

## 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: 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](#).

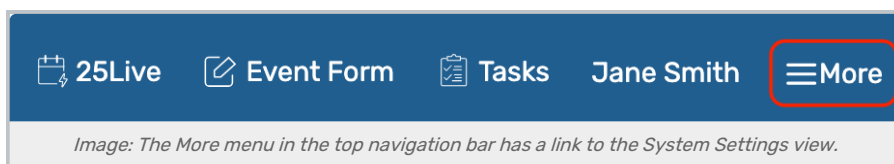
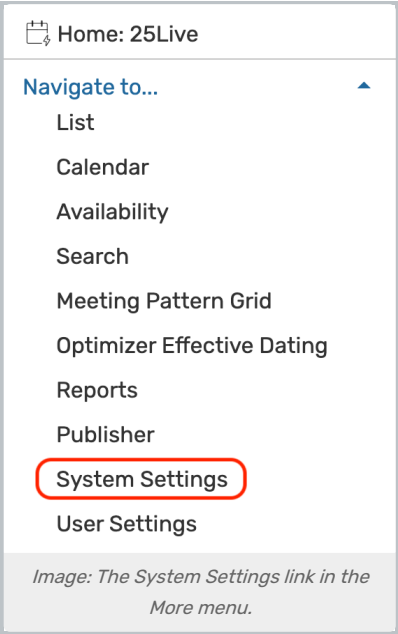
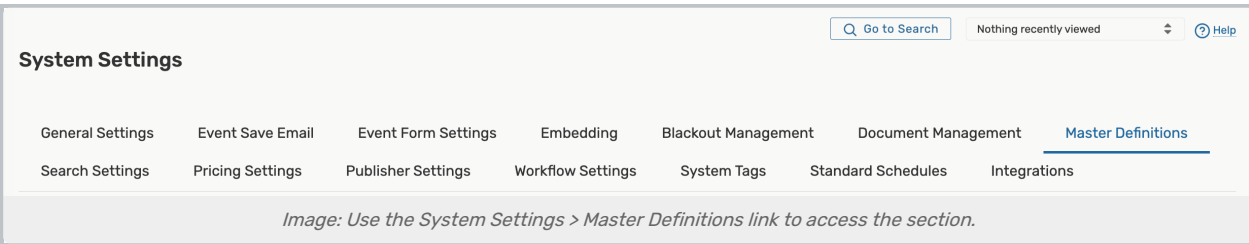


Image: The More menu in the top navigation bar has a link to the System Settings view.



## 2. Tap or Click the Master Definitions Link

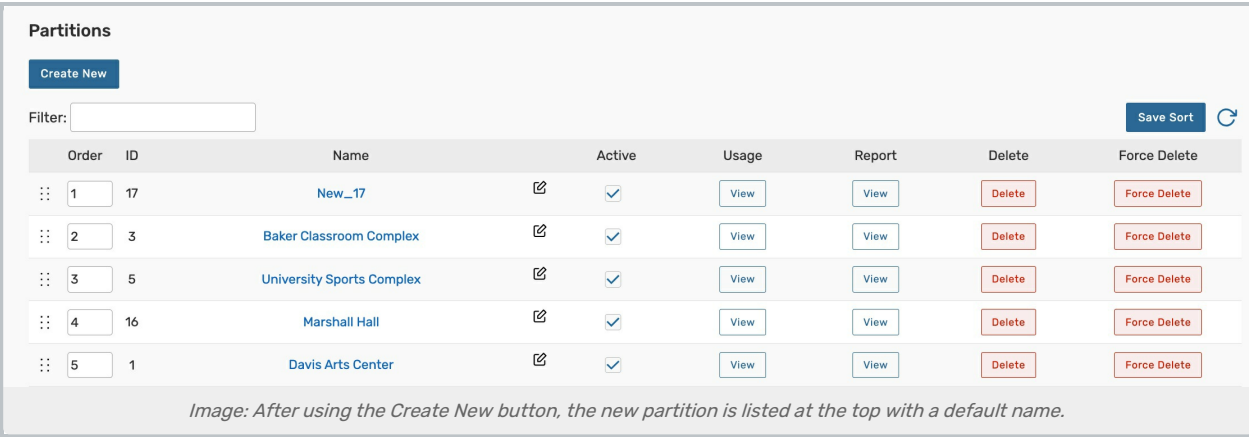
Use the menu link to go to the **System Settings** view, then open the **Master Definitions** section.



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


## How To Add 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

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.

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