

## 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](#).

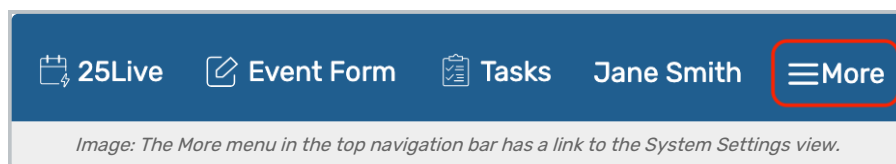
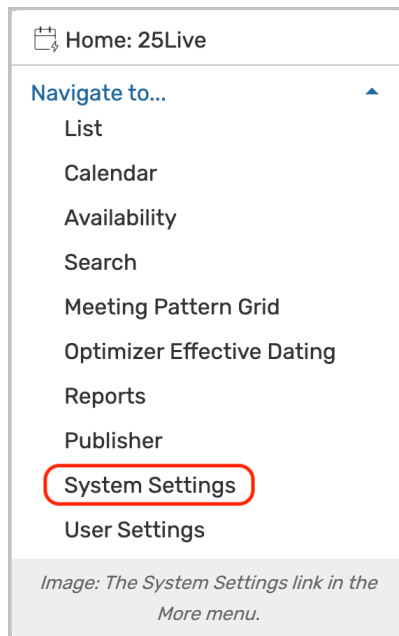
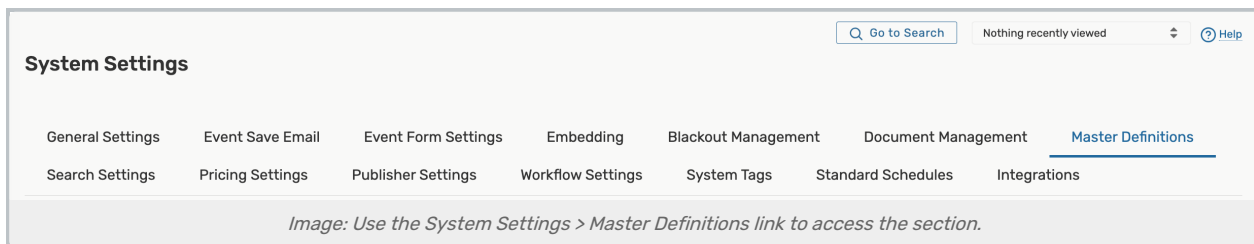


Image: The More menu in the top navigation bar has a link to the System Settings view.



## 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

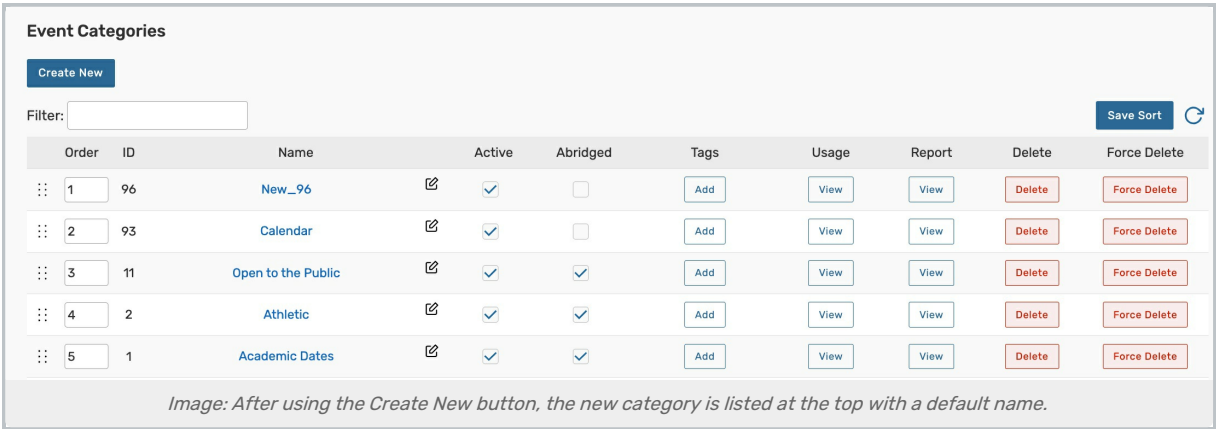
### 1. Open a Specific Category Type View



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	68	Content 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.

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

