

Adding and Editing Custom Attributes In 25Live

25Live allows you to add and edit custom attributes in the [Master Definitions](#) section of the [System Settings](#) area. Custom attributes allow you an unlimited ability to track additional data elements about events, locations, resources, organizations, and contacts.

How To Access Master Definitions



Security Note

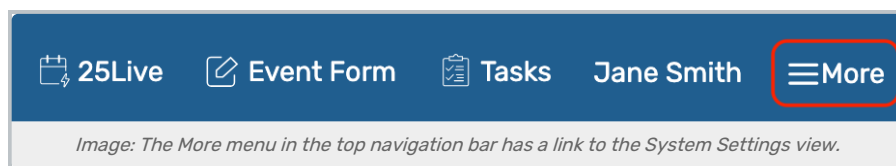
To access Master Definitions System Settings views, your 25Live user must have security permissions set in [Series25 Group Administration](#) for each of the types that you wish to access, including:

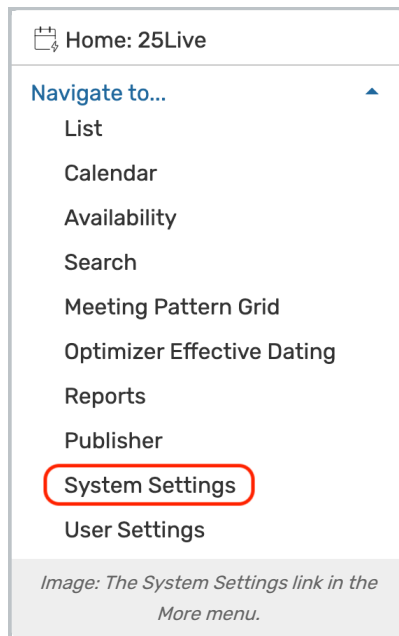
- Events: Administrative: 6.0 *Manage Event Master Definitions*
- Event Requirement Notification Policy: Administrative: 7.0 *Set Event Notification Policy*
- Event Types: Administrative: 5.2 *Manage Event Type Hierarchy*
- Locations: Administrative: 10.2 *Manage Location Master Definitions*
- Resources: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

1. Go to the System Settings View

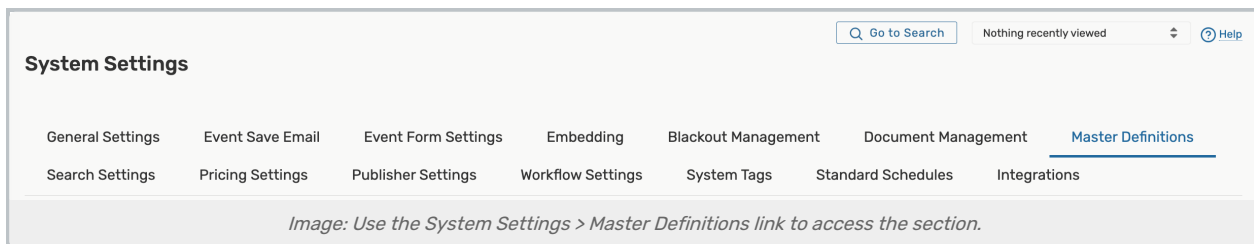
The **System Settings** section is accessible from the **More** menu in [the top navigation bar](#).





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.



System-Supplied Master Definition Items

In addition to the Master Definition items you create, 25Live includes a number of system-supplied event master definition items marked "[SYSTEM]" and grayed out. These items can't be edited or deleted, but can be deactivated.

See [Using System-Supplied Event Master Definition Items](#) for more information.

How To Add Custom Attributes

1. Open a Specific Custom Attributes View



The Custom Attributes view within the Master Definitions section has submenus organized by object type:

- Event
 - Create custom attributes that allow users to provide additional needed event information
 - Give a visual hint, such as a dollar sign or a question mark, in the attribute label to indicate the type of data required; for example, Entrance Fee (\$) or High Risk Activity?
 - Select the appropriate data type (see below)
- Location
 - Create custom attributes that allow users to provide additional needed location information
 - Give a visual hint, such as a dollar sign or a question mark, in the attribute label to indicate the type of data required; for example, Room Deposit (\$)
 - Select the appropriate data type (see below)
- Resource
 - Create custom attributes that allow users to provide additional needed resource information
 - ☐ If you want to associate images with resources, see [Inline Editing Resource Details](#)
 - Give a visual hint, such as a dollar sign or a question mark, in the attribute label to indicate the type of data required; for example, "Deposit for Use (\$)"
 - Select the appropriate data type (see below)
- Organization
 - Create custom attributes that allow users to provide additional needed organization information
 - Give a visual hint to indicate the type of data required; for example, Web Site (URL)
 - Select the appropriate data type (see below)
- Contact
 - Create custom attributes that allow users to provide additional needed contact information

- Give a visual hint, such as a dollar sign or question mark, in the attribute label to indicate the type of data required; for example, "First Aid/CPR Certified??"
- Select the appropriate data type (see below)

2. Select a Type

Event Custom Attributes

Type:

Filter:

Order	ID	Name	Active
Image: First use the Type dropdown selection to choose among the many available custom attribute types.			

Before using the button to create a new custom attribute, you must select a **Type** using the dropdown menu.


Attribute Type	Input Type
Contact	A valid 25Live contact name
Boolean	Yes/No condition
Date	Date only
Datetime	Date and time
URL	A web address
Floating Point	(Displays as "Float" on the Custom Attributes table) A number which may have a decimal
Image	Path name to an image file
Integer	A whole number
Location	A valid 25Live location name
Long Text	Long text or other alphanumeric characters
Organization	A valid 25Live organization name
Resource	A valid 25Live resource name
Text	Text and/or other alphanumeric characters <i>(maximum 80 characters)</i>
Time	Time only

3. Use the Create New Button

To add a new custom attribute, use the **Create New** button to add a new custom attribute. Your new attribute will

appear at the top of the list.

4. Rename the New Custom Attribute

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




	Order	ID	Name	Active	Event Details	Event Form	Multi-valued	Type
⋮	1	103	New_103 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Boolean
⋮	2	102	Will you be using catering services? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Boolean
⋮	3	101	Do you agree to the catering policies? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Boolean

Image: Use the edit button by the new custom attribute to rename it.

Editing Custom Attributes

Editing Actions for all Attribute Types

Every type of custom attribute allows you to edit the list or item. The editing options will vary by attribute type:

- Click and drag the symbol comprised of six dots to manually reorder items, or enter a new value in the **Order** column
 - Note: If you previously depended on the application to automatically sort required custom attributes to the top of the section, you must now manually set the order.*
- The **Id** reflects the unique number for each attribute
- The **Name** reflects the label for each attribute
 - Note: If you include a URL in the Name field, a clickable link will be created.*
- Update the status of the attribute by checking or unchecking the **Active** box
- The **Abridged** checkbox controls if the item is only visible on an abridged list for users with limited permissions
- The **Event Details** option controls whether the attribute can be selected from event details pages
- The **Event Form** option determines whether the attribute can be selected from the event form
- The **Type** column shows what type of data the attribute accepts (text, date, image, file reference, etc)
- Discrete Options** lets you add custom options to Text attributes
- The **Tags** column lets you add [System Tags](#) for filtering and searching throughout 25Live
- The **Usage** button shows you where the attribute is currently used in 25Live (events, searches, etc)
- Use the **Report** column to run the "Master Definition Usage - Excel" report to export usage information
- You have the option to **Delete** the item (if it is not being used)

- *Note: If you delete or force delete a custom attribute without first checking if it's being used in other features (such as [event form rules](#) or [event save email scenarios](#)), you may cause errors, blank spaces in forms, etc. Please check carefully before deleting.*

- Allow users to select multiple **Discrete Options** when using a Text Type attribute with the **Multi-valued** checkbox
- **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.

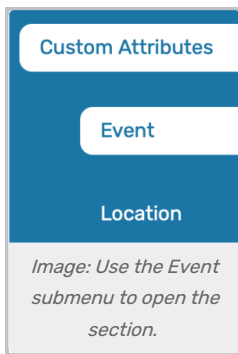
In some master definition lists, you can also enter a numeric value in the **Order** column to immediately change the order.

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

Discrete Options for Event Custom Attributes

Text type event custom attributes have a special ability to add **Discrete Options**.

1. Open the Event Submenu Under Custom Attributes



Go to the **Custom Attributes > Event** section.

2. Use the Show Button to Reveal Options

Any custom attribute that is of the type to allow discrete options will have a **Show** button next to it. Use the button to reveal the option actions.

3. Name and Arrange Options

Type a name for each option. Use the **Add** button again to add more. You can change the order of the options using the **Move Up** and **Move Down** buttons. Check the **Multi-valued** box to allow users to select more than one of the options when using the custom attribute.

When bulk editing custom attributes with discrete values, multiple options are available to edit.

4. Save Your Changes

Use the **Save** button to save and return to the Events Custom Attributes list.



Reminder: Custom Attributes Need to Be Mapped

To show custom attributes when users are creating events, they must be associated with either:

- An Event Type in System Settings
- Logic within Event Form Rules