

## Adding and Editing Cabinets



### Security Note

Only users with appropriate permissions set can access these features. Your 25Live user must have security permissions set in [Series25 Group Administration](#):

- Administrative: 5.0 *Create Cabinets and Folders* = Yes
- Administrative: 5.1 *Delete Cabinets and Folders* = Yes *(only if you would like the Delete option available)*
- Administrative: 5.2 *Manage Event Type Hierarchy* = Yes
- Administrative: 6.0 *Manage Event Master Definitions* = Yes
  - OR
  - Basic: 15.0 *View All Event Master Definitions (Not Just Abridged List)* = Yes
- Administrative: 8.0 *Set Event Object Security* = Yes

These permissions assume the user also has Administrative: 23.0 *Override Event Security* = No.

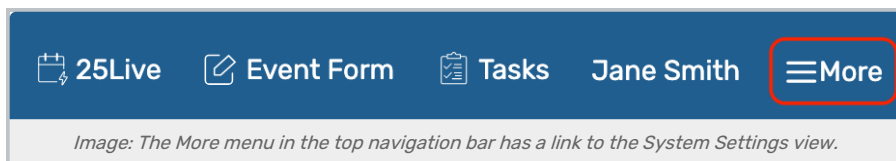
### In This Article:

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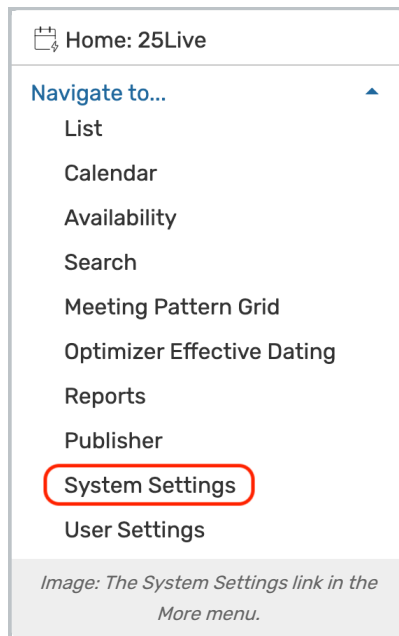
## How to Access Master Definitions

### 1. Go to the System Settings View

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

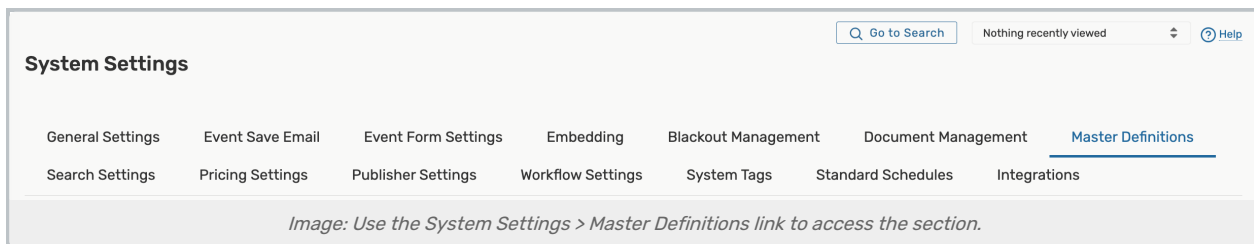


*Image: The More menu in the top navigation bar has a link to the System Settings view.*



## 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.



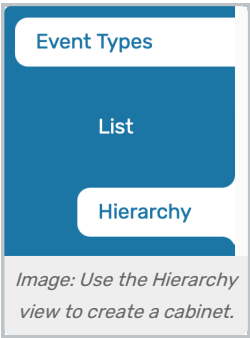
See [Working With Master Definitions](#) for details on general navigation within the Master Definitions section and actions available to all types.

## Creating a New Cabinet

Before creating any new cabinets, plan for the following:

- Take the time to read about [Best Practices: Cabinets, Folders, and Event Types](#) that will explain creating a “25Live-oriented Event Structure,” especially if your institution used to use R25 as well as [Case Study: Converting an Existing R25-oriented Event Type Hierarchy to a 25Live Hierarchy](#)
- Know the appropriate date range you want to set for each cabinet. We recommend a wide date range that stretches many years into the future
- Think about the other data you'll add to each cabinet for data inheritance purposes to be sure it's correct
- Be ready to set appropriate object security on each cabinet in the [Series25 Group Administration](#) tool

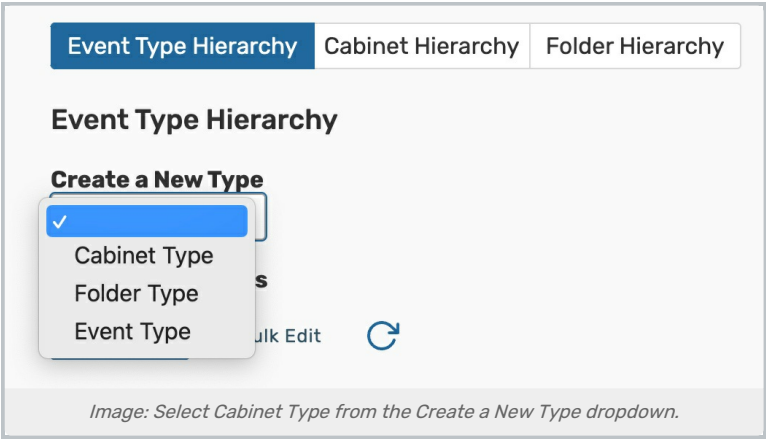
### 1. Go to the Hierarchy View



The **Event Types** subsection has two main views, List and Hierarchy. Using the **Hierarchy** view will give you a better sense of your existing structure.

## 2. Create the New Cabinet Type or Cabinet OR Copy From an Existing Cabinet

### Create a New Cabinet or Cabinet Type



The top-level cabinet is referred to as the cabinet type. If you don't have any top cabinet types defined, you can use the **Create a New Type** dropdown menu to create a new cabinet type. Cabinet types can only have a name, with no date range options.

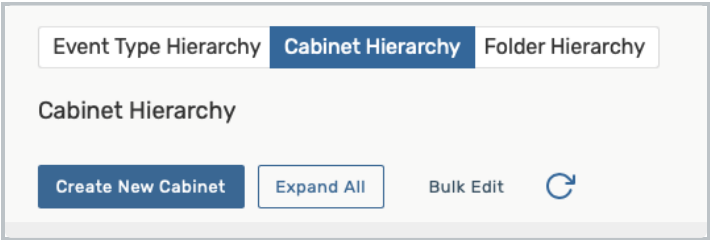
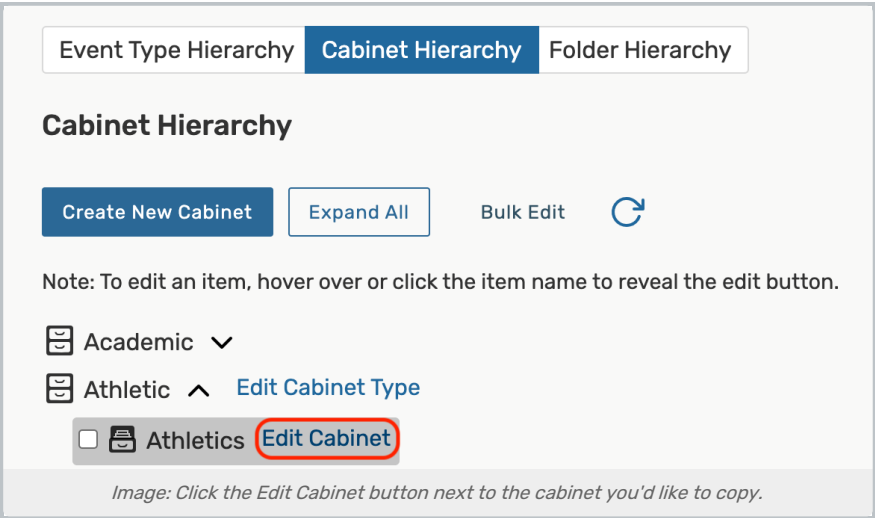


Image: Sort by Cabinet Hierarchy to create a new cabinet.

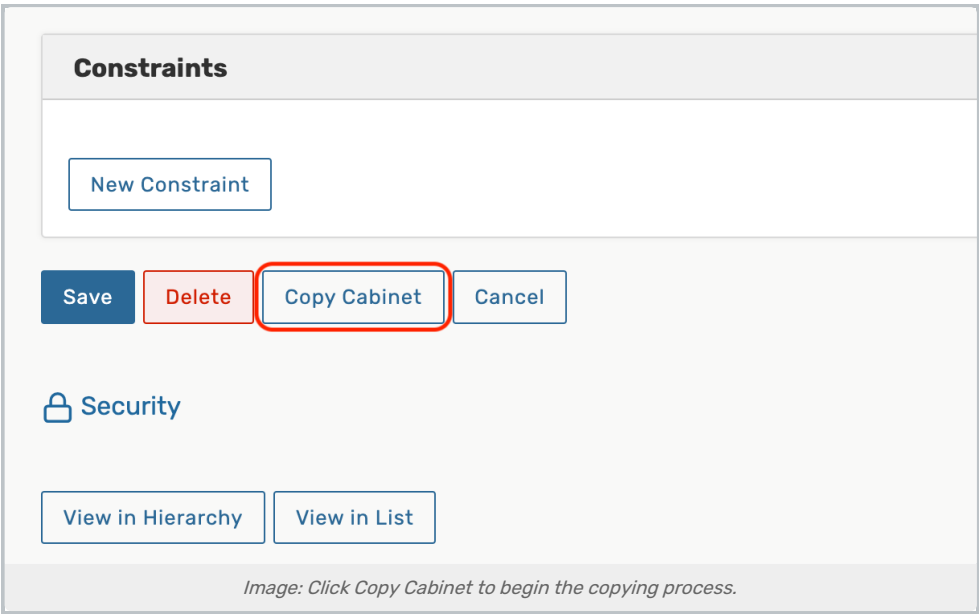
If you need to create a sub-cabinet, choose **Cabinet Hierarchy** in the **Sort By** dropdown to see your full cabinet list. You will have a **Create New Cabinet** button available to you.

### Copy an Existing Cabinet

To copy an existing Cabinet, click **Edit Cabinet** next to an existing cabinet in your **Cabinet Hierarchy** list.



Scroll down to the bottom of the page and tap **Copy Cabinet**.



**Note: What will be Copied?**

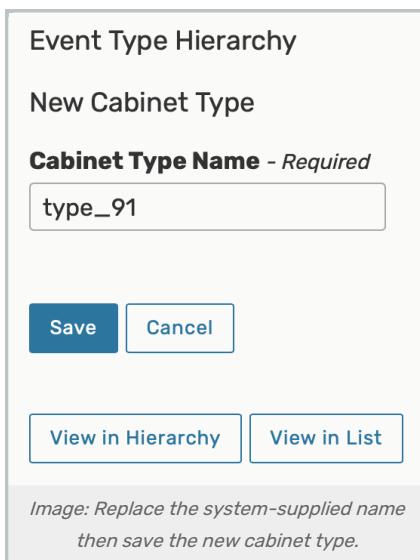
Copying an existing cabinet will only copy the cabinet and its configurations. It will not copy any contents of that cabinet—such as folders or events.  
Categories will be copied.



**Tip: Returning to Create a Cabinet Type**

If you realize after sorting by the cabinet hierarchy that you need to go back to create a top-level cabinet type, use the **Sort By** dropdown again to return to an **Event Type Hierarchy** sort.

### 3. Complete Cabinet Details



Event Type Hierarchy

New Cabinet Type

**Cabinet Type Name - Required**

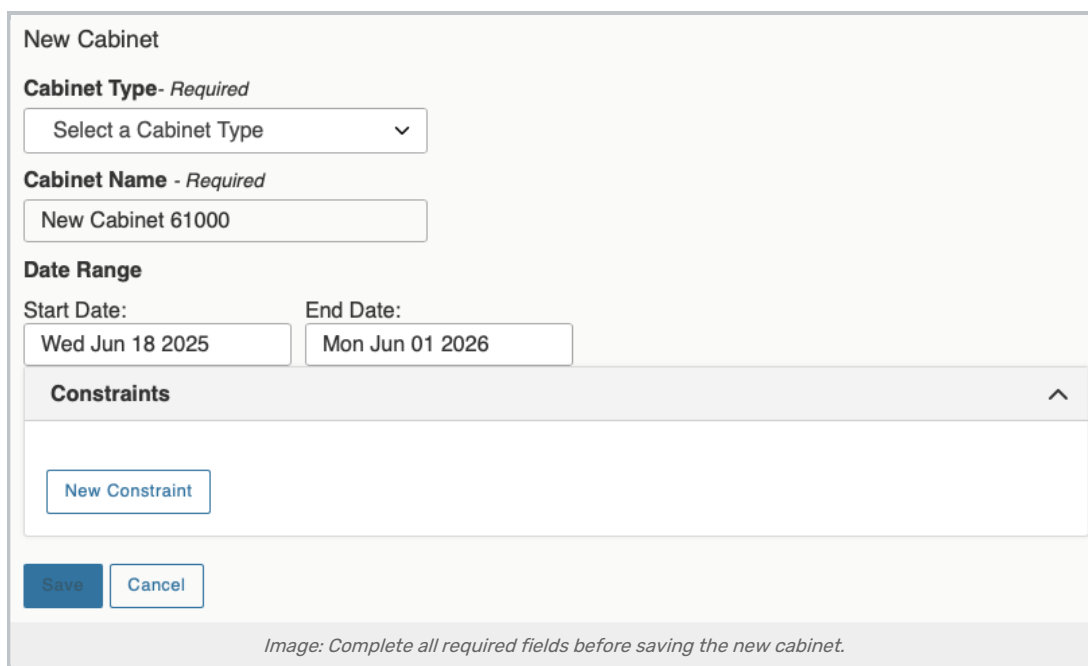
type\_91

Save Cancel

View in Hierarchy View in List

*Image: Replace the system-supplied name then save the new cabinet type.*

When creating a cabinet type, only the **Cabinet Type Name** can be completed.



New Cabinet

**Cabinet Type- Required**

Select a Cabinet Type

**Cabinet Name - Required**

New Cabinet 61000

**Date Range**

Start Date: Wed Jun 18 2025 End Date: Mon Jun 01 2026


**Constraints**

New Constraint

Save Cancel

*Image: Complete all required fields before saving the new cabinet.*

When creating a cabinet within a cabinet type, complete the details fields, including:

- Choose the **Cabinet Type** (required)
- Replace the system-supplied name with your **Cabinet Name** (required)
-  Use the **Date Range** fields to specify the start and end dates of the cabinet's date range using the editing icon (or mouse over the fields in a desktop browser)
- Skip the **Constraints** fields if your institution is using the Series25 LYNX Interface. LYNX includes its own, more sophisticated functions for defining [date exceptions](#) that you should use instead
  - Constraints were defined and used in older interfaces. If your institution has used Series25 tools for a long time, you may be familiar with constraints, however, they are not applicable if you use the [Series25 LYNX](#)

### [Interface](#)

- If you're still using the legacy Series25-SIS (TCS) Interface, use the **New Constraint** button then complete the **Name**, **Type**, date, and time, and repeat fields. The **X** icon in the upper-right corner of each constraint box will remove it. An **Exclude** constraint identifies dates/times when events can't occur. A **Warning** constraint allows schedulers to determine whether or not to schedule events during constraint periods.
- Then, contact your Account Manager about upgrading to the [Series25 LYNX Interface](#).

## 4. Save Your New Cabinet Type or Cabinet

Use the **Save** button to save your new cabinet type or cabinet. The **Cancel** button will discard your changes.

## Editing Cabinets



### Note: You Can't Edit the Cabinet Type Field

If you're editing a cabinet within a cabinet type, you can't edit the cabinet type field. However, you can use the link on a top-level cabinet type's name to rename the cabinet type and then use the **Save** button.

## 1. Use the Hierarchy View to Find the Cabinet

Open the **Hierarchy** view to see your existing structure, then choose **Cabinet Hierarchy** in the **Sort By** dropdown to get a more complete view of cabinets.

## 2. Choose the Cabinet and Edit Its Details

### Cabinet Hierarchy

Edit Cabinet

**Cabinet Name** - *Required*

**Cabinet Type**  
Academic

**Date Range**

Start Date:  End Date:

**Categories**

#### Constraints

*Image: Edit any fields needed then save your changes.*

Tap or click on the name of the cabinet, then edit any of the details fields.

You may also use the Security link at the bottom of a cabinet's editing view to [view and edit its security in the Series25 Group Administration tool](#) and run related reports

### 3. Save Your Changes

At the bottom of the Edit Cabinet view, you can **Save** your changes or **Cancel** to discard changes.

A Delete button is also available. See the "Deleting a Cabinet" section below.

## Copying a Cabinet

Follow the steps to begin editing a cabinet and use the **Copy Cabinet** button at the bottom of the editing view. Complete the field changes, and use the **Save** button.

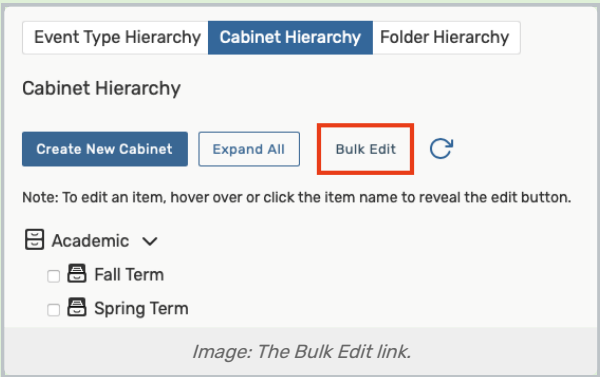
## Bulk Editing Cabinets

### 1. Use the List View to Find the Cabinets

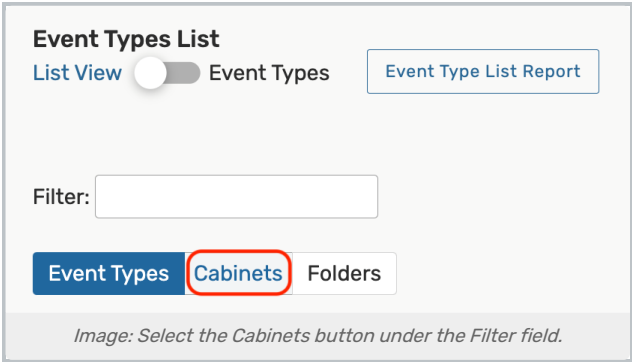
Set to **List View**. Then set the **Sort By** dropdown to **Cabinets**.



**Tip: Bulk Editing in Hierarchy View**



Bulk editing is also available in the Hierarchy view, but starting with the list view is often simpler.



**2. Choose Your Cabinets From the List**

Tick the checkboxes for each cabinet that you'd like to edit. Then, click **Bulk Edit**.

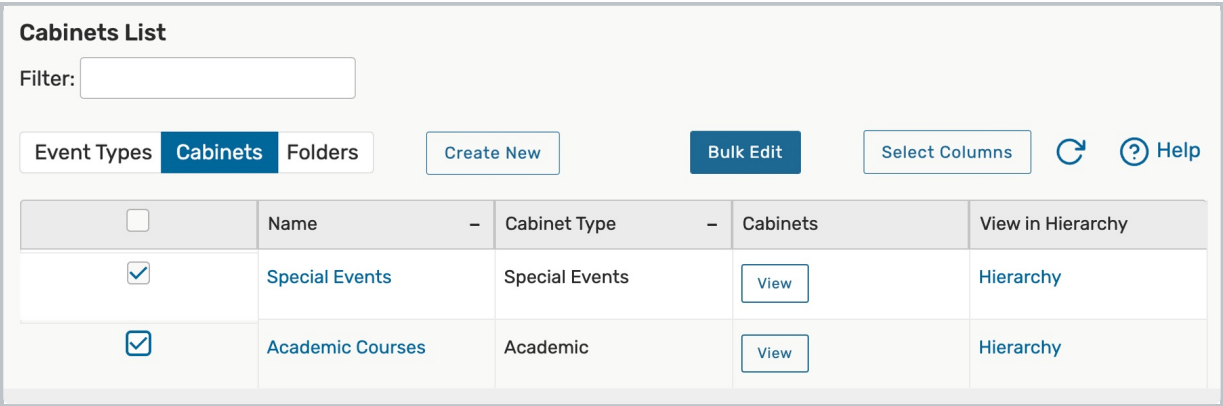
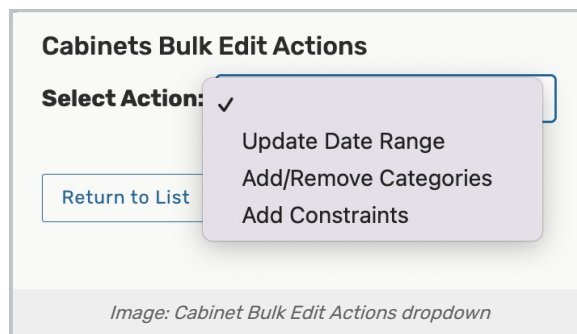


Image: Tick the checkbox for all of the cabinets you'd like to bulk edit.

**3. Make Your Bulk Edits**

Make a selection using the Select Action dropdown





### Update Date Range

- Select a **Start Date** and **End Date**
- Click **Update Date Range**

A screenshot of a web form titled "Cabinets Bulk Edit Actions". It has a "Select Action:" dropdown menu with "Update Date Range" selected. Below this is a "Date Range" section with "Start Date:" and "End Date:" labels. The start date is "Sun Jan 01 2023" and the end date is "Sun Oct 01 2023", both with edit icons. A blue "Update Date Range" button is centered below the date fields. At the bottom is a "Return to List" button. The caption below the image reads "Image: Update Date Range".

### Add/Remove Categories

- Toggle to **Add** or **Remove**
- Check the categories you'd like to add or remove in the **Select Categories** menu
  - Click **Done**
- Click **Add/Delete Categories** to save your changes

### Cabinets Bulk Edit Actions

**Select Action:** Add/Remove Categories

**Add/Remove Categories**

Add ☒ Remove

Select Categories

✕ Student Events

Add Categories

✓ **Success!**

Return to List

*Image: Add/Remove Categories*

#### Add Constraints



#### Warning

**Constraints** aren't necessary if your institution is using the Series25 LYNX Interface. LYNX includes its own, more sophisticated functions for defining [date exceptions](#) that should be used instead

- Click **Add Constraint**
- Enter a **Name**
- Choose a constraint **Type**:
  - **Exclude** - identifies dates/times when events can't occur
  - **Warning** - allows schedulers to determine whether or not to schedule events during constraint periods
- Choose a start date and time
  - Unchecking the **This begins and ends on the same day** box will allow you to choose an end date
- Choose a repeat pattern:
  - **Does Not Repeat**
  - **Ad Hoc**

- Daily
- Weekly
- Monthly

**Cabinets Bulk Edit Actions**

**Select Action:** Add Constraints

**Name**  **Type** Exclude

Sat Dec 31 2022

12:00 am

To:

11:59 pm

☒ This begins and ends on the same day

Choose how you would like this to repeat: Does Not Repeat

New Constraint

Save

*Image: Add Constraints*

## Deleting a Cabinet Type or Cabinet

### Access the Cabinet Type or Cabinet Edit View

Open the **Hierarchy** view to see your existing structure, then choose **Cabinet Hierarchy** in the **Sort By** dropdown to get a more complete view of cabinets.

#### If Deleting a Cabinet Type

Use the link on a top-level cabinet type's name to rename the type then use the **Delete** button. This action is permanent and should be considered carefully.

You can't delete a cabinet type once actual folders or events using that type are created. If there are still folders and event types within it, the Delete button will be disabled without an outline.

#### If Deleting a Cabinet

Use the **Delete** button at the bottom of the editing view. This action is permanent and should be considered carefully.



**Warning: Make Sure the Cabinet Is Not In Use**

Use the **Folder Hierarchy** option in the **Sort By** dropdown menu of the Hierarchy view to expand your whole structure and be sure no folders are being used in a cabinet before deleting.

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