

## Working With Master Definitions In 25Live

25Live allows you to view, add, and edit master definition items in the System Settings area, including:

- [Buildings](#)
- [Custom Attributes](#)
- [Categories](#)
- [Roles](#)
- [Requirements](#)
- [Features](#)
- [Layouts](#)
- [Partitions](#)
- [Org Types](#)
- [Org Ratings](#)
- [Event Types](#)
  - [Folders](#)
  - [Cabinets](#)
- [Images](#)

Some master definition data types created in 25Live may also need to be associated with other objects or event types in [event type master definitions](#).

### How To Access Master Definitions



#### Security Note

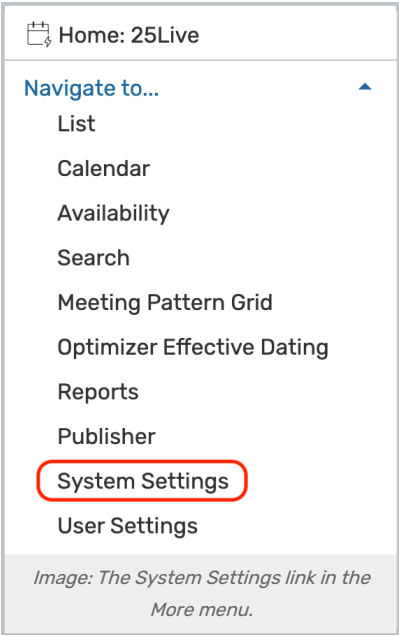
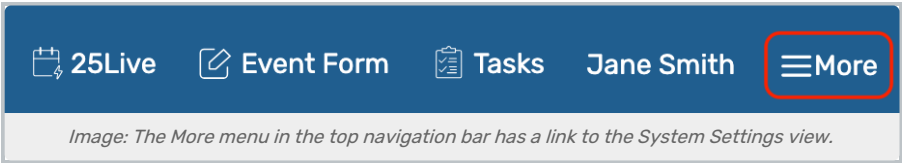
To access Master Definitions System Settings views, your 25Live user must have security permissions set in [Series25 Group Administration](#) for each of the types that you wish to access, including:

- Events: Administrative: 6.0 *Manage Event Master Definitions*
- Event Requirement Notification Policy: Administrative 7.0 *Set Event Notification Policy*
- Event Types: Administrative: 5.2 *Manage Event Type Hierarchy*
- Locations: Administrative: 10.2 *Manage Location Master Definitions*
- Resources: Administrative: 12.2 *Manage Resource Master Definitions*
- Organizations: Administrative: 15.4 *Manage Organization Master Definitions*
- Organization Ratings: Administrative: 15.6 *Edit Organization Ratings*
- Organization Partition Preferences: Administrative: 15.8 *Edit Organization Location Preferences*
- Contacts: Administrative: 14.1 *Manage Contact Master Definitions*

If you would like any of the described settings changed for your user, contact your 25Live administrator.

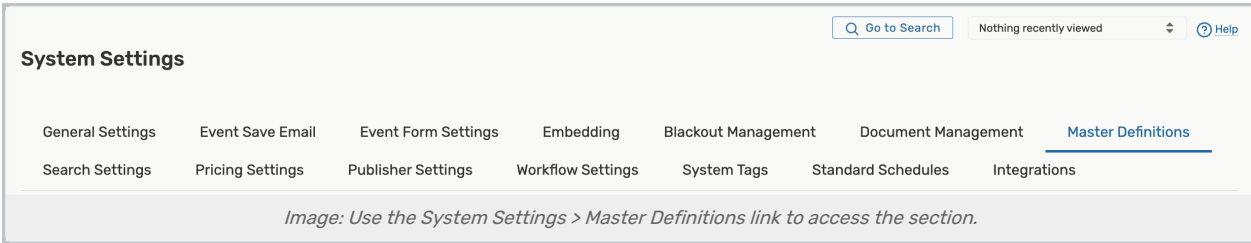
## 1. Go to the System Settings View

The **System Settings** section is accessible from the **More** menu in [the top navigation bar](#).



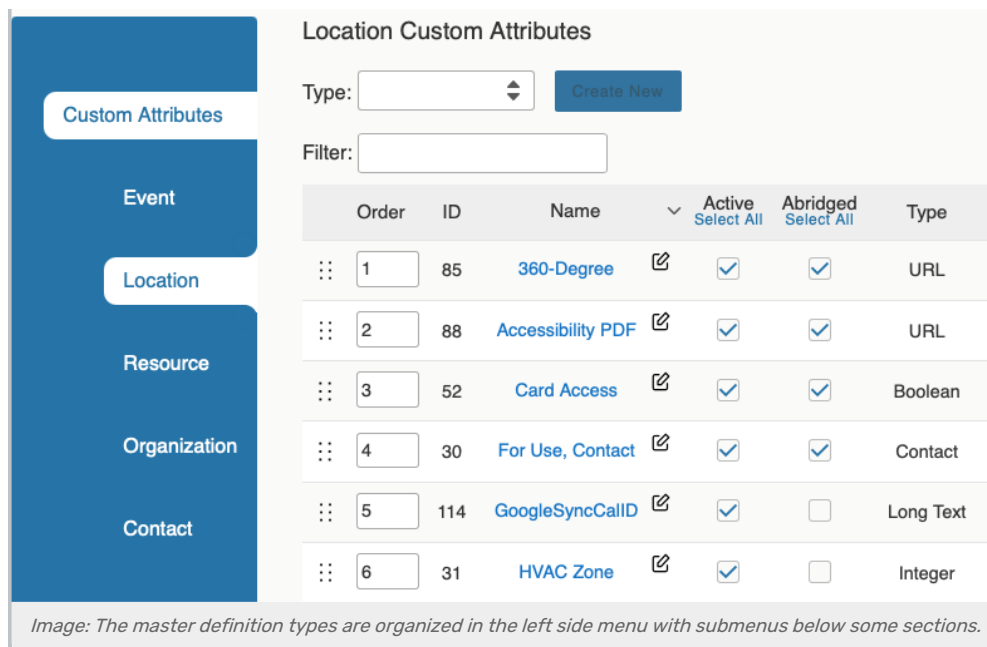
## 2. Tap or Click the Master Definitions Link

Use the menu link to go to the **System Settings** view, then open the **Master Definitions** section.



## Viewing Master Definition Sections

Each master definition type is listed along the left side. Using the link on the title of each will open its section, and, in many cases, expand further submenu options.

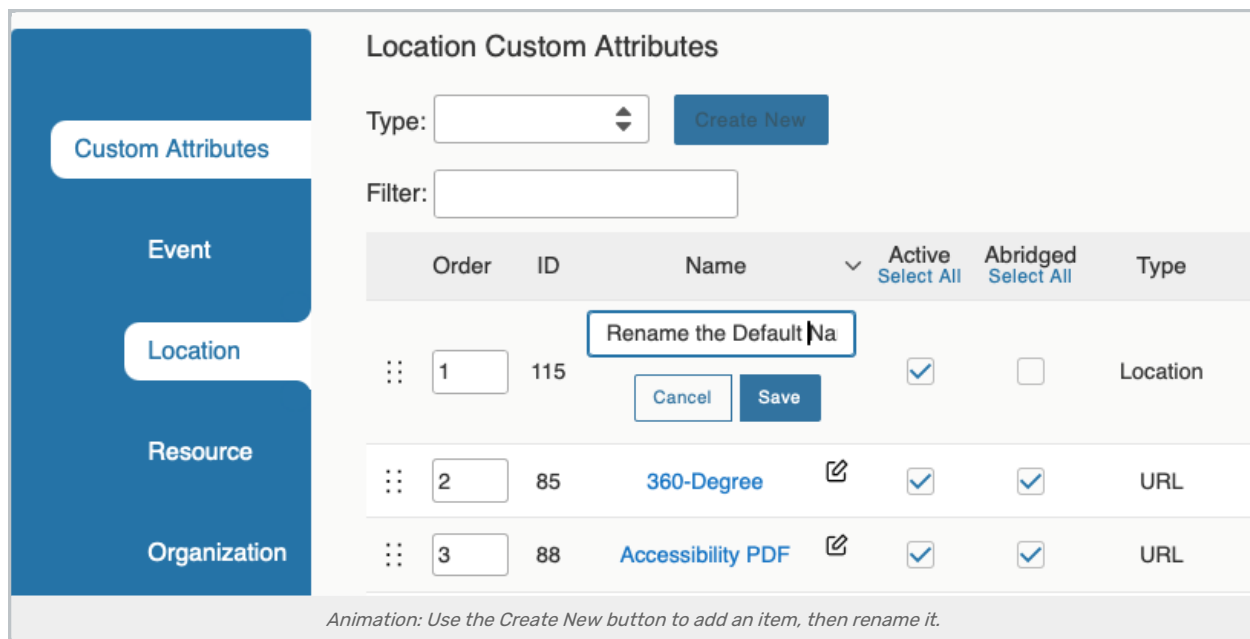


Each section lists the ID number (useful for referencing system variable that may have been renamed in your instance), name, active status, link to view its usage, and button to delete the item. Some sections will also show columns and controls that apply only to that type.

Many of the column headers can be tapped or clicked to reorder the tabled list. Use the **Save Sort** button to save the new sort order.

## Adding Master Definition Items

Each master definition type view has a **Create New** button available to add a new item. After clicking or tapping on the button, a new row will appear for the new item at the top of the list. Use the edit icon to rename the new item.



You can then manually reorder the item, change its active status, or perform any other editing actions.

## Editing Master Definition Items

In addition to the Master Definition items you can create, 25Live includes a number of system-supplied master definition items. These items can't be edited or deleted, but can be deactivated.

⋮	13	-3	Map		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	URL	<button>Add</button>
⋮	14	-6	X25 Building		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Text	<button>Add</button>
⋮	15	-7	X25 Owner Organization		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organization	<button>Add</button>
⋮	16	-9	X25 Room Use Code		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Integer	<button>Add</button>
⋮	17	-10	X25 Floor Number		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Text	<button>Add</button>
⋮	18	-12	X25 Assignable Area		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Integer	<button>Add</button>
⋮	19	-14	Latitude		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Float	<button>Add</button>
⋮	20	-15	Longitude		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Float	<button>Add</button>

*Image: Items with negative numbers are system-supplied Master Definitions and cannot be deleted.*

Master definition type sections have a few actions common to all types, including the ability to:

- **Filter** the list of items by name
- Manually reorder items
- Edit the **Name** of the item
- Check or uncheck the **Active** status
- View the **Usage** of the item in events, searches, etc.
- **Delete** the item (if it is not being used)
- **Force Delete** the item (even if it's being used) and remove all references *(available only to Administrators in the (-1) security group)*
- Use the **Create New** button to add a new item



### Use Caution With Force Delete

The option to "force delete" a master definition item should be taken with care. Be advised that some searches may no longer function as expected until you edit them to remove references.



### Tip: Manually Sorting Item Display Order

Order	ID	Name
⋮ 1	87	Featured Events
⋮ 2	-90	OutlookCalendarId
⋮ 3	80	Would you like 25Live to notify Facilities staff about your event room setup needs?
⋮ 4	89	What is your second location preference?
⋮ 5	78	Club Advisor
⋮ 6	71	Academic Year
⋮ 7	66	Contact Name

*Animation: Drag the row to manually set the display order or a type an order number into the Order column.*

You can manually set the order of items displayed by clicking on the row icon ( ⋮ ) and dragging up or down.

In some master definition lists, you can also enter a numeric value in the **Order** column to immediately change the order.

Many of the column headers can also be tapped or clicked to reorder the tabled list.

Use the **Save Sort** button to save the order.

## Hiding Master Definition Items

Order	ID	Name	Active Select All	Abridged Select All	Type
⋮ 1	88	Accessibility PDF	✓	✓	URL
⋮ 2	52	Card Access	✓	✓	Boolean
⋮ 3	30	For Use, Contact	✓	✓	Contact
⋮ 4	114	GoogleSyncCallID	✓		Long Text

*Image: Some types have an Abridged checkbox available to hide master definition items.*

Many types of Master Definitions feature the ability to add or remove items from "abridged lists." Use these lists to hide items from users with limited permissions. Look for the **Abridged** column when available.

For more information about abridged Master Definitions, please see [Hiding Master Definitions and Custom Attributes](#).