

Bulk Editing Locations

25Live allows for editing multiple locations (in bulk) based on saved location searches.



Security Note

Bulk editing of locations can be opened up to users who are not in the (-1) administrator group using the [Series25 Group Administration tool permissions:](#)

Administrative: 10.0 *Edit Locations* and

Administrative: 24.0 *Override Location Security*

If you would like your permissions changed, contact your Series25 administrator.

If an administrator wishes to only open bulk editing rights for specific actions, see the list below.

- For the "Edit Location Policy" action, Administrative: 10.4 *Set Location Notification Policy*
- For the "Delete Locations" action, Administrative: 10.1 *Delete Locations*
- For the "Edit Location Hours" action, Administrative: 10.6 *Edit Location Open/Closed/Blackout Hours*

How to Bulk Edit Locations

1. Go to the Location Search Section

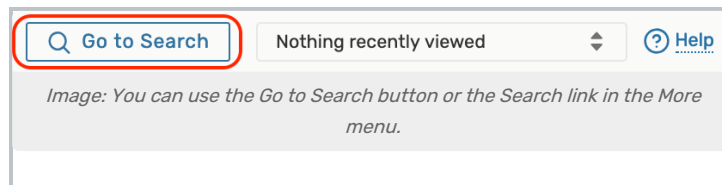


Image: You can use the Go to Search button or the Search link in the More menu.

Navigate to the Search section using the **Go to Search** button in the [top navigation bar](#). There is also a Search link in the **More** menu in the top navigation.

2. Choose a Saved Location Search or Perform a Search

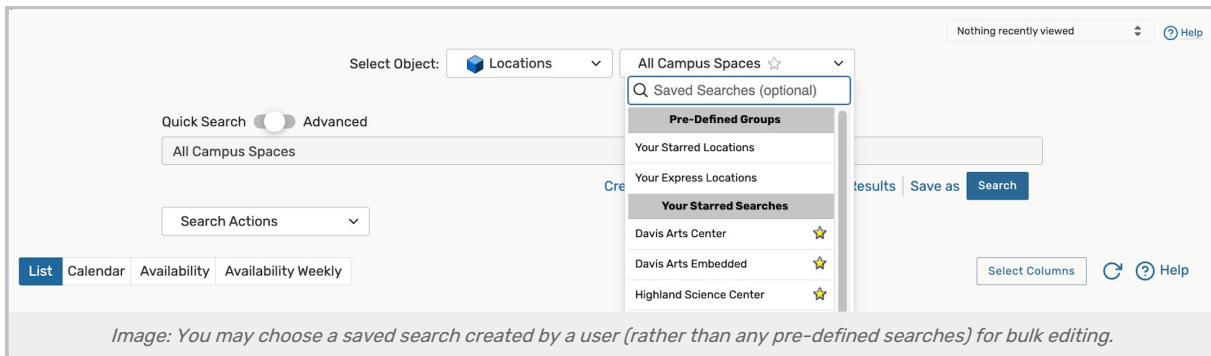


Image: You may choose a saved search created by a user (rather than any pre-defined searches) for bulk editing.

Be sure the **Locations** search type is selected, and perform a search or choose the search you want to use from the **Saved Searches** dropdown menu. If selecting a search, you must select a saved search that was created by you or another user, such as those in the **All of Your Searches** section of the list.

Reminder: Choose a User Saved Search

If selecting a search, you may not choose from the Pre-Defined Groups list of searches (such as Your Starred Searches) when bulk editing locations. Instead, choose from your saved searches under **All of Your Searches**.

If you don't currently have a saved search available that includes all the locations you want to bulk edit, you may [perform a new search](#) or [create and save a new saved search](#), then come back to bulk edit those locations.

Use the **Search** button to run the search if the search doesn't automatically load.

3. Choose From the Locations List after Selecting the Bulk Edit Option

The screenshot shows a search results interface with tabs for 'List', 'Calendar', 'Availability', and 'Availability Weekly'. On the right side, there are buttons for 'Select Columns', 'Bulk Edit' (highlighted with a red box), a refresh icon, and a 'Help' icon. Below the tabs, it says '73 Matching Locations'. A table with columns: Name, Formal Name, Categories, Features, Layouts, Max Capacity, Default Capacity, and Building is visible. The first row shows '1B/C 12' with a star icon, '1B/C 12 Art Class Lab', 'Type - 210 Class Lab', and 'Active - Not On Abridged List'. Below the table, a caption reads: 'Image: You may choose to use the Bulk Edit button from the search results of a new search.'

The screenshot shows the search interface with 'Select Object: Locations' and 'All Campus Spaces' selected. There are buttons for 'Quick Search', 'Advanced', 'All Campus Spaces', 'Create New Location', 'Reset', 'Export Results', 'Save as', and 'Search'. A 'Search Actions' dropdown menu is open, showing options: 'Share', 'Publish', 'Bulk Edit' (highlighted), and 'Refresh Search Criteria'. Below the dropdown, it says '338 Matching Location'. A table with columns: Name, Categories, Features, Layouts, Max Capacity, Default Capacity, and Building is visible. Below the table, a caption reads: 'Image: Selecting the Bulk Edit option from the Search Actions dropdown menu.'

Note: Bulk Selection is Limited

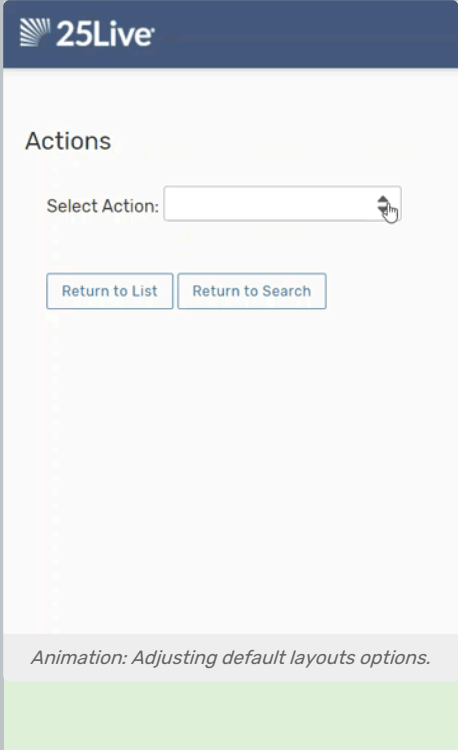
Selection for bulk editing is currently limited to 1,000 locations or less to optimize performance.

On the search screen, use the **Search Actions** dropdown to select the **Bulk Edit** option. Or, if searching from a newly performed search, use the **Bulk Edit** button above the search results table.

The **Locations List** screen allows you to check which locations you want to bulk edit. After selecting, use the **Go to Actions** button to continue.

Tip: Mass Adjusting Default Layouts

When you need to adjust the default layout for multiple locations at once:



The screenshot shows the 25Live interface. At the top is the 25Live logo. Below it is the 'Actions' section. There is a 'Select Action:' dropdown menu with a hand cursor icon. Below the dropdown are two buttons: 'Return to List' and 'Return to Search'. At the bottom of the screenshot, there is a caption: 'Animation: Adjusting default layouts options.'

- Select the **Add/Edit Layouts** option
- Set **Create New Layout** to **No**
- Select the desired layout
- Set **Update Capacity for Existing** to **No**
- Check the **Set as Default Layout** box

See the video demonstration example.

4. Select and Run Available Actions

Select from the available actions from the **Select Action** dropdown menu. Each action has its own set of criteria to enter and notes about the action results.

Add/Edit Layouts

The screenshot shows a configuration panel with the following sections:

- Create New Layout:** A toggle switch set to 'Yes'.
- Select Layout:** A dropdown menu with the text 'Select from Layouts'.
- Update Capacity for Existing:** A toggle switch set to 'Yes'.
- Calculate New Layout Capacity Using:** Two toggle switches, 'Flat Number' (selected) and 'Percentage'.
- Add/Subtract Current Layout Capacity:** A toggle switch set to 'Yes'.
- Layout Capacity:** A numeric input field.
- Default Layout:** A checkbox labeled 'Set as Default Layout'.
- Layout Image:** Two toggle switches, 'Remove' and 'Add/Edit'.
- Layout Diagram:** Two toggle switches, 'Remove' and 'Add/Edit'.

At the bottom of the panel, there is a grey bar with the text: *Animation: Options when adding or editing layouts.*

Switch the **Create New Layout** toggle:

- **No** to edit an existing layout
 - If you're creating a new layout, name it
- **Yes** to create a new one
 - If you're editing an existing layout, select it from the dropdown

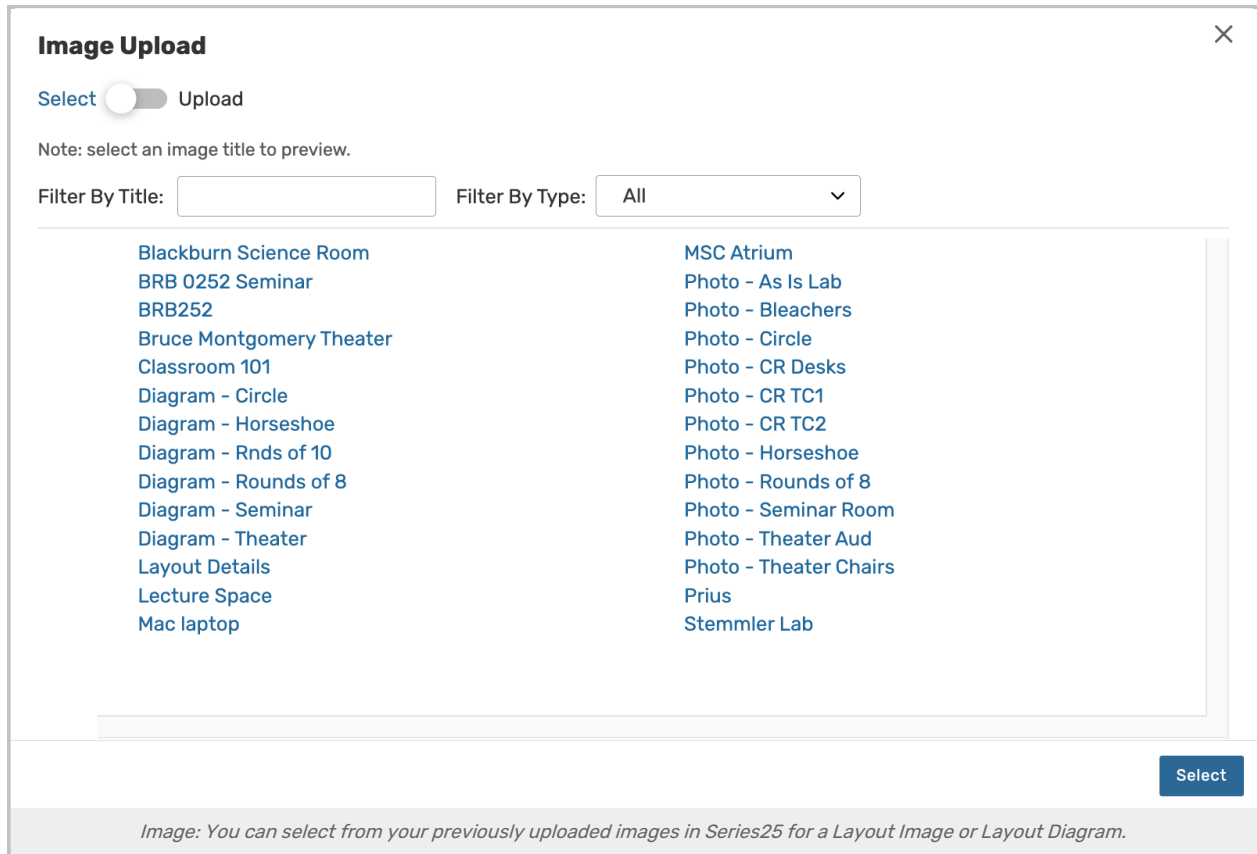
Set the **Update Capacity for Existing** toggle to **Yes** to add or update the selected layout and apply the percentage max capacity.

- Set the **Calculate New Layout Capacity Using** toggle depending on whether you'd like to use a **Flat Number** or **Percentage**
- Use the **Add/Subtract Current Layout Capacity** toggle depending on whether you wish to change
 - Options will become available to set the **Layout Capacity** or to **+/- Current Layout Capacity**

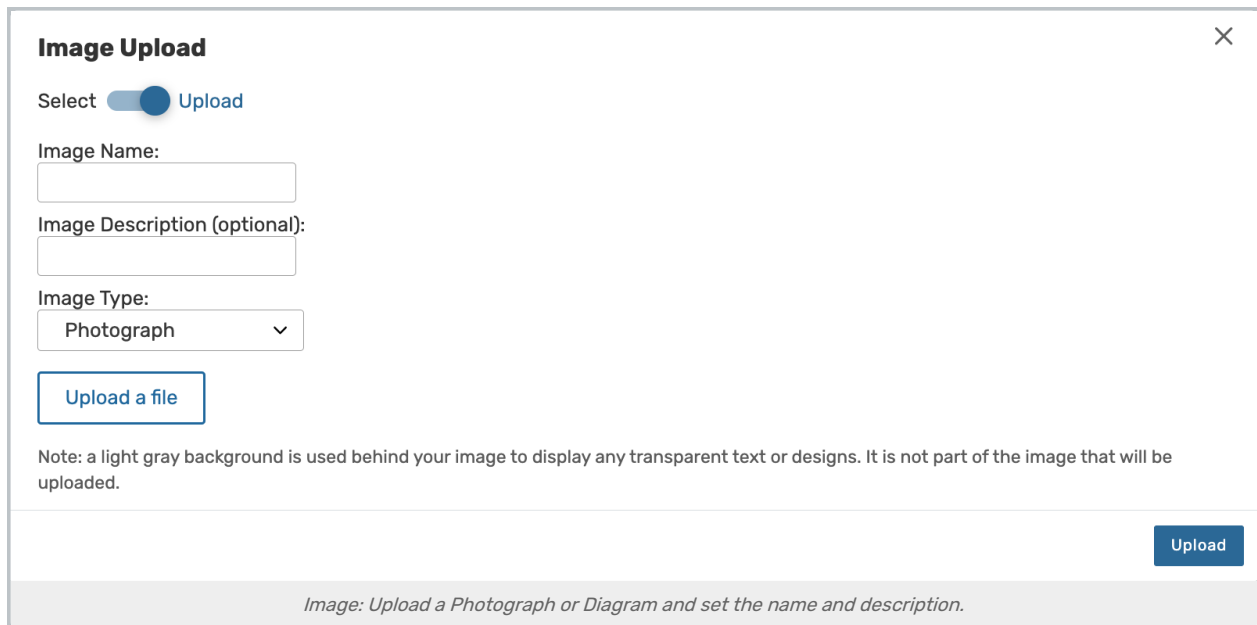
Check the **Set as Default Layout** box if you want this to be the default, whether you are adding a new layout or editing an existing layout.

You also have two image options to edit:

- **Layout Image** - a simple image of the layout when set up
- **Layout Diagram** - an image showing how the layout is set up, often in the form of a line drawing



For both of these options, change the **Remove - Add/Edit** toggle. If you are adding or editing (changing) either image, use the **Edit** link to view the 25Live image dialog where you can use the toggle to **Select** an image from your Series25 library of previously uploaded images or choose to **Upload** a new image.



Use the **Update Layout** button to save the changes.



Note: Capacity is Always Rounded Down

The calculated layout max capacity is always rounded down to the next lower whole number.

Remove Layouts

Use the **Select Layouts** button to choose the layouts you'd like removed

Confirm your selections

Select the **Remove Layouts** button to remove the selected layouts from your locations

Edit Location Capacity

The screenshot shows a form titled "Actions" with a dropdown menu set to "Add/Edit Layouts". Below the dropdown are several sections with toggle switches:

- Create New Layout:** A toggle switch is currently set to "Yes".
- New Layout Name:** An empty text input field.
- Update Capacity for Existing:** A toggle switch is currently set to "Yes".
- Calculate New Layout Capacity Using:** Two radio buttons are present: "Flat Number" (selected) and "Percentage".
- Add/Subtract Current Layout Capacity:** A toggle switch is currently set to "No".
- Layout Capacity:** A text input field with a spinner icon on the right.
- Default Layout:** A checkbox labeled "Set as Default Layout" which is currently unchecked.

At the bottom of the form is a blue "Update Layout" button. Below the form, a grey box contains the text: "Animation: Options when editing an existing location's overall capacity."

Using the **Select Action** list, choose **Edit Location Capacity**.

- Set the **Calculate New Max Capacity Using** toggle depending on whether you'd like to use a **Flat Number** or **Percentage**
- Use the **Add/Subtract Current Max Capacity** toggle depending on whether you wish to change
 - Options will become available to set the **Location Max Capacity** or to **+/- Current Max Capacity**

Use the **Update Capacity** button to save the changes.

Edit Location Fill Ratio

Enter a **Location Fill Ratio** percentage number.

Use the **Update Fill Ratio** button to save.

Edit Location Comments

Type within the rich text editor to add or edit comments for the locations, including text styling.

Use the **Update Comments** button to save.

Edit Location Default Setup Instructions

Type within the rich text editor to add or edit instructions for the locations, including text styling.

Use the **Update Default Set Up Instructions** button to save.

Edit Location Partition

Use the **Select an item** dropdown menu to choose an available location or "No Partition".

The **Update Partition** button will save your change.

Add/Remove Location Scheduler

Toggle the **Add/Remove Scheduler** control to the desired action. Then, search and choose from the **Select Scheduler** dropdown menu.

Use the **Add (or Remove) Scheduler** button to commit the change.



Warning: Be Sure You're Making an Informed, Purposeful Change

Adding, changing, or removing a scheduler can affect your event/course workflow, interrupt or remove important notifications, and affect approvals.

Add/Remove Location Categories

Toggle the **Add/Remove Categories** control according to whether you wish to **Add** or **Remove**.

Use the **Select Categories** button to reveal a category search with checkboxes. Save using the **Done** button in that display.

The **Add (or Remove) Categories** button will save your choices.

See [Adding and Editing Categories](#) in Master Definitions.

Add/Remove Location Features

Toggle the **Add/Remove Features** control according to whether you wish to **Add** or **Remove**.

Use the **Select Features** button to reveal a feature search with checkboxes. Save using the **Done** button in that display.

The **Add (or Remove) Categories** button will save your choices.

See [Adding and Editing Features](#) in Master Definitions.

Edit Notification Policy

With the **Update Notify Type Only** toggle, choose between **No** or **Yes**.

- Yes

- Select from **Notify Only** or **Approval Required**
- **No**
 - Use the **Update Notification Policy By** toggle to choose between **Contacts** or **Template** as an organizing option.
 - If by **Contacts**, toggle the **Add/Remove Contacts** control to reveal the **Select Contacts** button. You can then search and select one or more contacts to add or remove.
 - If by **Template**, **Select Template** and select from the **Approval Type** dropdown menu.

Use the **Update Notification Policy** button to save.

Add/Edit Location Custom Attributes

Choose from the dropdown menu, then complete any fields revealed by your choice.

Use the **Update Custom Attributes** button to save.

See [Adding and Editing Custom Attributes](#) in Master Definitions.

Remove Location Custom Attributes

Choose from the dropdown menu, then use the **Remove Custom Attributes** button to save.

Add/Remove Location Relationships

Toggle the **Relationships** control to **Add** or **Remove**. Then **Select a relationship** and use the **Select Locations** button.

Save using the **Update Relationships** button.

Enable/Disable Location Express Scheduling

The screenshot shows a configuration panel for 'Location Express Scheduling'. At the top, there is a 'Select Action:' dropdown menu with 'Enable/Disable Location Express Scheduling' selected. Below this, the 'Location Express Scheduling' section features a toggle switch currently set to 'Disable'. The 'Default Event Type' is a dropdown menu with 'Select from Types' and a downward arrow. The 'Maximum Event Duration' section includes three spinners for 'Days', 'Hours', and 'Minutes', all currently set to '0'. A blue button labeled 'Enable Express Scheduling' is positioned below these fields. At the bottom of the panel, a greyed-out area contains the text: 'Image: Options available after choosing Enable/Disable Express Scheduling.'

You may toggle the **Location Express Scheduling** control to **Enable** or **Disable** for the location(s).

If enabling:

- Select the **Default Event Type** to set it for the location(s)
- Set the **Maximum Event Duration** using the arrows in the **Days, Hours, Minutes** fields or typing numbers

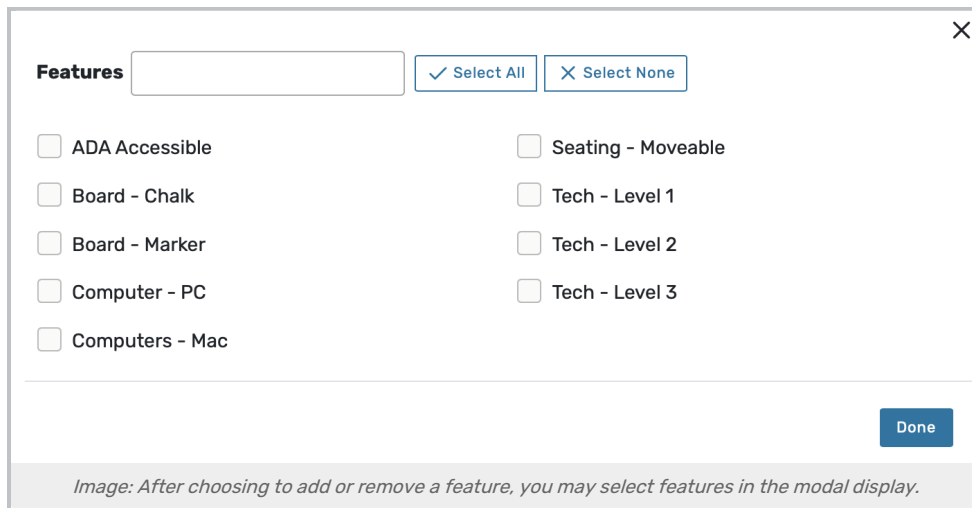
Save your choices using the **Enable Express Scheduling** button.

Add Optimizer Effective Dating

Changes for items based on date can be added in bulk to multiple locations to be used in the [Schedule25 Optimizer](#) with Effective Dating. See [Using Optimizer Effective Dating in 25Live](#) for more.

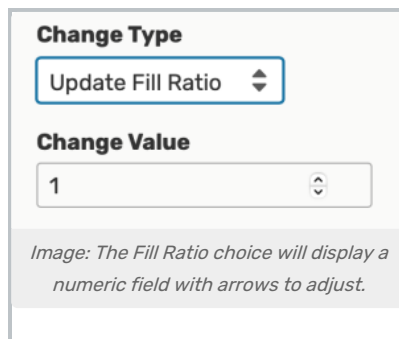
Edit the **Effective Date** field. 25Live will add a default date. If you wish to edit the date, tap or click in the date's field to choose a different date.

Then, use the **Change Type** field to select your change. Feature Change Type



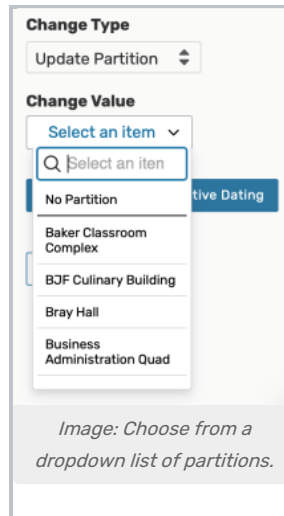
Use the **Select Features** button to open the display where you may select one or more features. Check the boxes next to features you'd like to add or remove, then use the **Done** button to save your choices.

Fill Ratio Change Type



After selecting **Update Fill Ratio** from the **Change Type** dropdown menu, you can edit the numeric field in the **Change Value** field by typing a positive number or using the arrows to adjust the number up or down.

Partition Change Type



Select **Update Partition** from the **Change Type** dropdown menu. Then, use the **Change Value** dropdown menu to select from available partitions.

Capacity Change Type

After selecting **Update Capacity** from the **Change Type** dropdown menu, you can edit the numeric field in the **Change Value** field by typing a positive number or using the arrows to adjust the number up or down.

After setting up your change, use the **Update Optimizer Effective Dating** button to save your change. A success message will appear. You can then use the **Return to List** button.

Edit Location Hours

Actions

Select Action:

Monday
 - Update

Tuesday
 - Update

Wednesday
 - Update

Thursday
 - Update

Friday
 - Update

Saturday
 - Update

Sunday
 - Update

Image: Update location hours by ticking the Update checkbox, entering a new start/end time, and clicking Update Location Hours

Under each weekday that you'd like to update, tick the **Update** checkbox

Enter a new start and/or end time OR select **Close**

Use the **Update Location Hours** button to save your changes

Delete Locations



Warning: Be Sure You're Making an Informed, Purposeful Change

Deleting a location is permanent and cannot be reversed. Deleting locations will also remove all references to them, including assignments to events.

Toggle **Delete Mode** from **Off** to **On**

Be sure to note the warning

Use the **Delete** button

Edit Location Building

To add a Building to your locations, choose from the **Select Building** dropdown

OR

Remove a Building from your locations by selecting **No Building** from the **Select Building** dropdown

Click **Update Building**
