

Adding and Editing Layouts In 25Live

25Live allows you to define a list of layouts for all locations in the [Master Definitions](#) section of the [System Settings](#) area that you can then associate with individual locations. Additionally, you can also define the capacity, instructions, and default layout for each location.

How To Access Master Definitions



Security Note

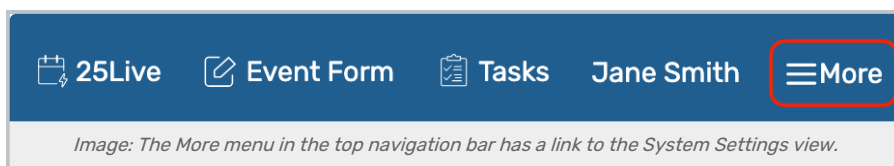
To access Master Definitions System Settings views, your 25Live user must have security permissions set in [Series25 Group Administration](#) for each of the types that you wish to access, including:

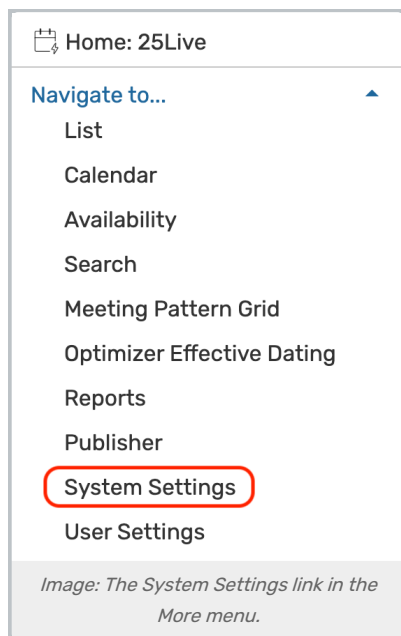
- Events: Administrative: 6.0 *Manage Event Master Definitions*
- Event Requirement Notification Policy: Administrative: 7.0 *Set Event Notification Policy*
- Event Types: Administrative: 5.2 *Manage Event Type Hierarchy*
- Locations: Administrative: 10.2 *Manage Location Master Definitions*
- Resources: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

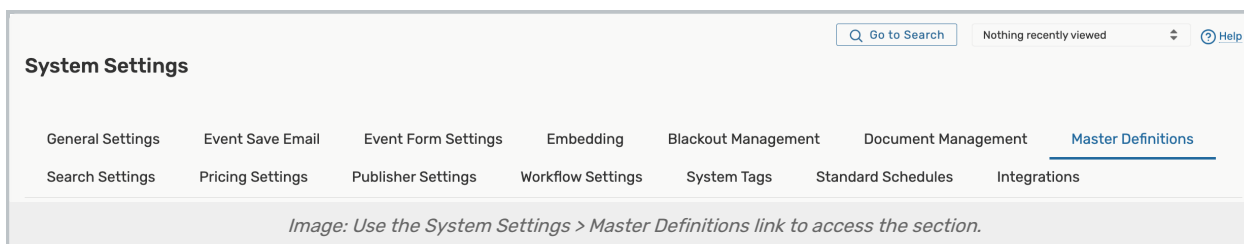
The **System Settings** section is accessible from the **More** menu in [the top navigation bar](#).





2. Tap or Click the Master Definitions Link

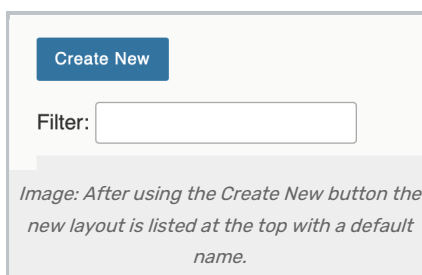
Use the menu link to go to the **System Settings** view, then open the **Master Definitions** section.



See [Working With Master Definitions](#) for details on general navigation within the Master Definitions section and actions available to all types.

How To Add Layouts

1. Use the Create New Button



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

2. Rename the New Item

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

Editing Layouts

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
 - Use layout names that accurately describe the ways locations can be arranged
- 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
- Use the **Tags - Add** button to add previously defined [System Tags](#)
- **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.
