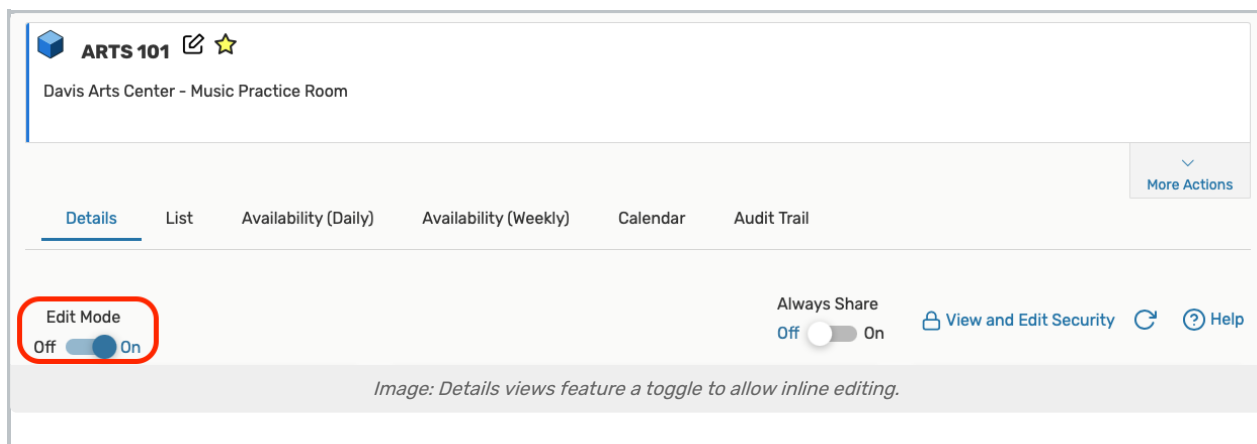


## Inline Editing Location Details

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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

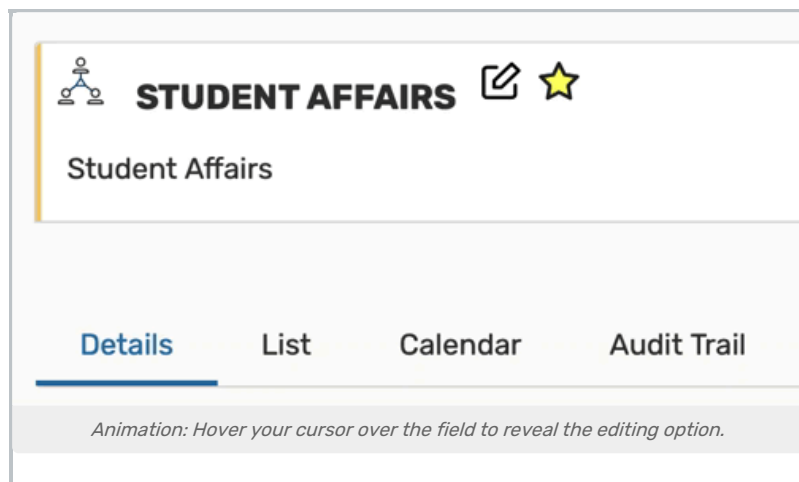
ability to edit fields inline. When the toggle is on, edit icons appear next to many fields. Turn the toggle off to protect fields from accidental edits.


## Guidelines for Adding Locations

- Because the location name or formal name appears in event web calendars you publish using the 25Live Publisher, make sure these names would make sense to the general public and comply with your location naming conventions
- You may want to review your Location Layouts, Features, and Categories master definitions and possibly add new items to them for selection here. Having good groupings can greatly assist 25Live users in searching for locations and in the Event Form
- When selecting layouts for the location, you can also specify the capacity of the location in each selected layout (the maximum capacity is entered by default) and/or the fill ratio you want to achieve in each selected layout
  - You can also enter layout instructions and select layout photographs and diagrams from your image directory
- If you'll be scheduling the location using the Schedule25 Optimizer, select the Partition of the location and, optionally, enter a Fill Ratio (default seat fill ratio) for the location. See the [Schedule25 Optimizer help](#) for information on how the Optimizer uses partitions and fill ratios in its class placement process
- If you'll be using the Express Scheduling features of 25Live, enable Express Scheduling, choose an Event Type, and optionally enter a Maximum Event Duration. For more information
- You can specify a Location Scheduler to automatically route new events that request the location to that scheduler
- When selecting features of the location, you can also specify the quantity of each feature in the location
- When selecting custom attributes of the location, specify the value of each
- If you'll be using X25, provide values for the X25 custom attributes. When X25 functionality is installed, these attributes are automatically added to the Location Custom Attributes master definition and made available for entry
  - X25 Assignable Area
  - X25 Building
  - X25 Owner Organization
  - X25 Floor Number

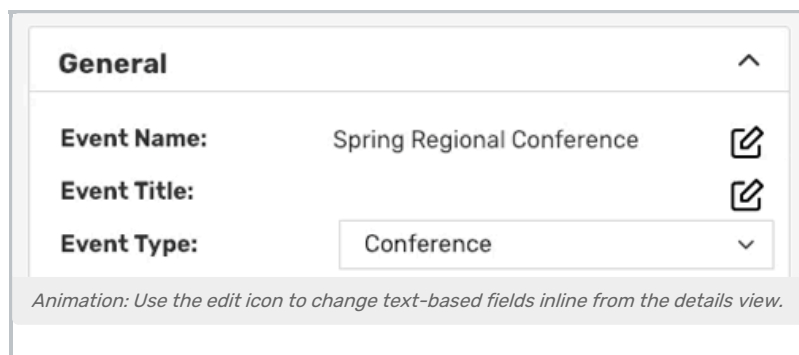
## Types of Fields


### 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



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  
805 SW Broadway, Suite 100

City  
Portland

State / Province  
OR

Zip  
97205

Country  
U.S.

Phone  
503-555-2222

Fax  
503-555-3333

Save

Cancel

*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



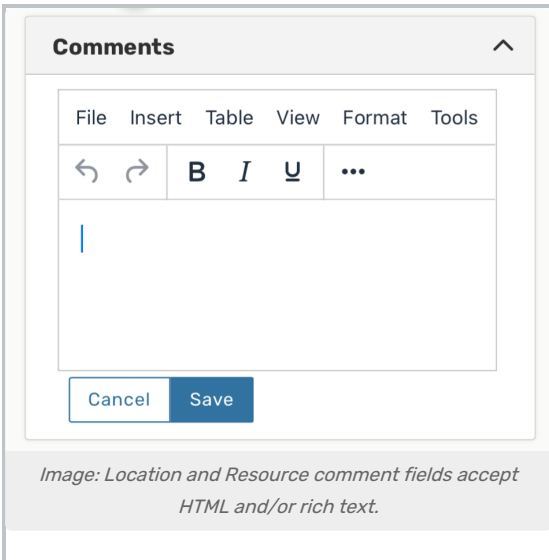
Comments:

A large, empty rectangular text input field with a thin blue border.

Cancel Save

*Image: Plain text comment fields are found in event details.*

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



**Comments** ^

File Insert Table View Format Tools

↶ ↷ **B** *I* U ...

A text input field with a blue cursor at the start.

Cancel Save

*Image: Location and Resource comment fields accept HTML and/or rich text.*

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

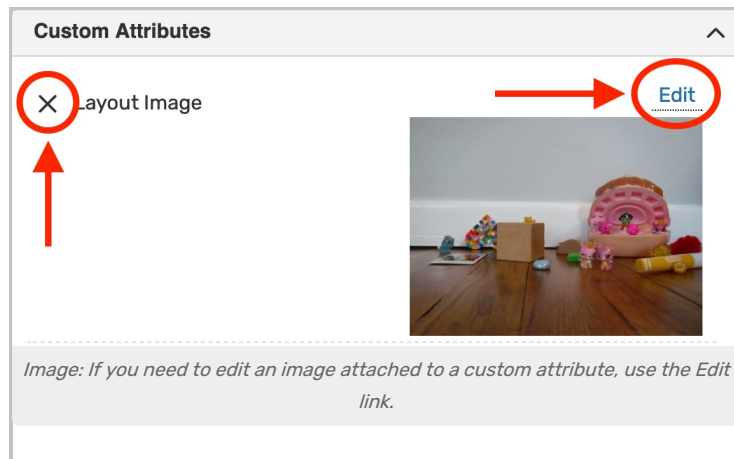
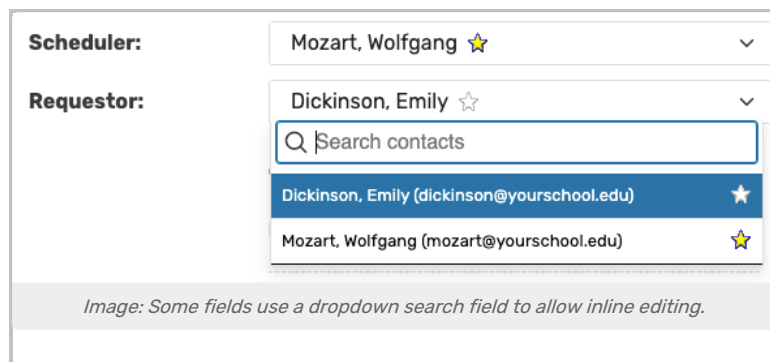


Image attached to custom attribute can be edited inline by using the **Edit** link above the image. You can then enter the URL of a hosted image.

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

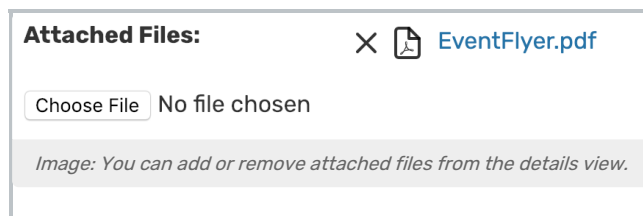
## Dropdown Menu Fields

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



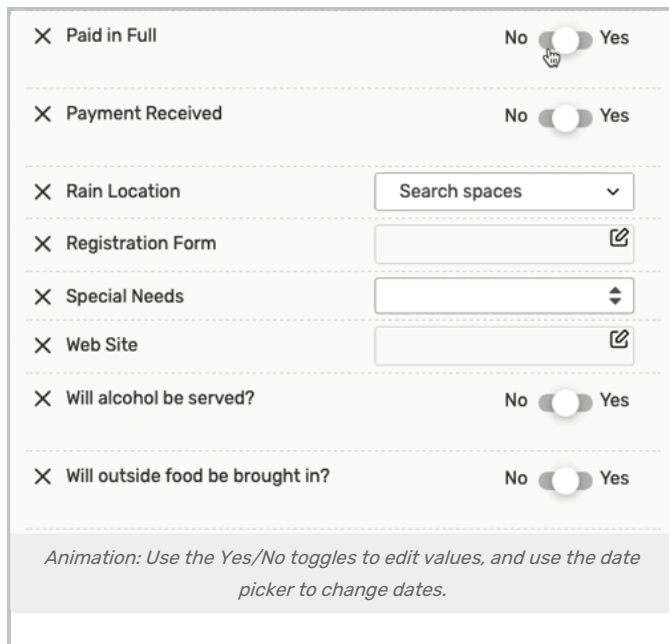
To remove listed attached files, use the X icon. However, be aware that removing files is an immediate and irreversible action. Use the **Choose File** button to attach additional files to the event.

## 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.



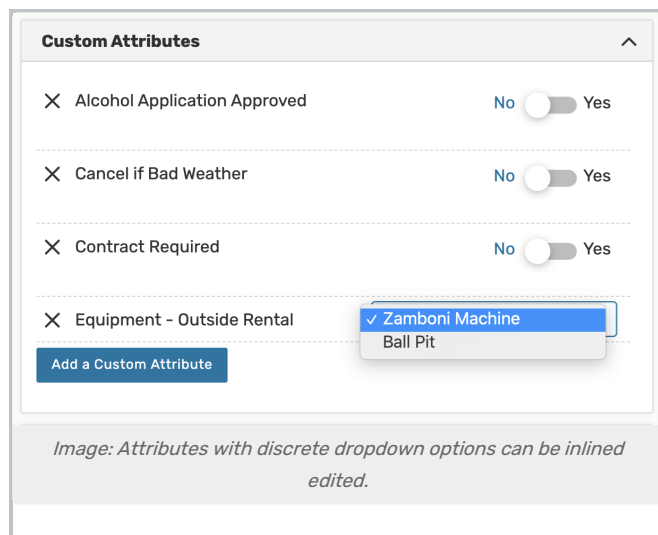
A screenshot of a form titled "Custom Attributes" with a list of attributes and their controls:

- Paid in Full**: A toggle switch set to "No".
- Payment Received**: A toggle switch set to "No".
- Rain Location**: A dropdown menu with "Search spaces" selected.
- Registration Form**: A text input field with a link icon.
- Special Needs**: A dropdown menu.
- Web Site**: A text input field with a link icon.
- Will alcohol be served?**: A toggle switch set to "No".
- Will outside food be brought in?**: A toggle switch set to "No".

At the bottom, a note reads: "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



A screenshot of the "Custom Attributes" form with a list of attributes and their controls:

- Alcohol Application Approved**: A toggle switch set to "No".
- Cancel if Bad Weather**: A toggle switch set to "No".
- Contract Required**: A toggle switch set to "No".
- Equipment - Outside Rental**: A dropdown menu with "Zamboni Machine" selected and "Ball Pit" visible below it.

At the bottom, a note reads: "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.

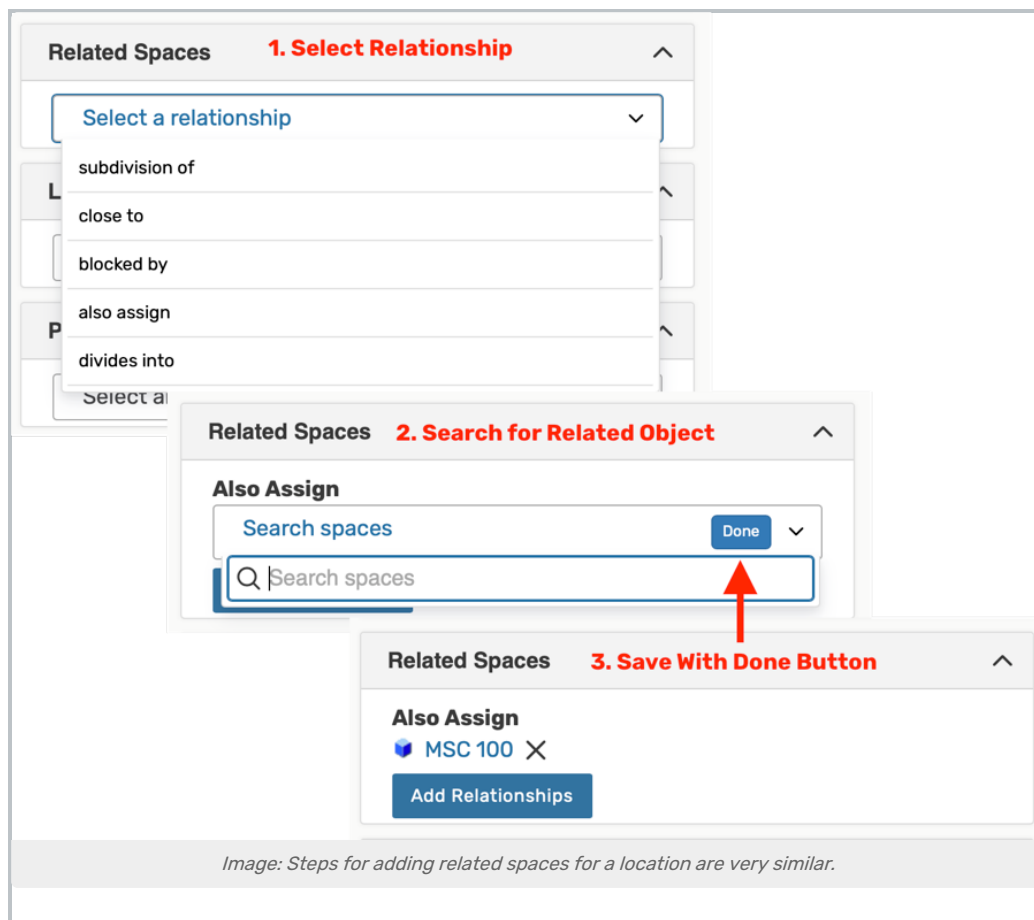
## Relationship Fields

Location relationships allow you define the inter-dependencies that exist among locations on your campus, such as which locations should always be assigned together, which locations are subdivisions of other locations, which locations are close to other locations, and so on.

You can define any of the following relationships for a location:

- **Also Assign** – Other locations that are also automatically assigned to an event when this location is assigned
- **Blocked By** – Other locations, that if already assigned for the same date and time, “block” (prevent) this location from being assigned
- **Close To** – Other locations that are close to this location. You determine what “close to” means.
- **Divides Into** – Other locations that are subdivisions of this location and, therefore, can’t be assigned for the same date and time
- **Subdivision Of** – Locations that are part of a larger location and, therefore, when assigned to an event, prevent the larger location from being assigned for the same date and time. It would not prevent other subdivisions of the larger location from being assigned for the same date and time





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](#).

Notification Policy

Approval Type

By at least one

Approval required within:

Days0Hours0Minutes0

(of event creation date)

X Hilmeyer, Sophie

Notify only

Add contact:

Select a Contact

Save

Cancel

Image: Select details and click "Save" to configure notification policy

## Special Field Types for Locations

### Hours

Hours

Monday

Always Closed ☒ Always Open

12:00 am - 11:59 pm

Tuesday

Always Closed ☐ Always Open

8:00 am - 5:00 pm

Wednesday

Always Closed ☐ Always Open

8:00 am - 5:00 pm

Thursday

Always Closed ☐ Always Open

8:00 am - 5:00 pm

Friday

Always Closed ☐ Always Open

8:00 am - 5:00 pm

Saturday

Always Closed ☐ Always Open

8:00 am - 12:00 pm

Sunday

Always Closed ☐ Always Open

12:00 am - 12:00 am

Image: Find an example of toggled fields in the Location Details Hours section.

In Location Details, toggles are used in the **Hours** section to allow a quick, convenient way to mark a location as **Always Closed** or **Always Open** rather than manually typing the hours. Note that when hours are typed in, the toggle moves to the middle position.

## Layout Details and Images

Layouts

Max Capacity

25

Default Layout

As Is

Click on a layout name to view its details in the Layout Details panel.

Name	Cap		Setup		Takedown		Remove
As Is	25		1 Days		10 Mins		X
Circle	20		5 Mins		10 Mins		X
Classrooms Rows	25						X
Seminar / Conference	15		30 Mins		30 Mins		X

Add Layout

Select an item

Image: Default location layouts can also be edited inline with a dropdown menu.

You can edit the **Max Capacity** for the location in this subsection.

Each existing layout is listed with edit icons for the layout’s **Capacity**, **Setup** time, and **Takedown** time. You may also remove existing layouts using the “X” icon. Each layout’s name is a link you may use to access more details, including images, diagrams, and instructions.

Use the **Add Layout** dropdown menu to add a new layout for the location.

Image Upload

Select  Upload

Notes: select an image title to preview.

Diagram - Circle




Diagram - Horseshoe

Diagram - Rows of 10

Diagram - Rows of 8

Diagram - Seminar

Diagram - Theater

Grand Canyon

MSC Atrium

Photo - As Is Lab

Photo - Bleachers

Photo - Circle

Photo - CR Desk

Photo - CR TCT

Photo - CR TCT2

Photo - Horseshoe

Photo - Rows of 8

Photo - Seminar Room

Photo - Theater Aud


Photo - Theater Chairs

Layout Details

Viewing Layout: As Is

Layout Image

Remove Edit

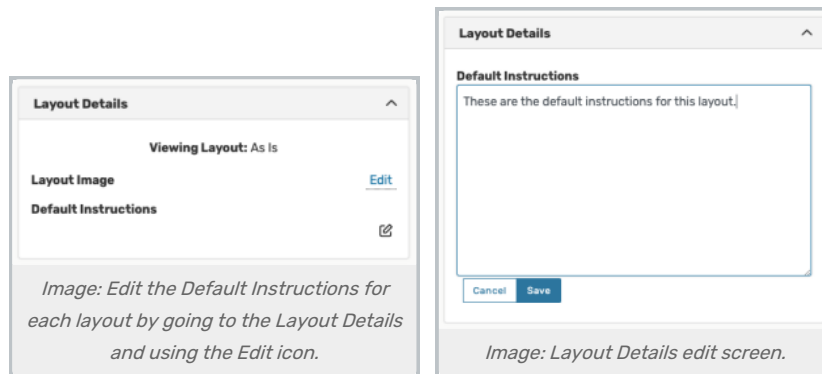


Default Instructions

Image: When adding Location Layout diagrams or photos, you can choose to Select or Upload a new image.

When adding images/diagrams, you will have a choice to toggle between the ability to:

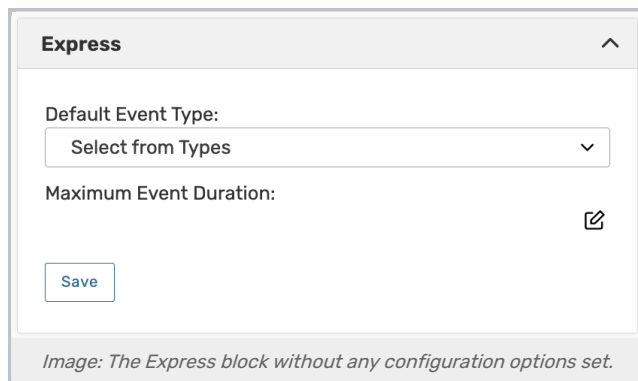
- **Select** - Use the links in the list to choose an image from your 25Live library
- **Upload** - Use the fields to type an **Image Name**, **Image Description**, then use the **Upload a file** button to add a new image




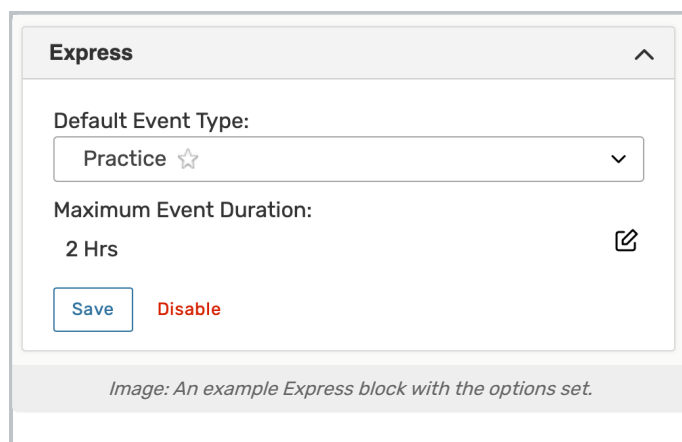
The **Layout Details** section also uses large text fields to allow adding, editing, or removing **Default Instructions** for each layout. This field only uses plain text.

## 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 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 location security settings.

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