

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

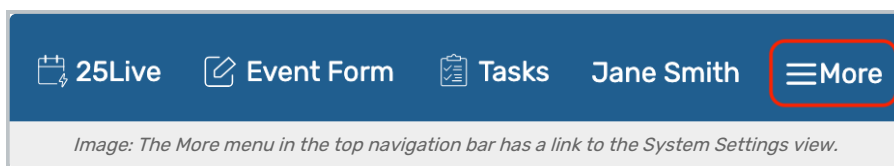
To access Master Definitions System Settings views, your 25Live user must have security permissions set in [Series25 Group Administration](#) for each of the types that you wish to access, including:

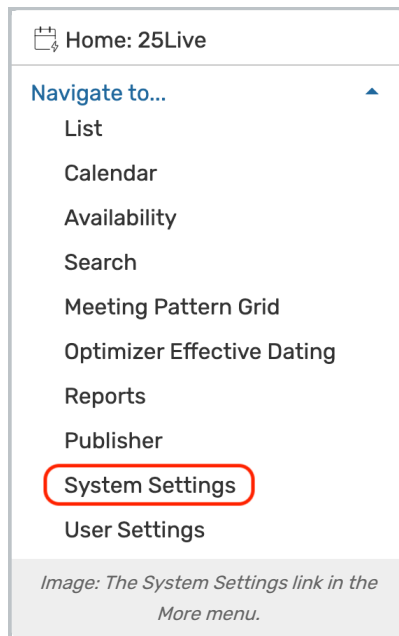
- Events: Administrative: 6.0 *Manage Event Master Definitions*
- Event Requirement Notification Policy: 7.0 *Set Event Notification Policy*
- Event Types: Administrative: 5.2 *Manage Event Type Hierarchy*
- Locations: Administrative: 10.2 *Manage Location Master Definitions*
- Resources: Administrative: 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

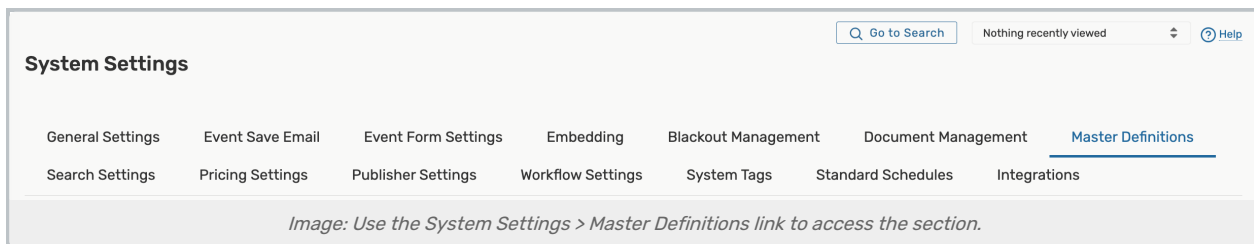
The **System Settings** section is accessible from the **More** menu in [the top navigation bar](#).





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.



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

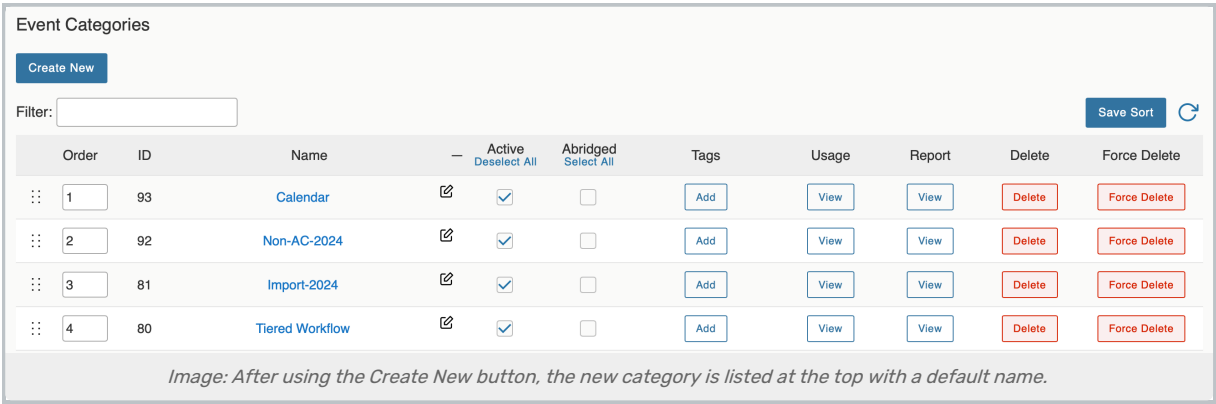
1. Open a Specific Category Type View



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

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:

- You can click and drag using the six dot symbol (⋮) on the left to reorder items OR you can enter a new order number in the **Order** column text box
- 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
- The **Tags** column lets you add [System Tags](#) for filtering and searching throughout 25Live
- **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

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	88	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.

