab.
- 3 Click EDIT to open the Edit *<object>* page.

“Hiding” locations, resources, and organizations from 25Live Viewers using object security

- 4 Find the location(s), resource(s), or organization(s) you want to hide from Viewers by first making a selection in the “Find Locations by...” list of options.



- 5 Highlight the location(s), resource(s), or organization(s) to edit. To highlight multiple locations, resources, or organizations, hold down the Ctrl key and click each location, resource, or organization; or you can use Shift-click to highlight a range of contiguous locations, resources, or organizations after selecting the first.
- 6 Click Edit.



If you highlight multiple locations, resources, or organizations, be aware that **all and only** the object security access changes you make will take effect for all the locations, resources, or organizations you’ve selected.

- 7 If you highlighted one location, resource, or organization:
 - a Scroll down and click the Object Security “EDIT” link.
 - b Find your Viewer Seat security group in the top list, and set its access to the selected object to “Not Visible,” as shown here:



If you highlighted multiple locations, resources, or organizations:

- a Check the Object Security box (you must scroll down to see it).
 - b Find the Viewer Seat security group in the top list, and check the box to the left of its name.
 - c Set access to “Not Visible.”
- 8 Click Save Changes.

“Hiding” events from 25Live Viewers using object security

If the 25Live Viewer Seat has at least “Can view” Event Access functional security, all events (including classes) stored in your Series25 database could potentially be displayed to Viewers.

To hide certain events from Viewers, you can set event object security so the Viewer Seat can’t see them.

To learn more about object security, see the *25Live Security Administration Guide*, accessible by clicking Help from the 25Live Administration Utility.



The effect of event default object security

If your default object security for events is set to “Not Visible” for the Viewer Seat security group, when new events are created they will not be viewable in 25Live by Viewers until you change the group’s default object security setting for events to, at minimum, “View Only.”

To prevent Viewers from seeing specific events

- 1 Sign into the 25Live Administration Utility as an administrator.
- 2 Click the Events tab, then click the Manage Events task tab.
- 3 Find the event(s) you want to prevent Viewers from seeing by first making a selection in the “Find Events by...” list of options.
- 4 Check the events you want to hide and click Edit Security.



What gets changed

If you check multiple events, be aware that ***all and only*** the object security access changes you make will take effect for all checked events.

- 5 Find and check the Viewer Seat security group in the list, and set its access to the selected event(s) to “Not Visible.”
- 6 Click Save Changes.

Being the Viewer Seat

The next tasks in setting up the 25Live Viewer Seat should be performed by an experienced 25Live user signed in as the 25Live Viewer Seat. These tasks determine how the non-signed-in Viewer sees date/time information in 25Live and the object data that “user” can access. These tasks include:

- [Setting date/time preferences of the Viewer Seat](#)
- [Starring events, locations, and other objects for the Viewer Dashboard](#)



“Public searches” are part of the view only user environment

As indicated in the Best Practice for [“Creating “public” searches for all users and viewers” on page 3](#), we recommend that you create a separate user, in its own security group, to create the “public searches” that are available to all users of the 25Live instance, whether they’ve signed in to 25Live or not.

The results returned from public searches, as with any search, depend on the access permissions assigned to the security group of the user running the search; in the case of users not signed in to 25Live, their user security is that of the 25Live Viewer Seat.

Setting date/time preferences of the Viewer Seat

What 25Live date/time preferences control

These Viewer Seat preferences control how the Viewer, and any “view only” user, sees dates/times in 25Live. Default values for all users are initialized in the 25Live Configuration Utility.

To change the defaults, edit the Viewer Seat user’s Date/Time Preferences to set the default date/time format and time zone, as well as the default time span for Availability grid views of locations and resources in 25Live.

To set date/time preferences of the Viewer Seat

- 1 Sign into 25Live as the Viewer Seat user.
- 2 Click the Preferences link at the top of the page and select Date/Time Preferences to open the Date/Time Preferences window.

- 3 In the Date and Time Display area, select the appropriate radio buttons to format the appearance of dates and times.
To verify you’ll get the result you want, watch the “*Example Date and Time Display*” change as you make your formatting choices.
- 4 In the Calendar Start Day area, select the weekday you want to appear at the far left in 25Live calendars.
- 5 In the Availability View Display Hours area, enter the first and last hour to determine the time range for availability views.
For example, entering 07:00 am and 10:00 pm results in grids that show activity from 7:00 a.m. through 10:59 p.m.
- 6 Change the time zone, if required.
- 7 Click Update Preferences.

Starring events, locations, and other objects for the Viewer Dashboard

You can star specific events, locations, resources, and/or organizations (and even reports, if desired) as the Viewer Seat user so they appear, for example, as “featured” events and “popular” locations and resources on the 25Live Home Dashboard for Viewers. These selections will also appear in pre-defined search groupings of “starred” objects.

To star objects of the Viewer Seat

- 1 Sign into 25Live as the 25Live Viewer Seat user.
- 2 Click the tab for an object type—typically, Events, Locations, Resources, or Organizations.
- 3 Search for the objects you want to star using a simple search by keyword or other search criteria, or run a pre-defined search.
- 4 Click the star icon to the left of each object you want to star. For example, these rooms with a Circle layout have been starred for inclusion as Popular locations:

The screenshot shows the 'PRE-DEFINED LOCATION SEARCHES' interface. On the left, there are search groupings: Pre-Defined Groups, Index, Categories, Features, Layouts, Capacities, Your Starred Searches, All of Your Searches, and Public Searches. The 'Layouts' group is selected, showing a list of search results: Bleachers, Circle, Classrooms Rows, Custom, Empty, Horseshoe, Labyrinth, and Maze. A 'Run' button is visible below the list. Below the interface is a table with columns: Name, Formal Name, Categories, Features, Layouts, and Max Capacity.

Name	Formal Name	Categories	Features	Layouts	Max Capacity
★ ARTS 106	Davis Arts Center - Art Studio Room 106	ADA Compliant, Classroom - Department	Sink	Circle	15
★ BCC KITCHEN	Boys Classroom Complex Kitchen			Bleachers, Circle, Labyrinth, Maze	30
★ CASEY 100	Casey Butter Pavilion	ADA Compliant, Type - Performance	Piano	Circle, Maze, Theater	75

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

The following example shows what a view only user might see in the Dashboard view on the 25Live Home tab.

Home Events Locations Resources Organizations

Welcome to the CollegeNET 2013 User Conference!

Dashboard Calendar

Help

Quick Search

Search Events Go

Search Locations Go

Search Resources Go

Public Event Searches

- Campus Events
- Cultural Events
- Performance Events

Recently Viewed

(none)

Featured Events

- Bronte Discussion Group
- Stones of Heaven
- Super Diamond Performance
- Visionary Landscapes

Popular Locations

- BALLROOM
Macey Ballroom
- BALLROOM A
Marav Ballroom