

How Cabinets and Folders Affect Saving Events

Every event in 25Live has a fixed location within your cabinet and folder framework. It's important to understand how this framework is structured so that you can handle event creation effectively and avoid import errors effectively.

If you're having issues with event routing, you might encounter one of the following behaviors:

- [Express Scheduling](#) events fail to save
- [Choosing a Heading When Saving an Event](#)
- [Cannot route](#) import errors

Note that events with a [state](#) of Draft are not saved to a folder. The following only applies to events with the state "Tentative" or "Confirmed."

Routing Criteria

When you create a new event it is automatically placed into a folder based on several criteria. If there is more than one valid folder for the event to be saved, you will be prompted to choose a folder/heading for that event; if there are no valid locations then the event will be saved as a draft, and you will be given a chance to edit its details so that it can be saved to a folder as Tentative or Confirmed later.

If you are importing the event from your SIS rather than creating it manually, then instead you may receive an import error and nothing will be saved. You will need to fix your cabinets or fix your class data so that there is exactly one possible location to import the class.

In both cases, you can avoid trouble by understanding the criteria by which an event is routed into a folder:

In This Article:

- [Event Type](#)
- [Object Security \(OLS\)](#)
- [Date/Time Settings](#)
- [Primary Organization](#)
- [Event Categories](#)

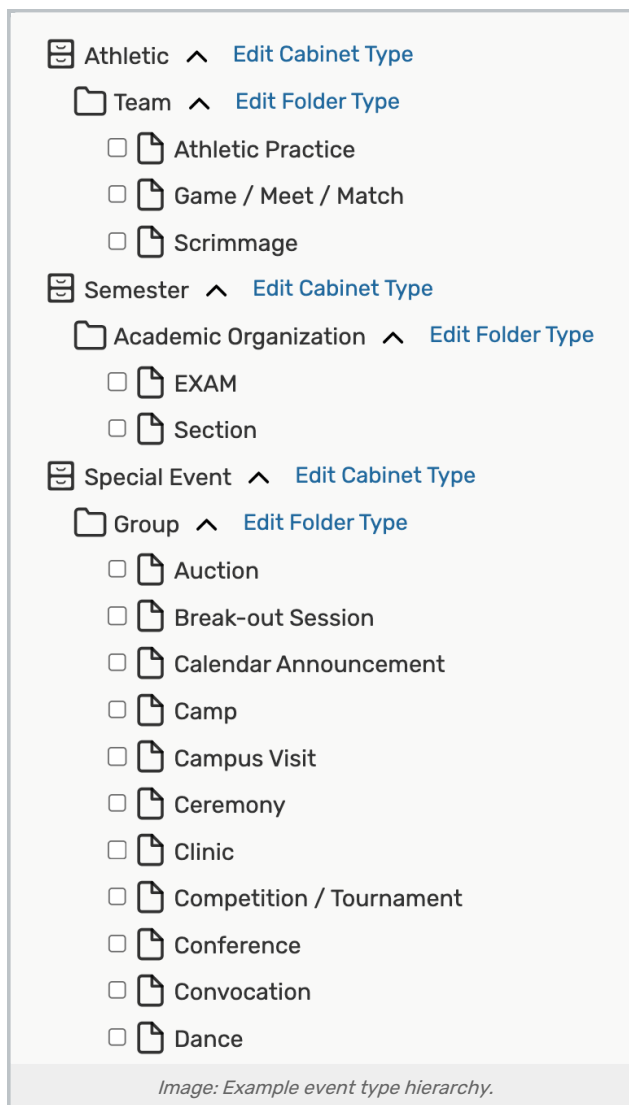


Tip: Minimize Routing Issues

CollegeNET's [best practices for cabinets and folders](#) are designed to minimize complications based on these criteria and ensure successful routing. see also [Case Study: Converting an Existing R25-oriented Event Type Hierarchy to a 25Live Hierarchy](#).

Event Type

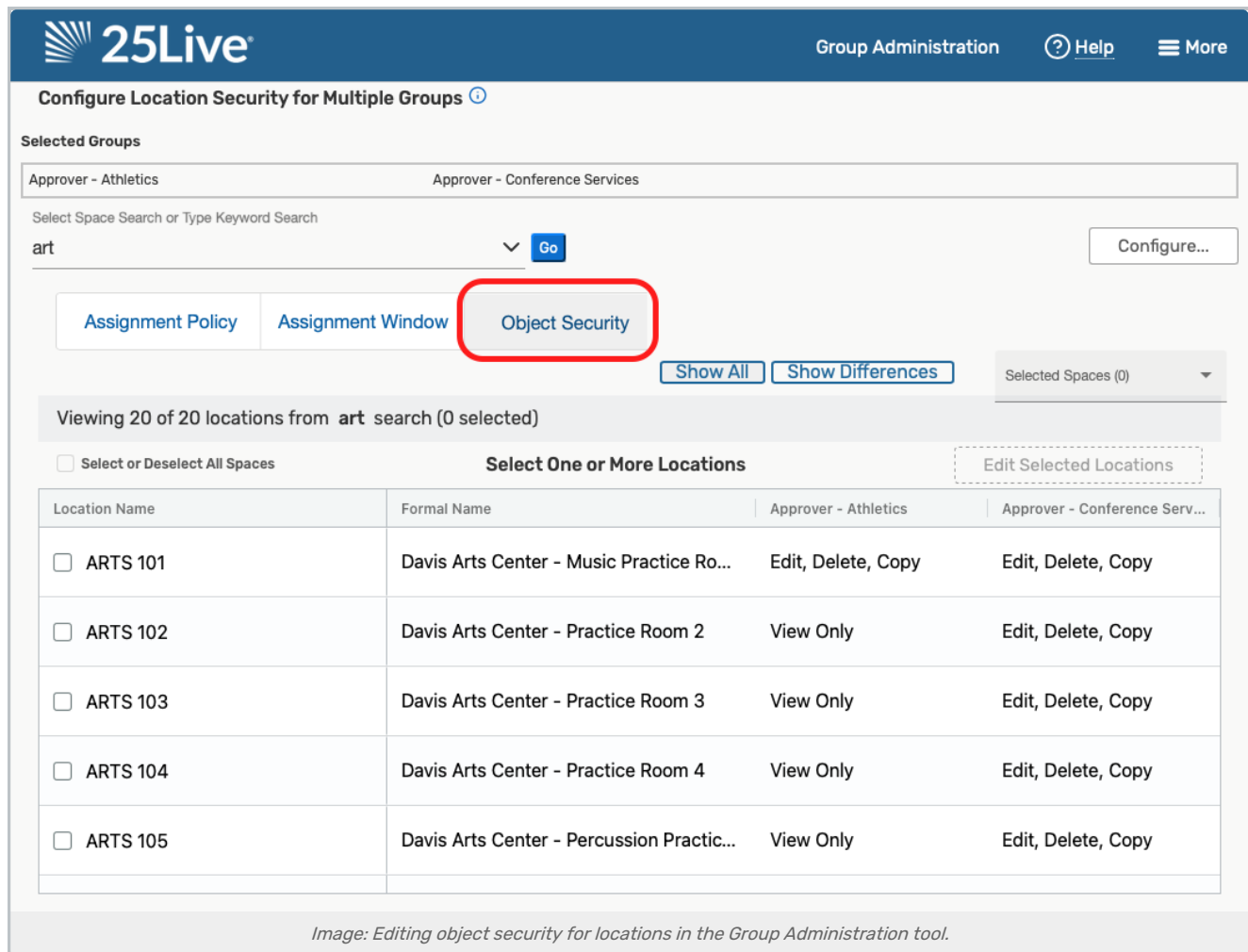
(must match a valid folder type)



The first factor used in routing events is Event Type. An event is always routed to a folder that is of the correct type. Using the example framework in the image above, if you save an event with the type "Auction" then it will route into a folder "Group". It is not possible to create "Auction" events inside a folder of any other type.

Object Security (OLS)

(user must have permission to save events to folders)



25Live Group Administration [Help](#) [More](#)

Configure Location Security for Multiple Groups

Selected Groups

Approver - Athletics Approver - Conference Services

Select Space Search or Type Keyword Search

art [Go](#) [Configure...](#)

[Assignment Policy](#) [Assignment Window](#) [Object Security](#) [Show All](#) [Show Differences](#) Selected Spaces (0)

Viewing 20 of 20 locations from **art** search (0 selected)

☐ Select or Deselect All Spaces **Select One or More Locations** [Edit Selected Locations](#)

Location Name	Formal Name	Approver - Athletics	Approver - Conference Serv...
<input type="checkbox"/> ARTS 101	Davis Arts Center - Music Practice Ro...	Edit, Delete, Copy	Edit, Delete, Copy
<input type="checkbox"/> ARTS 102	Davis Arts Center - Practice Room 2	View Only	Edit, Delete, Copy
<input type="checkbox"/> ARTS 103	Davis Arts Center - Practice Room 3	View Only	Edit, Delete, Copy
<input type="checkbox"/> ARTS 104	Davis Arts Center - Practice Room 4	View Only	Edit, Delete, Copy
<input type="checkbox"/> ARTS 105	Davis Arts Center - Percussion Practic...	View Only	Edit, Delete, Copy

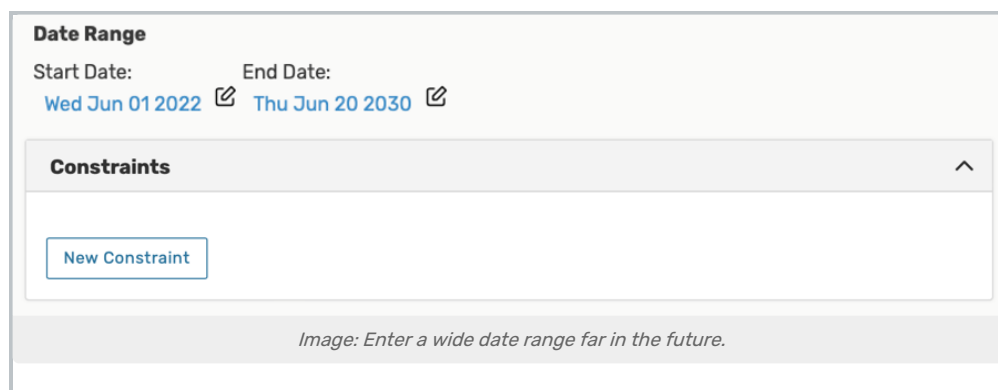
Image: Editing object security for locations in the Group Administration tool.

You may only save events to folders for which your security group has OLS permissions. Folders where you do not have this permission, or folders that you cannot see at all due to security restrictions, are unavailable for routing.

If there is no folder where an event can be saved, then section imports will fail with a "[cannot route event, no matching rules](#)" error.

Date/Time Settings

(must be fully contained within the folder's range)



Date Range

Start Date: [Wed Jun 01 2022](#) End Date: [Thu Jun 20 2030](#)

Constraints

[New Constraint](#)

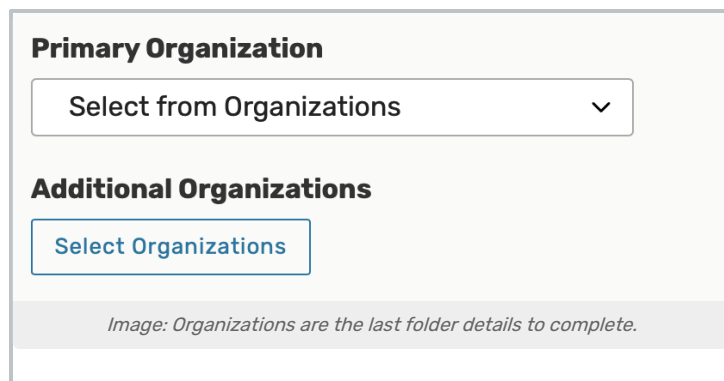
Image: Enter a wide date range far in the future.

Every occurrence of the event must fall completely within the date range specified by the [cabinet](#) and [folder](#). A quick way to ensure that all your folders have the correct date range is to verify the range on the parent cabinet, then use the "Inherit" button in each folder's editing view. This will set all folders to the same range.

If there is no cabinet with the appropriate date range, then section imports will fail with a "[cannot route event, no matching rules](#)" error. If there are multiple cabinets with a date range that could fit the section, then the import may fail with a "[cannot route event, no unique rule OR no unique match](#)" error. One way to resolve that is by setting up event categories to distinguish between the two cabinets. (See below for more information.)

Primary Organization

(events will route to folders associated with their organization, if possible)

The screenshot shows a form titled "Primary Organization". It contains a dropdown menu with the text "Select from Organizations" and a downward arrow. Below this is a section titled "Additional Organizations" with a button labeled "Select Organizations". At the bottom of the form, there is a light gray bar with the text "Image: Organizations are the last folder details to complete."

When applicable, an event will route into a folder that has its Primary Organization associated with that folder. For academic cabinets, this is usually one or two organizations per folder, representing different academic subjects or departments. For special event cabinets, a single folder might have dozens of listed organizations, representing student groups, external providers, etc.

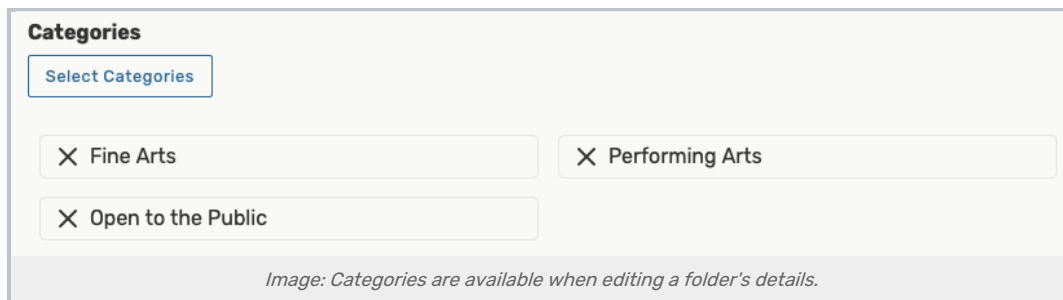
If there is no folder with a matching organization, or there are several valid folders with the same organization, you can still manually save an event by choosing a heading when prompted. However, the automatic import may not be able to resolve this ambiguity, resulting in a "[cannot route event, no unique rule OR no unique match](#)" error.

Primary Organization on Folders

When editing a folder, you have the option to specify one organization as the "primary" organization for that folder. An event will route to a folder where its organization is the "primary" organization if available, treating this as a higher priority than a folder where the organization is added but not designated "primary."

Event Categories

(events will route to folders with matching event categories, if possible)

The screenshot shows a form titled "Categories". It features a button labeled "Select Categories". Below the button are three input fields, each with an "X" icon on the left: "Fine Arts", "Performing Arts", and "Open to the Public". At the bottom of the form, there is a light gray bar with the text "Image: Categories are available when editing a folder's details."

This is an option that is typically only used when you have multiple cabinets that have overlapping dates, such as two simultaneous academic terms. Event Categories can be used to distinguish between cabinets/folders.

Like Primary Organizations, events will route to a folder with a matching Event Category, if available. If there is no matching folder (or too many folders) then the event may not import due to a "[cannot route event, no unique rule OR no unique match](#)" error.
