

25Live Administration Utility – New Feature Locations

CollegeNET retired the Administration Utility on **11/01/2022** after redistributing its functionality between [25Live System Settings](#), [Series25 Group Administration](#), and other tools. Please refer to the guide below for instructions on how to find these settings in their new homes.

Appropriate security permissions (such as being in the -1 administration group) are required to access many administrative features in 25Live.

Some elements are not planned for migration as their usage is being phased out or replaced by CollegeNET best practices. Please [contact CollegeNET](#) if you have a use case that you believe cannot be supported without these features.

Security Management

Setting	New Home	Status	Notes
Manage Functional Security Groups	Series25 Group Administration > Configure > Security <ul style="list-style-type: none"> Setting Security For One Group 	Complete	<ul style="list-style-type: none"> Also includes setting security for multiple groups Series25 Group Administration dashboard to create/delete groups Series25 Group Administration > Configure > Members to add/remove members of a group
Remove Locks	25Live System Settings > General Settings > User Activity <ul style="list-style-type: none"> User Activity 	Complete	Locks can be removed one-by-one or in bulk
Set Object Security Status	N/A	N/A	Migration not planned – Object Security is now enforced by default.
Event Object Security	Series25 Group Administration > Configure > Event Security <ul style="list-style-type: none"> Configuring Object Security for Events, Folders, and Cabinets 	Complete	

Setting	New Home	Status	Notes
Cabinet and Folder Object Security	Series25 Group Administration > Configure > Event Security <ul style="list-style-type: none"> Configuring Object Security for Events, Folders, and Cabinets 	Complete	
Location Object Security and Assignment Policy	Series25 Group Administration > Configure > Location Security <ul style="list-style-type: none"> Configuring Object Security Configuring Assignment Policy 	Complete	
Assignment Policy Exceptions (i.e. location/resource exceptions)	Series25 Group Administration > Configure > Location Security <ul style="list-style-type: none"> Assignment Policy Exceptions for Locations and Resources 	Complete	
Resource Object Security and Assignment Policy	Series25 Group Administration > Configure > Resource Security <ul style="list-style-type: none"> Configuring Object Security Configuring Assignment Policy 	Complete	
Organization Object Security	Series25 Group Administration > Configure > Organization Security <ul style="list-style-type: none"> Configuring Object Security 	Complete	
Report Object Security	Series25 Group Administration > Configure > Report Security <ul style="list-style-type: none"> Configuring Object Security 	Complete	
Security Defaults	Series25 Group Administration > Configure > Default Security <ul style="list-style-type: none"> Setting Default Object Security and Assignment Policy 	Complete	

Event Management

Setting	New Home	Status	Notes
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Setting	New Home	Status	Notes
Cabinet and Folder Management	25Live System Settings > Master Definitions > Event Types > Hierarchy <ul style="list-style-type: none"> Adding and Editing Cabinets Adding and Editing Folders 	Complete	See also the "Security Management" section above. <i>Note: Constraints are discouraged (blackouts are preferred), and constraints will not be inherited.</i>
Data Inheritance	N/A	N/A	Not planned for migration; functionality is being phased out.
Event Deletion (Bulk)	25Live > More > Search <ul style="list-style-type: none"> Bulk Editing Multiple Events 	Complete	
Back-to-Back Binding	LYNX > More > Configuration > Data Binding <ul style="list-style-type: none"> Back-to-Back Binding 	Complete	
Export to SIS	LYNX > Export to SIS <ul style="list-style-type: none"> Reviewing and Exporting a Section Export Extract Set 	Complete	
Event Type Hierarchy	25Live System Settings > Master Definitions > Event Types > Hierarchy <ul style="list-style-type: none"> Adding and Editing Event Types 	Complete	Learning About the Event Type Hierarchy Adding and Editing Cabinets Adding and Editing Folders
Event Master Definitions	25Live System Settings > Master Definitions <ul style="list-style-type: none"> Working With Master Definitions 	Complete	
X25 Export	X25 Analytics > Projects <ul style="list-style-type: none"> Projects and Snapshots 	Complete	Export to previous version of X25 not planned for migration.
Series25 Import Messages	LYNX > Utilities > Import/Export Messages 25Live Reports > SIS Import Messages – Excel <ul style="list-style-type: none"> Accessing Import and Export Messages 	Complete	Import messages for events imported through other methods are still being migrated.

Setting	New Home	Status	Notes
Import CSV File	Series25 Data Import Tool > Import Events CSV <ul style="list-style-type: none"> • CSV Event Import Overview 	Complete	

Object Management (Locations, Resources, Organizations, Contacts)

Setting	New Home	Status	Notes
Object Creation	25Live > More > Search <ul style="list-style-type: none"> • Creating Locations • Creating Resources • Creating Contacts • Creating Organizations 	Complete	
Object Deletion	25Live details views <ul style="list-style-type: none"> • Viewing Event Details • Viewing Location Details • Viewing Resource Details • Viewing Organization Details • Viewing Contact Details 	Complete	Objects can be deleted in 25Live details views as well as using bulk editing.

Setting	New Home	Status	Notes
Object Editing	<p>25Live</p> <ul style="list-style-type: none"> • Viewing Event Details • Viewing Location Details • Viewing Resource Details • Viewing Organization Details • Viewing Contact Details • Inline Editing Details Fields • Inline Editing Event Details • Inline Editing Location Details • Inline Editing Resource Details • Inline Editing Organization Details • Inline Editing Contact Details 	Complete	Object editing is available for all object types with appropriate permissions. Also, see "Security Management" on this page.
Bulk Editing	<p>25Live > More > Search</p> <ul style="list-style-type: none"> • Bulk Editing Events • Bulk Editing Locations • Bulk Editing Resources • Bulk Editing Organizations 	Complete	Bulk editing is available for events, locations, resources, and organizations.
Master Definitions	<p>25Live System Settings > Master Definitions</p> <ul style="list-style-type: none"> • Working With Master Definitions 	Complete	
Remove Pending Reservations	<p>25Live System Settings > General Settings > User Activity > Locked Items / Pending</p> <ul style="list-style-type: none"> • Lock Table / Pending 	Complete	
View Signed In Users	<p>25Live System Settings > General Settings > User Activity > Signed-in Users</p> <ul style="list-style-type: none"> • 25Live - System Settings 	Complete	

Report Management

Setting	New Home	Status	Notes
Report Creation	25Live Reports > Reports Admin	Complete	
Report Edit/Delete	25Live Reports > Reports Admin	Complete	Also, see "Security Management" on this page.
Scheduling Reports	25Live Reports > Reports Admin	Complete	

Other Functionality

Setting	New Home	Status	Notes
Image Management	<ul style="list-style-type: none"> • Viewing Event Details • Viewing Location Details • Viewing Resource Details • Viewing Organization Details • Viewing Contact Details • Adding and Managing Images 	Complete	Images associated with the object can be managed in detail views. They can also be added and managed in System Settings.
Pricing Management	25Live System Settings > Pricing Settings <ul style="list-style-type: none"> • Accessing Series25 Pricing 	Complete	Permissions have been simplified in Series25 Groups Administration; individual elements such as rate groups and tax schedules no longer require separate permissions to edit.
Schedule25 Optimizer	X25 Analytics > Optimizer <ul style="list-style-type: none"> • Schedule25 Optimizer Setup 	Complete	An X25 Analytics license is not required to use the Optimizer in this application.
Publisher Management	25Live System Settings > Publisher Settings <ul style="list-style-type: none"> • Configuring Publisher Settings 	Complete	

Setting	New Home	Status	Notes
SIS Import/Export Settings	N/A	N/A	Not planned for migration because these settings do not affect LYNX users. We will work directly with any schools still using older SIS interfaces at the time the Administration Utility is retired.
SSO Authentication Settings	Series25 Group Administration > More > Authentication Options <ul style="list-style-type: none"> Single Sign On Authentication Options 	Complete	
Email Notification Settings	N/A	N/A	We plan to expand the functionality of Event Save Emails to support the use cases covered by this functionality.