

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

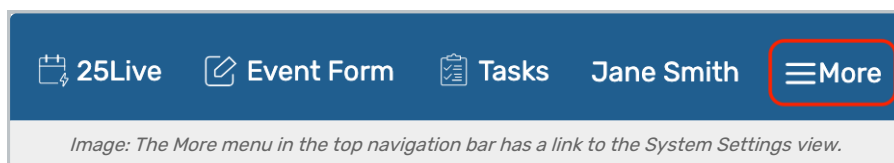
To access Master Definitions System Settings views, your 25Live user must have security permissions set in [Series25 Group Administration](#) for each of the types that you wish to access, including:

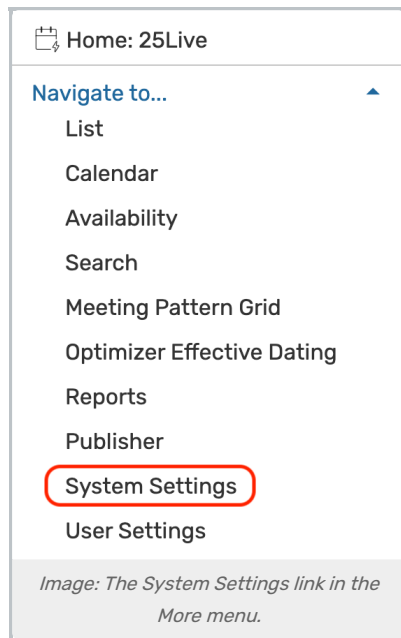
- Events: *Admin: 6.0 Manage Event Master Lists*
- Event Requirement Notification Policy: *Admin: 7.0 Set Event Notification Policy*
- Event Types: *Admin: 5.2 Manage Event Type Hierarchy*
- Locations: *Admin: 10.2 Manage Location Master Lists*
- Resources: *Admin: 11.2 Manage Resource Master Lists*
- 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

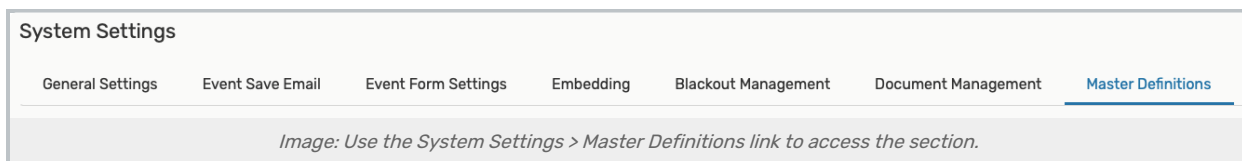
The **System Settings** section is accessible from the **More** menu in [the top navigation bar](#).





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.

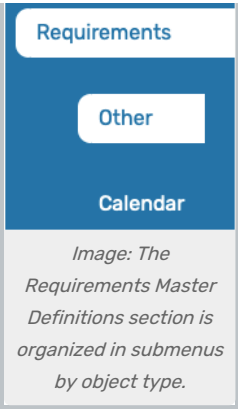
Available Types

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.

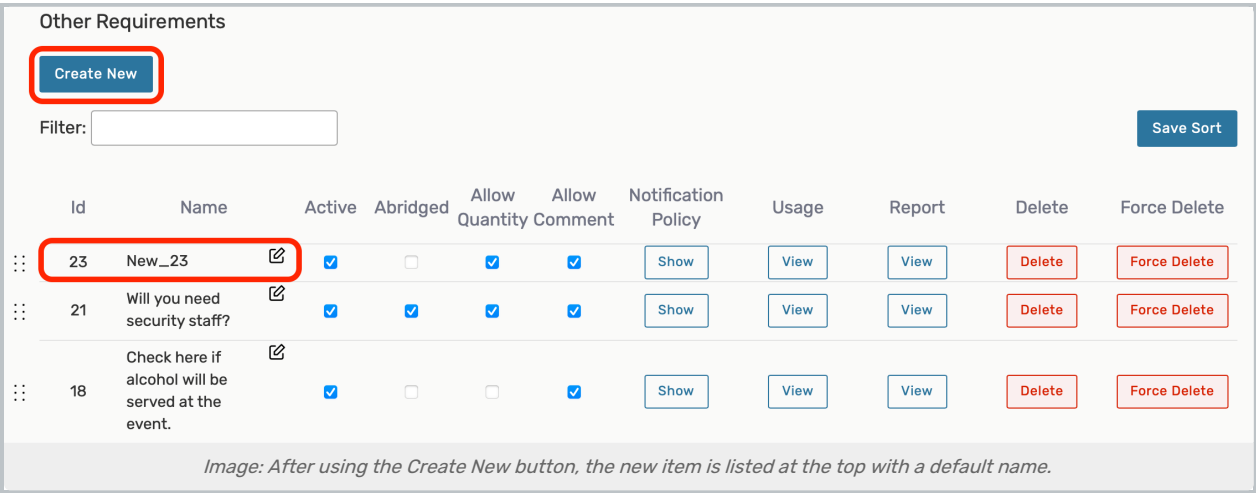
How To Add Requirements

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.

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:

- 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 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*)
- **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
Roles	1	ADA Accessible	05	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View	Delete	Force Delete
	2	Air Conditioning	05	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View	Delete	Force Delete
Requirements	4	AV - Document Camera	05	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View	Delete	Force Delete
	5	AV - DVD Player	05	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View	Delete	Force Delete
Features	6	AV - Instructor Station	05	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View	Delete	Force Delete
	7	AV - Internet - Ethernet	05	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View	Delete	Force Delete

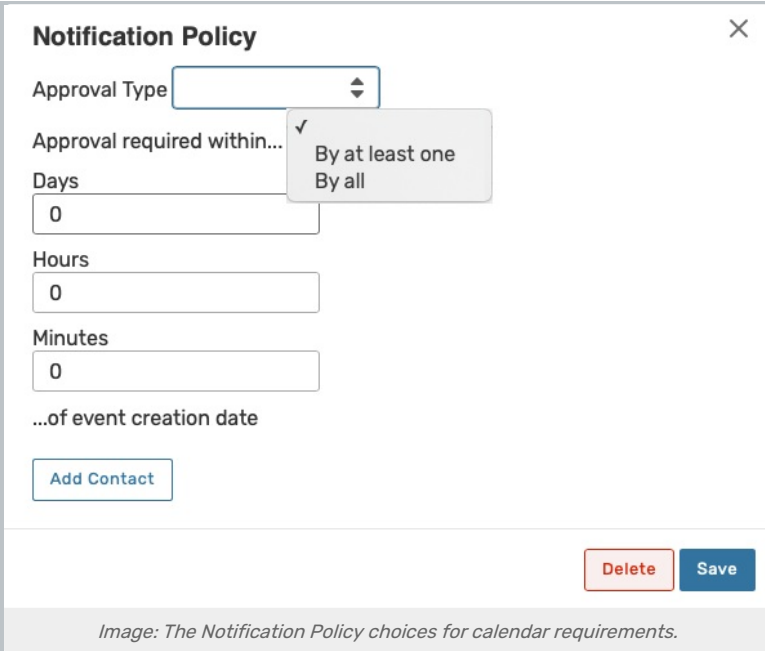
Animation: Drag the row to manually set the display order.

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.

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.



The screenshot shows a 'Notification Policy' dialog box. It has a title bar with a close button (X). Inside, there's a section for 'Approval Type' with a dropdown menu. Below that is 'Approval required within...' with a dropdown menu showing 'By at least one' (checked) and 'By all'. Underneath are three input fields for 'Days', 'Hours', and 'Minutes', each with the value '0'. Below these is the text '...of event creation date'. At the bottom left is an 'Add Contact' button. At the bottom right are 'Delete' and 'Save' buttons. A caption at the very bottom reads: '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.