Adding and Editing Categories In 25Live

25Live allows you to add and edit categories for events, locations, resources, and organizations in the Master Definitions section of the System Settings area. Categories provide a readily available way to group objects, such as grouping events with categories like Academic, Athletic, Community, etc.
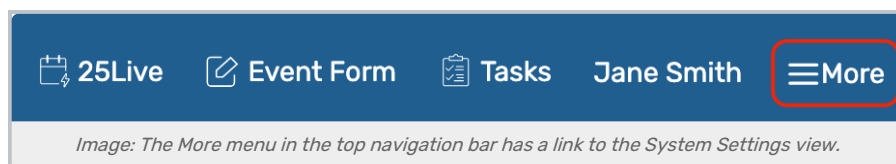
How To Access Master Definitions

> 🔒 **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:
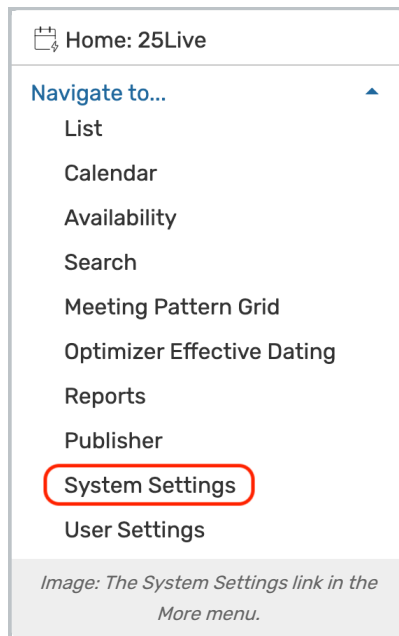>
> - Events: *Admin: 6.0 Manage Event Master Lists*
> - Event Requirement Notification Policy: *Admin: 7.0 Set Event Notification Policy*
> - Event Types: *Admin: 5.2 Manage Event Type Hierarchy*
> - Locations: *Admin: 10.2 Manage Location Master Lists*
> - Resources: *Admin: 11.2 Manage Resource Master Lists*
> - Organizations: *Admin: 13.4 Manage Organization Master Lists*
> - Organization Ratings: *Admin: 13.6 Edit Organization Ratings*
> - Organization Partition Preferences: *Admin: 13.8 Edit Organization Location Preferences*
> - Contacts: *Admin: 12.1 Create and View all active and inactive Contact Master Lists*
>
> If you would like any of the described settings changed for your user, contact your 25Live administrator.
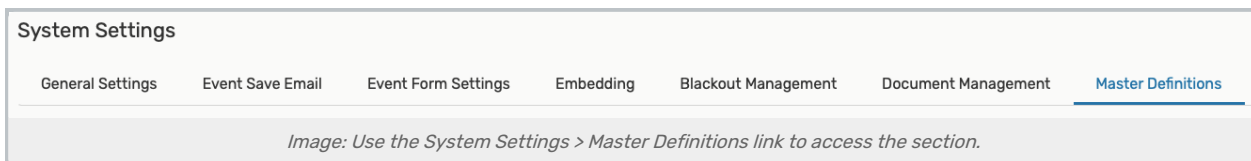
1. Go to the System Settings View

The **System Settings** section is accessible from the **More** menu in the top navigation bar.

📅 25Live   ✏️ Event Form   📋 Tasks   Jane Smith   ☰ More

Image: The More menu in the top navigation bar has a link to the System Settings view.

Image: The System Settings link in the More menu.

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.

Image: Use the System Settings > Master Definitions link to access the section.

See Working With Master Definitions for details on general navigation within the Master Definitions section and actions available to all types.
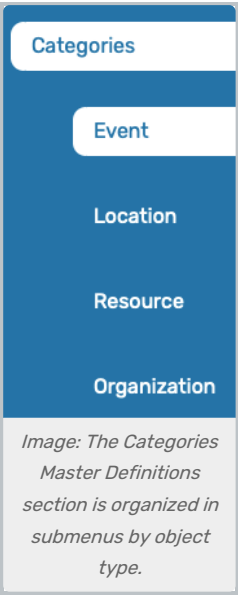
Available Category Types

Categories are used in 25Live to group objects for reporting and searching purposes. You can create categories for the following object types:

- Event
- Location
    - Create categories that make it easy for 25Live users to find and report on locations
    - Create categories that assist in grouping events by assigned location
- Resource
    - Create categories that make it easy for 25Live users to find and report on resources
    - Create categories that assist in grouping events by assigned resource
- Organization
    - Create categories that make it easy for 25Live users to find and report on organizations
    - Create categories that assist in grouping events by sponsoring organization
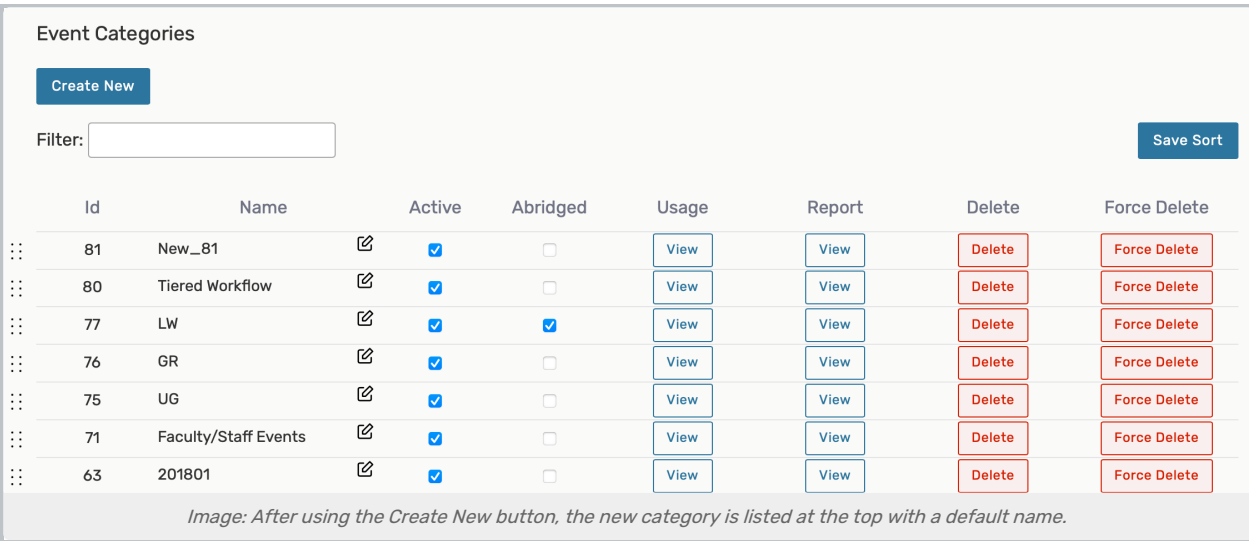
How To Add Categories

1. Open a Specific Category Type View

Image: The Categories Master Definitions section is organized in submenus by object type.

The Categories view within the Master Definitions section has submenus organized by object type, Event, Location, Resource, and Organization.

2. Use the Create New Button

Event Categories

	Id	Name		Active	Abridged	Usage	Report	Delete	Force Delete
⠿	81	New_81	✎	☑	☐	View	View	Delete	Force Delete
⠿	80	Tiered Workflow	✎	☑	☐	View	View	Delete	Force Delete
⠿	77	LW	✎	☑	☑	View	View	Delete	Force Delete
⠿	76	GR	✎	☑	☐	View	View	Delete	Force Delete
⠿	75	UG	✎	☑	☐	View	View	Delete	Force Delete
⠿	71	Faculty/Staff Events	✎	☑	☐	View	View	Delete	Force Delete
⠿	63	201801	✎	☑	☐	View	View	Delete	Force Delete

Image: After using the Create New button, the new category is listed at the top with a default name.

To add a new category, use the **Create New** button. Your new item will appear at the top of the list.

3. Rename the New Category

The new category will appear with a default name that includes its ID number. Use the edit icon (✎) to rename.

Editing Categories

Every type of category allows you to edit the list or item with the following actions:

- Manually reorder items
- The **Id** number for each item is listed
- Edit the **Name** of the item
- Check or uncheck the **Active** status
- The **Abridged** checkbox controls if the item is only visible on an abridged list for users with limited permissions
- **View** the **Usage** of the item in events, searches, etc.
- Use the **Report** column to run the "Master Definition Usage - Excel" report to export usage information
- **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 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**

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 set the order that items will display by clicking on the row and dragging up or down. Use the **Save Sort** button to save the order.