

Adding and Editing Requirements In 25Live

25Live allows you to add and edit requirements for calendars and other uses in the [Master Definitions](#) section of the [System Settings](#) area. Event publishing requirements allow 25Live Publisher users to specify which calendar(s) specific events should be published to. Other requirements for events are needs that are relevant to an event as a whole, such as a parking permit for an extension class or an alcohol permit for a theater reception.

How To Access Master Definitions



Security Note

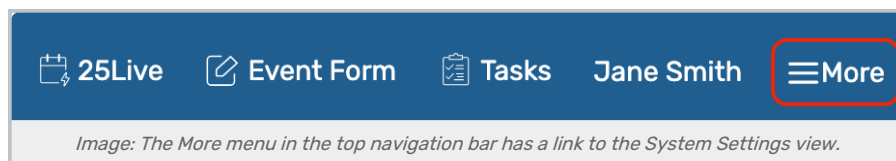
To access Master Definitions System Settings views, your 25Live user must have security permissions set in [Series25 Group Administration](#) for each of the types that you wish to access, including:

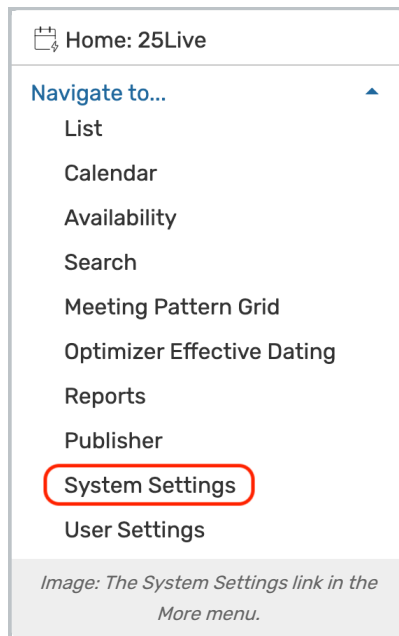
- Events: Administrative: 6.0 *Manage Event Master Definitions*
- Event Requirement Notification Policy: Administrative: 7.0 *Set Event Notification Policy*
- Event Types: Administrative: 5.2 *Manage Event Type Hierarchy*
- Locations: Administrative: 10.2 *Manage Location Master Definitions*
- Resources: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

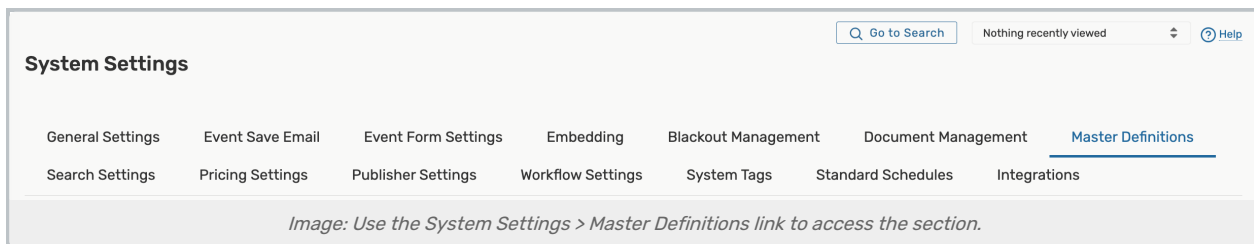
The **System Settings** section is accessible from the **More** menu in [the top navigation bar](#).





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.

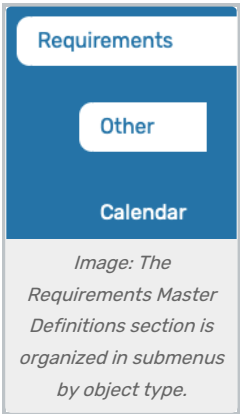
Available Types

You can create requirements for the following object types:

- **Other-** Uncategorized requirements that can be used on the Event Form
 - Think of items that apply to the overall event
 - Determine which requirements you want to allow users to enter a quantity of when creating an event
 - Remember that quantities of requirements aren't automatically decremented. If you need decrementing, create a resource instead
- **Calendar-** Requirements related to publishing.
 - Create calendar requirements that allow authorized 25Live users to indicate which web calendar (s) an event should be published to; for example, Publish to Athletics Calendar.

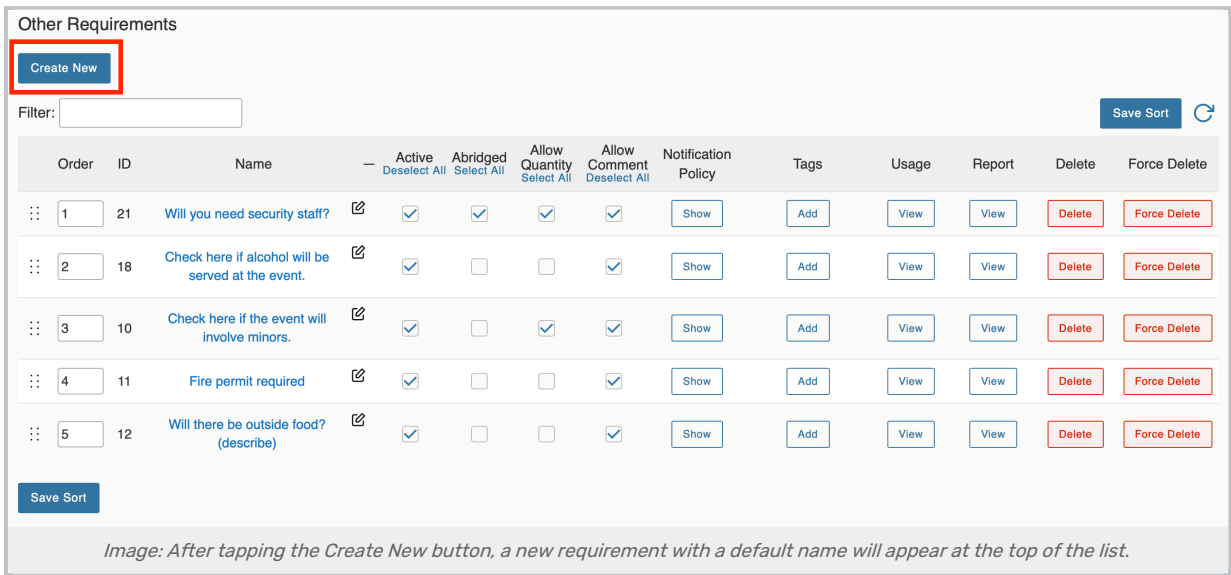
How To Add Requirements

1. Open a Specific Requirement Type View



The Requirements view within the Master Definitions section has submenus organized by object type for Other and Calendar.

2. Use the Create New Button




To add a new item, use the **Create New** button. Your new requirement will appear at the top of the list with a default name to replace, such as "New_27".

3. Rename the New Requirement

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

Editing Requirements

Both types of requirements allow you to edit the list or item with the following actions:

- You can click and drag using the six dot symbol () on the left to reorder items OR you can enter a new order number in the **Order** column text box
- The **Id** number for each item is listed

- Edit the **Name** of the item

Note: If you include a URL in the Name field, a clickable link will be created.

- 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 or uncheck **Allow Comment**
- *"Other" requirement type only:* Check or uncheck an option to **Allow Quantity** to be displayed on the Event Form
- Set **Notification Policy** (*see more detail below*)
- 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	68	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.

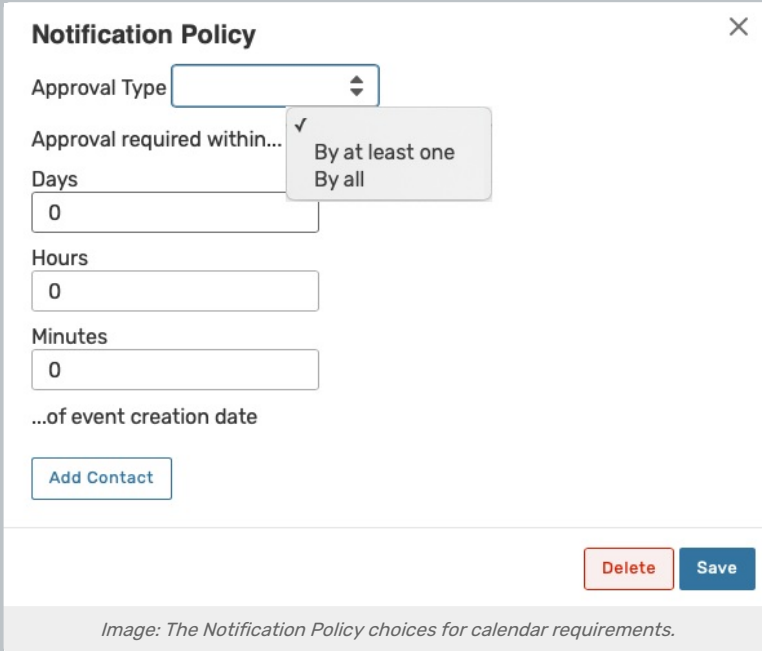
Many of the column headers can also be tapped or clicked to reorder the tabled list.

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

Notification Policy

Both requirement types have an additional editing option for setting notification policy. You can define a notification policy based on a particular event requirement. When a user creates an event with that requirement, the notification is automatically sent to the [25Live Task List](#) of the user(s) specified in the notification policy.

Example: You could define a notification policy that sends an "Information Only" notification to the task list of the head of campus security every time an event is created with an alcohol permit requirement.



Notification Policy [X]

Approval Type [dropdown]

Approval required within... [dropdown] ✓
By at least one
By all

Days [0]

Hours [0]

Minutes [0]

...of event creation date

[Add Contact]

[Delete] [Save]

Image: The Notification Policy choices for calendar requirements.

In the **Notification Policy** column, use the **Show** button to reveal options, including:

- The **Approval Type** that is required, **By at least one** contact or **By all**
- The number of **Days**, **Hours**, and **Minutes** of the event creation date that approval is required within
- The ability to **Add Contact** for the policy

Use the **Save** button to save your choices.