Character Limits and Special Symbols

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Your Series25 database has some restrictions for text that is entered in certain fields. These restrictions apply whether you are adding text in 25Live, Group Administration, or uploading via the Data Import Tool.

Character Limits

To optimize the layouts of reports and display grids, some fields have different length requirements.

Field	Length	Example
Event Name	40	MATH 220 01 MMP XL 2022SHFA
Event Title	120	Advanced Calculus Topics
Location/Resource Setup Instructions	Unlimited	
Event Description, Comments, Confirmation Notes, Internal Notes	Unlimited	
Location Name	40	MRC 230
Location Formal Name	80	Multicultural Resource Center 230 - Meeting Room
Building Name	80	Lincoln Performing Arts Center
Resource Name	40	Folding Tables
Organization Name	40	ENGL
Organization Title	80	English
Image Name	40	East Wing Ballroom
Event Requirement	80	Will you need security staff?
Contact First Name	40	Rashida
Contact Last Name	40	Jones
Contact Prefix	20	Jr.
Contact Suffix	20	PhD
Contact Title	40	Director of Operations
Security Group Name	40	Academics - Advanced
Category Name	80	Revenue-Producing Event

Field	Length	Example
Custom Attribute Name	120	Is proof of insurance required?
Custom Attribute (Text/String)	80	This event meets all stated requirements
Custom Attribute (Long Text)	Unlimited	

Special Characters

In addition to alphanumeric characters, Series25 supports the following punctuation and other special symbols:

. , / ? " # $ ' ( ) * + - : ; = ? [ ] _ ` { } | &

The following characters should not be used except in event details, comments, or custom attributes. (In other words, avoid using them for location/resource/organization names or the names of custom attributes and categories.)

! < > % ~ @ \ ^