Adding and Editing Features In 25Live

25Live allows you to define a list of the physical features of locations (and the quantity of each) in the Master Definitions section of the System Settings area that you can then associate with individual locations.

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.

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.
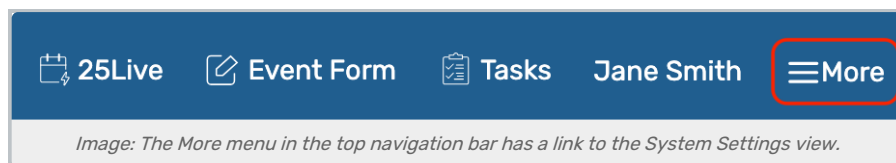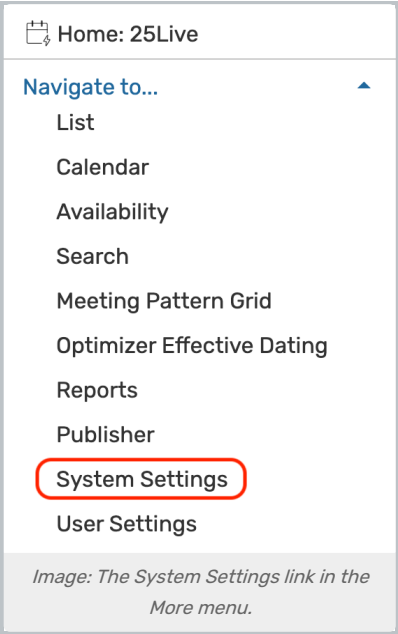
2. Tap or Click the Master Definitions Link

Use the menu link to go to the **System Settings** view, then open the **Master Definitions** section.

Image: Use the System Settings > Master Definitions link to access the section.
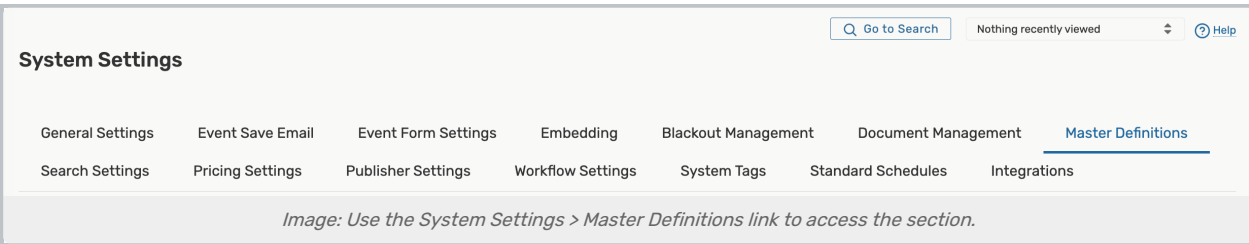
See *Working With Master Definitions* for details on general navigation within the Master Definitions section and actions available to all types.

How To Add Features

1. Use the Create New Button

Image: After using the Create New button, the new feature is listed at the top with a default name.
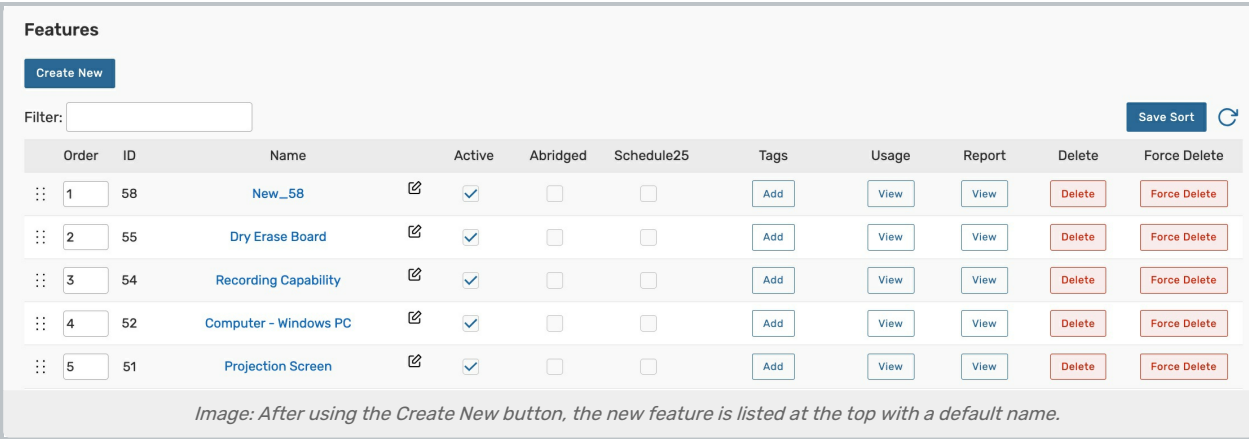
To add a new feature, use the **Create New** button. Your new item will appear at the top of the list.

For Location Features:

- Don't tie features to particular location types; for example, have a feature such as "Seating, Tiered," not "Science Lab, Seating, Tiered"

- List only features that will be requested

- List only features that don't exist in all locations

- Group features by name and type so users can easily find them; for example, "Board, Erasable, Large," "Board, Erasable, Small," and so on

- If you're planning to use the Schedule25 Optimizer, check the Schedule25 box of each feature you want to include in Optimizer processing

2. Rename the New Item

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

Editing Features

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 **Abridged** checkbox controls if the item is only visible on an abridged list for users with limited permissions

- Check whether or not you want to include the feature for use in the Schedule25 Optimizer

- 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		

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.