

## 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

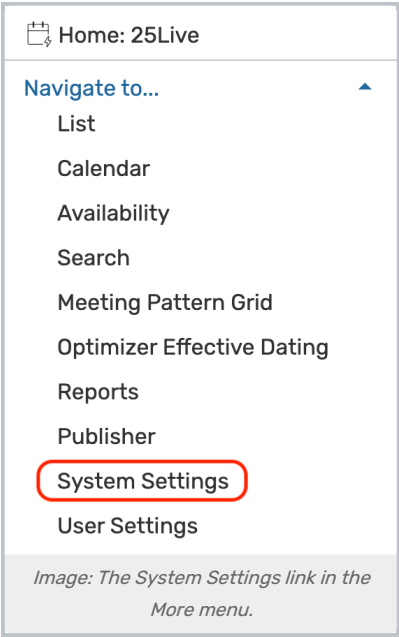
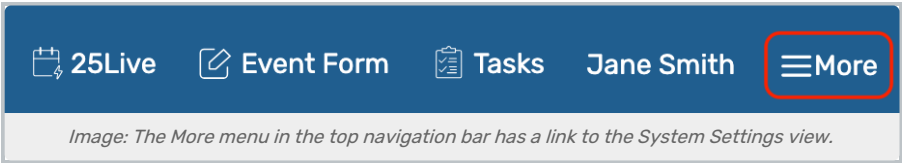
To access Master Definitions System Settings views, your 25Live user must have security permissions set in [Series25 Group Administration](#) for each of the types that you wish to access, including:

- Events: *Admin: 6.0 Manage Event Master Definitions*
- Event Requirement Notification Policy: *Admin: 7.0 Set Event Notification Policy*
- Event Types: *Admin: 5.2 Manage Event Type Hierarchy*
- Locations: *Admin: 10.2 Manage Location Master Definitions*
- Resources: *Admin: 11.2 Manage Resource Master Definitions*
- Organizations: *Admin: 13.4 Manage Organization Master Definitions*
- Organization Ratings: *Admin: 13.6 Edit Organization Ratings*
- Organization Partition Preferences: *Admin: 13.8 Edit Organization Location Preferences*
- Contacts: *Admin: 12.1 Manage Contact Master Definitions*

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

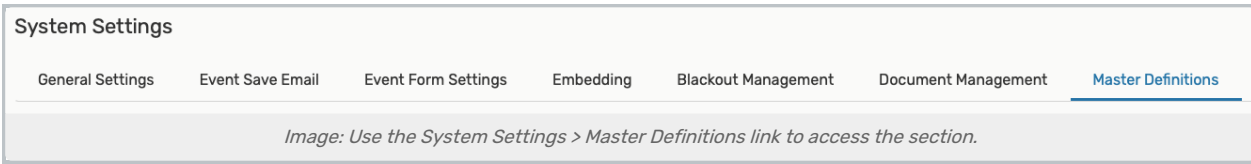
## 1. Go to the System Settings View

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 view 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.

Custom Attributes

Event

Location

Resource

Organization

Contact

Type: 

Create New

Filter:

	Id	Name	Active	Type	Usage	Delete	Force Delete
	63	Software Installed	<div></div> <div></div>	Long Text	<div>View</div>	<div>Delete</div>	<div>Force Delete</div>
	-14	Latitude	<div></div> <div></div>	Float	<div>View</div>	<div>Delete</div>	<div>Force Delete</div>
	62	Internal Location Notes	<div></div> <div></div>	Long Text	<div>View</div>	<div>Delete</div>	<div>Force Delete</div>
	52	Card Access	<div></div> <div></div>	Boolean	<div>View</div>	<div>Delete</div>	<div>Force Delete</div>
	30	For Use, Contact	<div></div> <div></div>	Contact	<div>View</div>	<div>Delete</div>	<div>Force Delete</div>
	31	HVAC Zone	<div></div> <div></div>	Integer	<div>View</div>	<div>Delete</div>	<div>Force Delete</div>
	53	Last Maintenance Date	<div></div> <div></div>	Date	<div>View</div>	<div>Delete</div>	<div>Force Delete</div>

Image: The master definition types are organized in the left side menu with submenus below some sections.

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.

### 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.

Custom Attributes

Categories

Event

Location

Resource

Organization

Create New

Filter:

	Id	Name	Active	Usage	Delete	Force Delete
	15	ADA Compliant	<div></div> <div></div>	<div>View</div>	<div>Delete</div>	<div>Force Delete</div>
	16	Available for Public Use	<div></div> <div></div>	<div>View</div>	<div>Delete</div>	<div>Force Delete</div>
	17	Classroom - Department	<div></div> <div></div>	<div>View</div>	<div>Delete</div>	<div>Force Delete</div>
	18	Classroom - General Purpose	<div></div> <div></div>	<div>View</div>	<div>Delete</div>	<div>Force Delete</div>
	19	Do Not Display on Web Calendars	<div></div> <div></div>	<div>View</div>	<div>Delete</div>	<div>Force Delete</div>
	58	Optimizer Spaces	<div></div> <div></div>	<div>View</div>	<div>Delete</div>	<div>Force Delete</div>

Animation: Use the Create New button to add an item then rename it.

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.

The screenshot shows the Master Definition Type interface. On the left is a sidebar with categories: Custom Attributes, Event, Location, Resource, and Organization. The main area has a 'Type:' dropdown, a 'Create New' button, and a 'Filter:' input field. Below these is a table with columns: Id, Name, Active, Type, Usage, Delete, and Force Delete. The table contains four rows of data. Annotations with red arrows point to various elements: 'Add Item' points to the 'Create New' button; 'Filter By Name' points to the 'Filter:' input field; 'View Usage' points to the 'Usage' column; 'Remove Item Based on Use' points to the 'Delete' and 'Force Delete' columns; 'Use Handles to Reorder' points to the drag handles in the 'Name' column; and 'Edit Name' points to the edit icon in the 'Name' column.

Id	Name	Active	Type	Usage	Delete	Force Delete
63	Software Installed	<input checked="" type="checkbox"/>	Long Text	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Force Delete</a>
-14	Latitude	<input checked="" type="checkbox"/>	Float	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Force Delete</a>
62	Internal Location Notes	<input checked="" type="checkbox"/>	Long Text	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Force Delete</a>
52	Card Access	<input checked="" type="checkbox"/>	Boolean	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Force Delete</a>

(Only shown to users in (-1) security group)

Image: Many actions are common across all master definition sections. See individual master definition type help topics for additional action options.

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 Reordering Master Definition Items

The screenshot shows the Master Definition Type interface with a table of items. The table has columns: Id, Name, Active, Schedule25, Usage, and Delete. The items are listed in numerical order (1-7). An animation shows a row being dragged to a new position.

Id	Name	Active	Schedule25	Usage	Delete
1	ADA Accessible	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">View</a>	<a href="#">Delete</a>
2	Air Conditioning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Delete</a>
3	AV - Data Projector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Delete</a>
4	AV - Document Camera	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Delete</a>
5	AV - DVD Player	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Delete</a>
6	AV - Instructor Station	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Delete</a>
7	AV - Internet - Ethernet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Delete</a>

Animation: Drag the row to manually set the display order.

The default display order for master definition items is to show them in alphabetical order. You can manually reorder the lists (which may affect the order item types, such as custom attributes, will display on the Event Form) by clicking on the row, dragging up or down, then dropping the item between rows. Use the **Save Sort**

button to save the order.

*Note: If you previously depended on the application to automatically sort required custom attributes to the top of the section in the Event Form, you must now manually set the order.*

## Hiding Master Definition Items

Event Categories

Create New

Filter:

Id	Name		Active	Abridged	Usage	Delete	Force Delete
77	LW		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<button>View</button>	<button>Delete</button>	<button>Force Delete</button>
76	GR		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<button>View</button>	<button>Delete</button>	<button>Force Delete</button>
75	UG		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<button>View</button>	<button>Delete</button>	<button>Force Delete</button>
71	Faculty/Staff Events		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<button>View</button>	<button>Delete</button>	<button>Force Delete</button>

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 permissions, see [Permissions in Series25 Group Administration](#).