Working With System Tags in the 25Live System Settings

System tags are categorizing labels that are applied to 25Live items to help when filtering and searching. Multiple items can be associated with a tag, and one or more tags can be applied to an item.



Security Note

Users with Administrative: 20.0 *Update Event Creation and Editing Configurations* = Yes permission in Series25 Group Administration will be able to create or edit tags.

Any users within a security group on a tag(s) will be able to see those categories listed on the tag. For System Tags on Master Definitions, this will apply regardless of permissions to the abridged lists under Master Definitions. Any user with access to System Tags will be able to view all categories when creating/editing tags.

Currently, you can apply system tags to...

- Event Categories
- Location Categories
- Organization Categories
- Resource Categories
- Contact Custom Attributes
- Event Custom Attributes
- Event Form Custom Attributes
- Event Requirements (such as calendar requirements)
- Event Form Configurations

- Location Custom Attributes
- Organization Custom Attributes
- Resource Custom
 Attributes
- Manual Email Templates
- Location Features
- Location Layouts
- Event Roles
- Organization Types

Accessing System Tags

1. Go to the System Settings View

The System Settings section is accessible from the More menu in the top navigation bar.



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2. Use the System Tags Section Link

System Tags	Standard Schedules		
Tag Managemen	:		
System tags can be as list allows.	sociated with certain master definitions in 25live. They can be used	to grant view access by security group in a r	nore granular way than the abridged
Create New			
Filter:			C
Name	Description	Edit	Delete
Athletics	Applied to locations, organizations, r and events that are used in associati athletics.	esources, Edit	Delete
Catering	Tagged items are often used when an catering services.	event uses	Delete
	Image: Find the System Tags sec	tion link in System Settings.	

Tap or click on the System Tags section link.

Creating a New System Tag

1. Go to System Settings > System Tags

• Use the path described above to go to System Settings, then open the System Tags section.

2. Use the Create New Button and Add Basic Info

System Tags	Standard Schedules		
Tag Managemen	t		
System tags can be as list allows. Create New	sociated with certain master definitions in 25live. They can	be used to grant view access by security group in	a more granular way than the abridged
Filter:			C
Name	Description	Edit	Delete
Athletics	Applied to locations, organiz and events that are used in athletics.	ations, resources, association with Edit	Delete
Catering	Tagged items are often used catering services.	d when an event uses	Delete
	Image: Use the Create New	button to add a tag to your library.	

• The Create New button will open the modal window with fields to complete.

reate New Tag		$(\times$
ag Name:		
escription:		
	Categories	
Event Categories	(Disabled)	~
Location Categori	ies (Disabled)	~
Organization Cate	egories (Disabled)	~
Resource Categor	ries (Disabled)	~
	Custom Attributes	
Contact Custom A	Attributes (Disabled)	~
Event Custom Att	ributes (Disabled)	~
Event Form Custo	om Attributes (Disabled)	~
Location Custom	Attributes (Disabled)	~
Organization Cust	tom Attributes (Disabled)	~
Save Cancel		
Im	age: Start by completing the system tag name and description.	

• Begin by adding a Tag Name and a Description.

3. Choose Specific Categories, Features, or Manual Email Templates

- Use the down arrow icon 🗸 to open a section.
- Toggle the **Disable/Enable** control if you'd like your new tag to be applied to this section type.
- Use the **Select** button to search and select the specific items that the tag will apply to.

Event Categories (Disabled)	
Disable Enal When disabled, this wil Select Categories	le have no impact in which users see these items.	
Location Categori	es (Disabled)	
Organization Cate	gories (Disabled)	
Resource Categor	es (Disabled)	
	Custom Attributes	
Contact Custom A	tributes (Disabled)	
Disable Enal When disabled, this wil Select Custom Attribu	le have no impact in which users see these items. tes	
Event Custom Att	ibutes (Disabled)	



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4. Save the New Tag(s)

Use the **Save** button to save all your entries and choices.

Be careful if you choose to Cancel, as you will lose all entered information.

5. Set the Security Access for the New Tag(s)

Give access to your set of tags to security groups in Group Administration.

Managing and Editing Existing System Tags

1. Go to System Settings > System Tags

Use the path described above to go to System Settings then open the System Tags section.

2. Find the Tag to Manage in the List and Edit

In the **Tag Management** view, you'll see a list of all the tags set up in your instance. Type in the **Filter** field if you need to narrow the list (and remove your entry to see the entire list again).

			a a a a a a a a a a a a a a a a a a a	om		÷ 9/% 🔳
≥ 25Live	5.			🛱 25Live 🕜	Event Form / 🖉 Tasks 🤅	service25 ≡More
System Settings				Q Go to	Search Nothing recently vi	ewed 🗘 🎯 Help
General Settings	Event Save Email	Event Form Settings	Embedding	Blackout Manageme	nt Document Manage	ement
Master Definitions	Search Settings	Pricing Settings	Publisher Settings	Workflow Settings	System Tags	
Create New Filter:		Description		Edit		C
Athletics		Applied to locations, org	ganizations, resources, a association with athletic	Edit		Delete
Catering		Tagged items are often catering services.	used when an event use	S Edit		Delete

Use the Edit button to open the modal window with fields to change. Just as when creating a tag, you can edit and

change selections for any available fields.

	Edit Tag	\bigotimes	
Tag Name:	Athletics Athletics		
Description:	Applied to locations, organizations, resources, and events that are used in association with athletics.		
	Categories		
	Event Categories (Disabled)		
	Location Categories (Disabled)	~	
	Organization Categories (0)	~	
Image: Use the	Organization Categories (0) V Image: Use the security button to move to Group Administration and view the security settings fo this tag.		

3. Save the Tag

Use the Save button to save all your entries and choices.

Be careful if you choose to Cancel, as you will lose all entered information.

Deleting a System Tag

1. Go to System Settings > System Tags

Use the path described above to go to System Settings, then open the System Tags section.

2. Find the Tag to Delete

In the **Tag Management** view, you'll see a list of all the tags set up in your instance. Type in the **Filter** field if you need to narrow the list (and remove your entry to see the entire list again).

Tag Management			
System tags can be associated with certain master def	finitions in 25live. They can be used to grant view access I	by security group in a more granular way than the abridg	ed list allows.
Create New			
Filter:			C
Name	Description	Edit	Delete
Athletics	Applied to locations, organizations, resources, and events that are used in association with athletics.	Edit	Delete
Catering	Tagged items are often used when an event uses catering services.	Edit	Delete
Image: The Delet	e buttons are in the list of tags in the Sys	tem Tags section of System Settings.	

Use the **Delete** button. You'll be presented with a dialog to confirm.

Warning: This action cannot be undone.

Filtering Searches Using System Tags

With permission, any user can filter by tags anywhere that they might use categories, such as searching for locations, organizations, events, and resources.

Examples

Select Object:	Events V Saved Searches (optional)	v
Quick Search Advanc	ed	
Search Events		× 🧿
() Hintl Type :: to use SeriesQL.	_	Reset Save As Search
Organizations + Types + Categories + Categories	X Filter By Tags	lect All X Select None
New_81	Catering	 Performing Arts Open to the Public
LW	Academic Dates	Publish to vCalendar
GR	Athletic	Revenue Producing
UG	Do Not Display on Web Calend	dars Student Events
Faculty/Staff Events	Fine Arts	Upcoming Events
201801	Fundraiser	
Image:	You can Filter by Tags when Quick sear	rching for objects.

• If you're performing a **Quick search**, you may use the **Categories +** link and then open the **Filter By Tags** dropdown to check categories and narrow your results.

Select Object:	♦ Locations ∨	Arts 🕁	▼
Quick Search Adv	vanced		
Arts			
	Categories	×	
Include Any			
Categories	×	Done Select All	X Select None
New Location Name		Catering	Type - Laboratory
Sea ADA Compliant	Тур	pe - Athletic	Type - Multipurpose
Available for Public Use	Тур	e - Auditorium	Type - Outdoor
Classroom - Department	Тур	pe - Computer Lab	Type - Parking Lot
Classroom - General Purpose	Тур	e - Conference Room	Type - Performance
List Calendar Availa Do Not Display on Web Calenda	ars Typ	pe - Dining Space	Z:Set Security
18 Matching Locations			Done
Image: You can us	se Filter By Tags	when advanced searching	for objects.

• When toggled to Advanced search, add Categories as a criteria item, then open the Filter By Tags dropdown to check categories and narrow your results.