

## Inline Editing Details Fields



### Security Note

You need Edit object security permission for an event, location, or organization to be able to edit it. In addition, if your user does not have permission to view Contacts (**Basic: 9.0 View Contacts**), the default scheduler or some object contacts may not be accessible. If you're unable to edit a field you think should be available to you, contact your 25Live administrator.

You can inline edit details from any of the following object views:

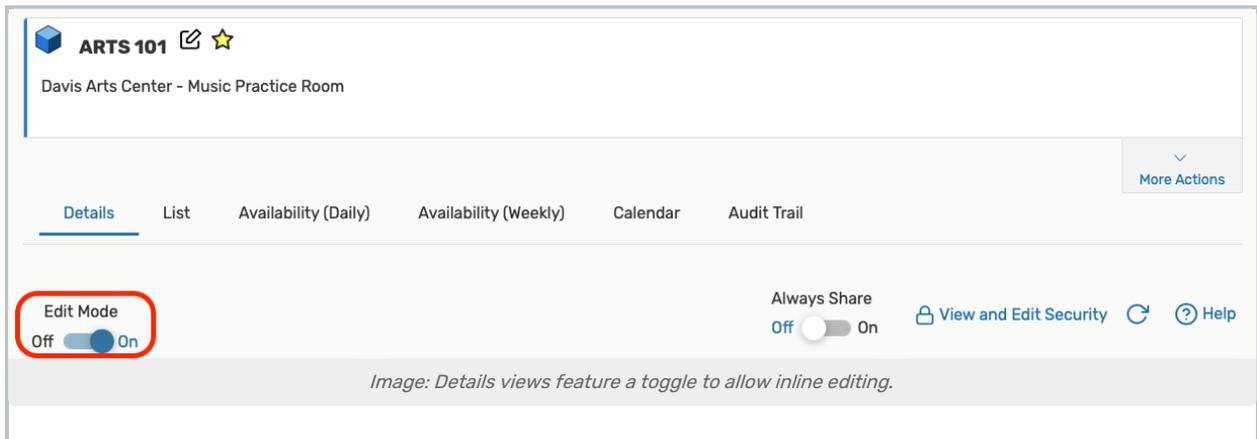
- [Event Details view](#)
- [Location Details view](#)
- [Resource Details view](#)
- [Organization Details view](#)
- [Contact Details view](#)

Many details can be quickly edited inline from the details view, including text-based fields, image fields, and more.

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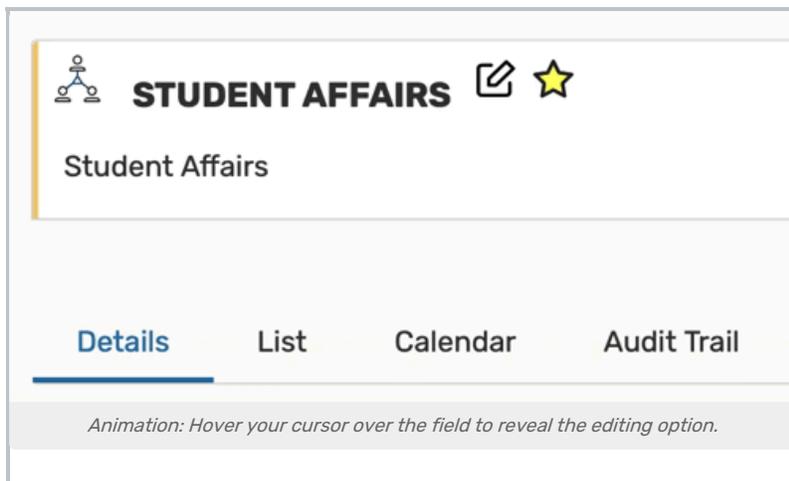
## Activating Edit Mode



Use the **Edit Mode** toggle at the top of any event, location, resource, or organization details view to turn on or off the ability to edit fields inline. When the toggle is on, edit icons appear next to many fields. Turn the toggle off to protect fields from accidental edits.

## Types of Inline Editing Fields

### Formal Names of Objects



The formal name field for locations, resources, organizations, or contacts can be edited by hovering your cursor over the name to reveal the editing icon (  ) option.

### Text-Based Fields

**General** ^

**Event Name:** Spring Regional Conference 

**Event Title:** 

**Event Type:**  v

*Animation: Use the edit icon to change text-based fields inline from the details view.*

For text-based fields, use the edit icon  to enter the editing mode, make changes, then use the **Save** button. The **Cancel** button is available to exit editing mode without saving changes.

**Administrative Address** 

123 Street Ave.   
Portland , OR 97205 U.S.  
p: 555-555-1111

**Billing Address** 

Street Address

City

State / Province

Zip

Country

Phone

Fax

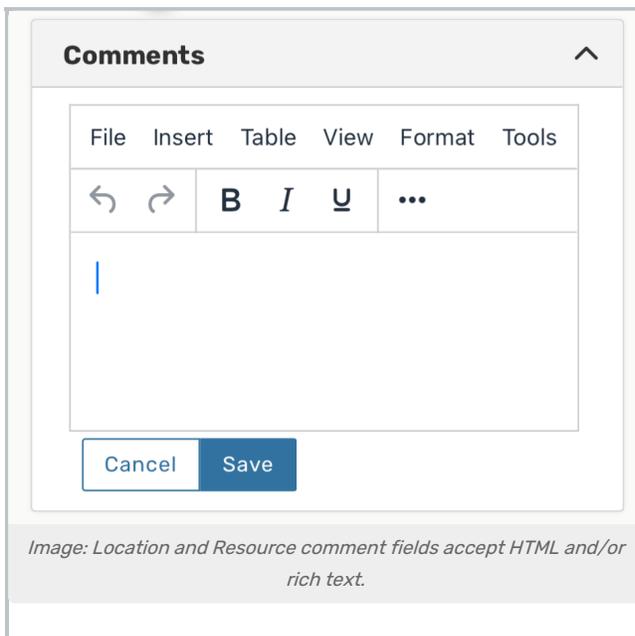
*Image: Multi-line text fields can also be changed using the edit icon.*

The same edit icon  appears next to multi-line fields, like addresses, to allow editing.

## Editing Large Text Fields



Some comment fields are large text fields and can only display plain text, such as those used in event details.



Some comment fields use rich text editors for inline editing that can render styles, images, and some HTML (such as links or embedded elements). Examples of uses include adding emphasis to text, images of resources, or 360-degree views of locations. Look for the rich text menus and controls to tell if the field accepts styled elements.

## Image URL Fields

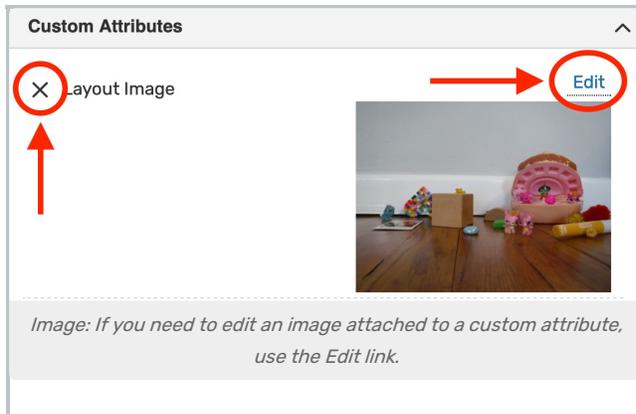
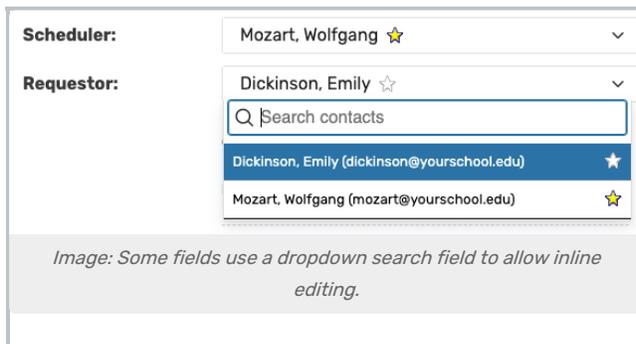


Image attached to custom attribute can be edited inline by using the **Edit** link above the image. You can then enter the URL of a hosted image.

Remove the image with the **X** link above-left of the image or a **Remove** link.

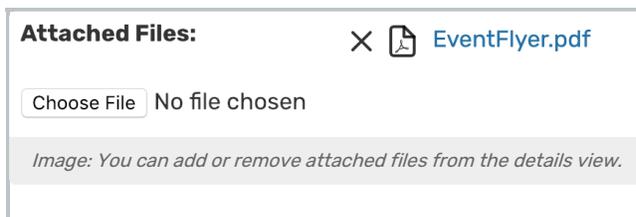
## Dropdown Menu Fields

To edit any fields in Details views displayed as a drop-down menu, simply tap or click on the menu then scroll to select a choice. Some fields, such as **Event Type**, contact roles such as the **Scheduler** and **Requestor**, and **Organization** use a search field to make selecting your choice easier.



Changes will be saved immediately upon closing the menu.

## Attached Files



To remove listed attached files, use the X icon. However, be aware that removing files is an immediate and irreversible action. Use the **Choose File** button to attach additional files to the event.

## Multiple Selections (such as Categories)

Use the **Add** link in the Event Categories section to reveal a category list with checkboxes. Select as many as are

needed then use the **Done** button to save your changes.

## Toggled, Date-Based, Text, and Select Fields

Many fields have toggle or date controls, such as Custom Attributes.

The screenshot displays a list of custom attributes in a light gray box with a teal border. Each attribute is preceded by an 'X' icon. The attributes and their controls are:

- Paid in Full:** A toggle switch currently set to 'Yes'.
- Payment Received:** A toggle switch currently set to 'No'.
- Rain Location:** A dropdown menu with 'Search spaces' selected.
- Registration Form:** A text input field with a pencil icon for editing.
- Special Needs:** A dropdown menu with a double-headed arrow icon.
- Web Site:** A text input field with a pencil icon for editing.
- Will alcohol be served?:** A toggle switch currently set to 'No'.
- Will outside food be brought in?:** A toggle switch currently set to 'No'.

At the bottom of the form, there is a note: *Animation: Use the Yes/No toggles to edit values, and use the date picker to change dates.*

Fields with a yes/no choice can be set on or off using the sliding toggle. When adding a new custom attribute, you must set the toggle before the attribute is saved as added. Simply tap or click on a date to select a new date. Type values into text fields. Select from dropdown lists. Changes will be saved immediately.

## Custom Attribute with Discrete Dropdown Options

The screenshot shows a 'Custom Attributes' form with a teal header and a white background. It contains the following attributes:

- Alcohol Application Approved:** A toggle switch currently set to 'No'.
- Cancel if Bad Weather:** A toggle switch currently set to 'No'.
- Contract Required:** A toggle switch currently set to 'No'.
- Equipment - Outside Rental:** A dropdown menu with 'Zamboni Machine' selected and 'Ball Pit' as another option.

Below the attributes is a blue button labeled 'Add a Custom Attribute'. At the bottom of the form, there is a note: *Image: Attributes with discrete dropdown options can be inlined edited.*

Administrators can define discrete dropdown options for user-defined event custom attributes of the text type [in](#)

[System Settings](#). To change options, choose from the list. Changes will be saved immediately. Quantity Field

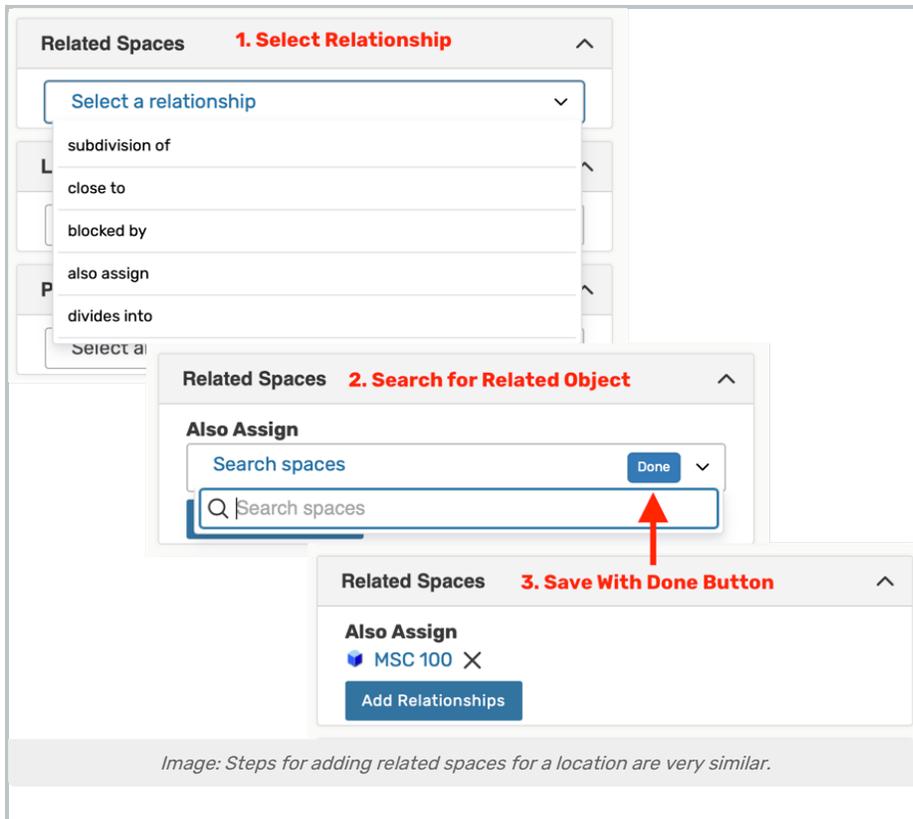


Quantity fields give the option to type a numerical value or use the up and down arrow buttons to increase or decrease the value.

## Relationship Fields



Locations and resources can have defined relationships to other locations and resources, which can be added through inline editing in details views.



Use the **Add Relationship** button to start. Select the relationship type, then search to find the related item. Save your choices with the **Done** button. To remove a relationship, use the **X** next to the related object.

## Notification Policy

Locations, organizations, and resources can set [notification policy](#), which generates tasks for specific users when those objects are added to an event.

To configure notification policy, select the following before clicking **Save**:

1. The Approval Type
2. The deadline for approval
3. The user(s) who will receive the notification tasks
4. The notification style for each user

For more information on these options, see [Notification Policy in 25Live](#).

The screenshot shows a 'Notification Policy' configuration window. At the top, there is a title bar with 'Notification Policy' and an expand/collapse icon. Below the title bar, the 'Approval Type' is set to 'By at least one'. Underneath, there are input fields for 'Approval required within:' with 'Days 0', 'Hours 0', and 'Minutes 0'. A note below these fields says '(of event creation date)'. There is a section for adding a contact, with a dropdown menu currently showing 'Hilmeyer, Sophie' and a 'Notify only' dropdown. Below this is an 'Add contact:' section with a 'Select a Contact' dropdown. At the bottom of the form are 'Save' and 'Cancel' buttons. A caption below the form reads: 'Image: Select details and click "Save" to configure notification policy'.

## To Add or Edit an Image From Event Details

### 1. Go to the Event Details View for Your Event

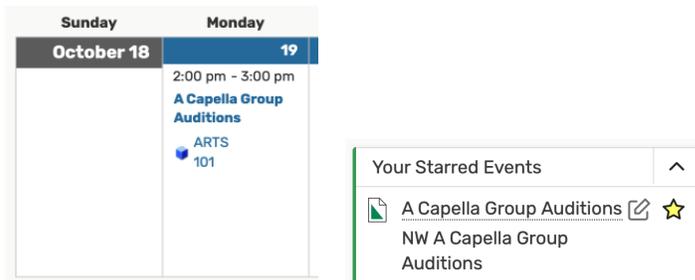


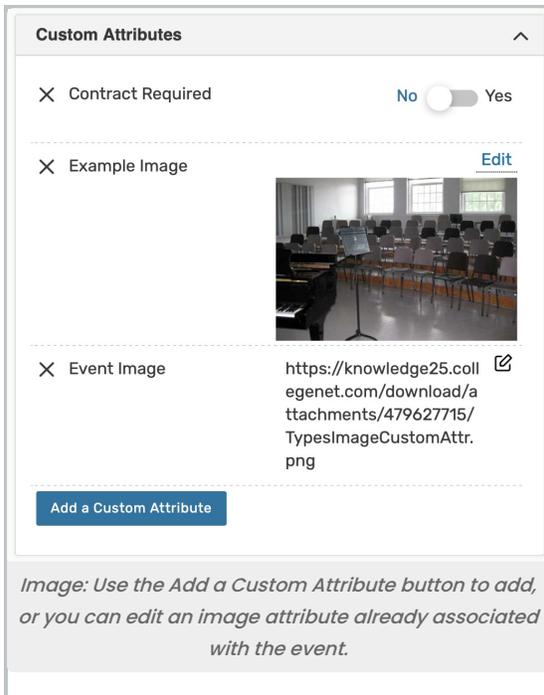
Image: Any link on an event name will take you to its Event Details view.

The name of each event in 25Live is a link you can use to view its details.

### 2. Find the Custom Attributes Section

You can expand or collapse each section in the **Details** view using the  icon in the heading bar.

### 3. Add or Edit the Desired Image Custom Attribute



If you need to add a new image, use the **Add a Custom Attribute** button.

If you are editing an image attribute already associated with the event, find it in the **Custom Attributes** section.

*If adding or editing an image file reference, 25Live's inline editing will save your changes when you click away from the URL field.*

*If adding or editing an image file, use the **Upload** button after choosing or uploading an image.*

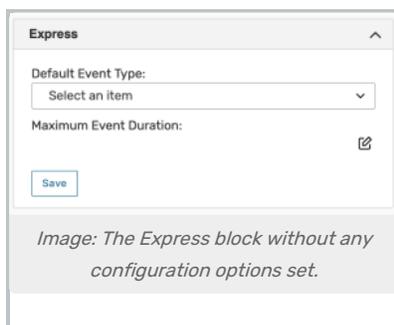


### Editing Custom Attribute Images

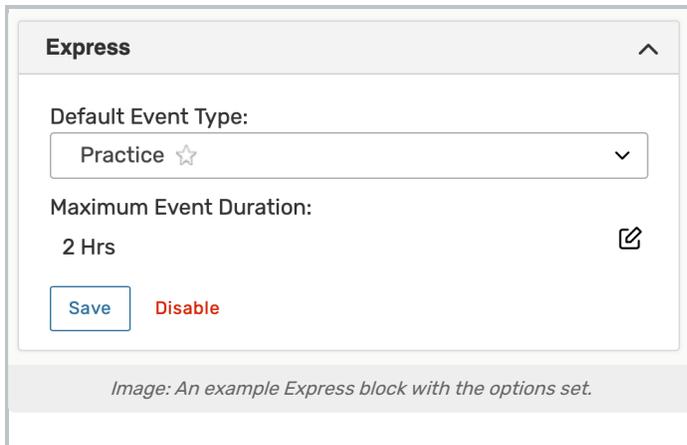
If your institution utilizes Publisher calendars, please note that when updating an image in a custom attribute you will need to also update the filename. If the existing and new filenames are the same, Publisher will not detect a change and your calendar image will not be updated.

## How To Configure a Location For Express Scheduling

The location details view provides an inline editable capability to configure a location to be used with [Express Scheduling](#).



- Scroll down to find the **Express** block in the location details view.
- Select a **Default Event Type** to be applied to this location for new express events.
- Use the  edit icon to set the **Maximum Event Duration** allowed for express events in this location.



**Express** ^

Default Event Type:  
Practice ☆

Maximum Event Duration:  
2 Hrs 

*Image: An example Express block with the options set.*

Express Scheduling does not bypass [Object Security](#) or [Assignment Policy](#). Users reserving a location using Express Scheduling must have object security permission to see and assign the location, and the Assignment Policy for the location must be set to Assign/Unassign or higher. You may want to adjust the location security settings.

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