

## Adding and Editing Org Ratings In 25Live

25Live allows you to define a list of organization ratings in the [Master Definitions](#) section of the [System Settings](#) area.

- Define as many ratings as you need, but try to keep them high-level – a maximum of six is recommended.
- Create ratings that assist schedulers in accurately assessing an organization's performance.

### 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.

### How To Add Org Ratings

#### 1. Use the Create New Button

Org Ratings

Create New

Filter:

Save Sort

Order	ID	Name	Active	Standing	Usage	Report	Delete	Force Delete	
1	5	New_5			Allow	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Force Delete</a>
2	4	Do Not Allow Bookings			Allow	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Force Delete</a>
3	1	Good			Allow	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Force Delete</a>
4	2	On Probation			Warn	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Force Delete</a>
5	3	Pay in Advance			Warn	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Force Delete</a>

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

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

## 2. Rename the New Item

The new org rating will have a default name that includes its ID number. Use the edit icon (  ) to rename.

## Editing Organization Ratings

You can 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 **Standing** dropdown selection is used to designate which ratings make an organization ineligible to sponsor an event (The standings defined for organizations describe their performance as an organization/customer)
  - "Allow" - the organization can be assigned to events
  - "Warn" - the organization can be assigned to events, but there will be a warning in the event form
  - "Deny" - the event form will prevent users from submitting events with this organization
  - *Note: Currently, this does not prevent submission if a user does not have permission to see the organization's rating.*
- **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 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	<a href="#">Featured Events</a>
⋮ 2	-90	<a href="#">OutlookCalendarId</a>
⋮ 3	80	<a href="#">Would you like 25Live to notify Facilities staff about your event room setup needs?</a>
⋮ 4	89	<a href="#">What is your second location preference?</a>
⋮ 5	78	<a href="#">Club Advisor</a>
⋮ 6	71	<a href="#">Academic Year</a>
⋮ 7	88	<a href="#">Contact Name</a>

*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.