

## Adding and Editing Partitions In 25Live

25Live allows you to define a list of partitions (areas of campus that can also be used in the [Schedule25 Optimizer](#) processing) for all locations, 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

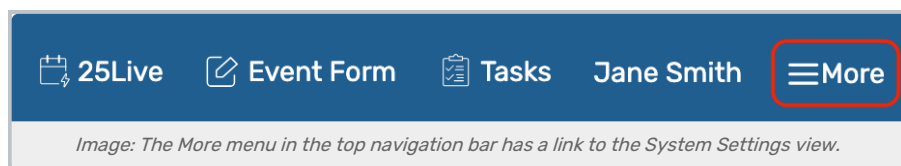
To access Master Definitions System Settings views, your 25Live user must have security permissions set in [Series25 Group Administration](#) for each of the types that you wish to access, including:

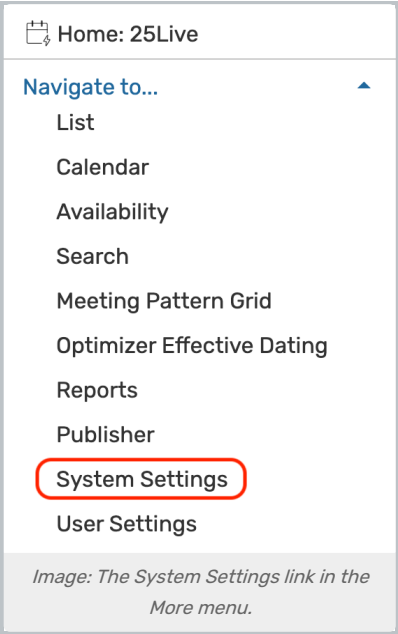
- Events: *Admin: 6.0 Manage Event Master Lists*
- Event Requirement Notification Policy: *Admin: 7.0 Set Event Notification Policy*
- Event Types: *Admin: 5.2 Manage Event Type Hierarchy*
- Locations: *Admin: 10.2 Manage Location Master Lists*
- Resources: *Admin: 11.2 Manage Resource Master Lists*
- Organizations: *Admin: 13.4 Manage Organization Master Lists*
- Organization Ratings: *Admin: 13.6 Edit Organization Ratings*
- Organization Partition Preferences: *Admin: 13.8 Edit Organization Location Preferences*
- Contacts: *Admin: 12.1 Create and View all active and inactive Contact Master Lists*

If you would like any of the described settings changed for your user, contact your 25Live administrator.

### 1. Go to the System Settings View

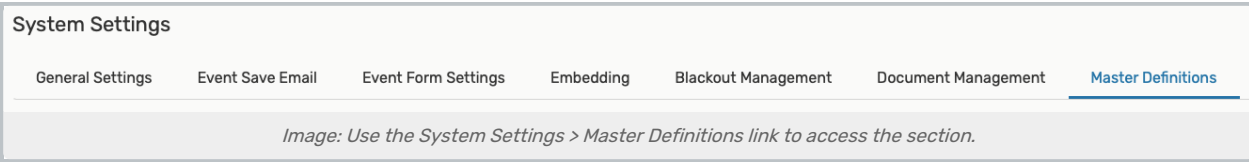
The **System Settings** section is accessible from the **More** menu in [the top navigation bar](#).





## 2. Tap or Click the Master Definitions Link

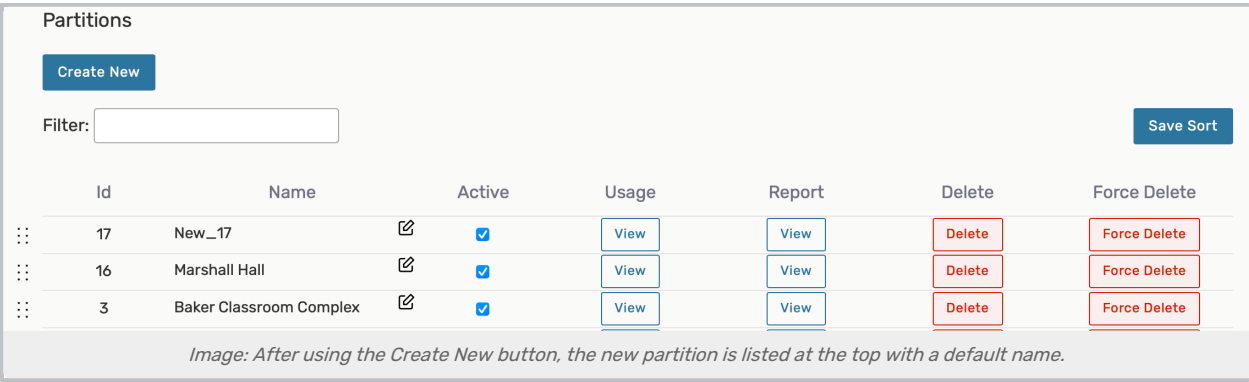
Use the menu link to go to the **System Settings** view, then view the **Master Definitions** section.



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


## How To Add Partitions

### 1. Use the Create New Button



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

### 2. Rename the New Item

The new partition will have a default name that includes its ID number. Use the edit icon (  ) to rename. Create partitions based on department location preferences.

## Editing Partitions

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
- **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

Categories		Id	Name	Active	Abridged	Schedule25	Usage	Delete	Force Delete
Rules	⋮	1	ADA Accessible				<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Force Delete</a>
	⋮	2	Air Conditioning				<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Force Delete</a>
Requirements	⋮	4	AV - Document Camera				<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Force Delete</a>
	⋮	5	AV - DVD Player				<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Force Delete</a>
Features	⋮	6	AV - Instructor Station				<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Force Delete</a>
	⋮	7	AV - Internet - Ethernet				<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Force Delete</a>

Animation: Drag the row to manually set the display order.

The default display order for master definition items is to show them in alphabetical order. You can set the order that items will display by clicking on the row and dragging up or down. Use the **Save Sort** button to save the order.