

# Adding and Editing Buildings in 25Live

25Live allows you to define a list of buildings in the [Master Definitions](#) section of the [System Settings](#) area that you can then associate with individual locations.

## In This Article:

- [How To Access Master Definitions](#)
- [How to Add a Single Building](#)
- [Add Buildings in Bulk](#)

## 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: Administrative: 6.0 *Manage Event Master Definitions*
- Event Requirement Notification Policy: Administrative: 7.0 *Set Event Notification Policy*
- Event Types: Administrative: 5.2 *Manage Event Type Hierarchy*
- Locations: Administrative: 10.2 *Manage Location Master Definitions*
- Resources: Administrative: 12.2 *Manage Resource Master Definitions*
- Organizations: Administrative: 15.4 *Manage Organization Master Definitions*
- Organization Ratings: Administrative: 15.6 *Edit Organization Ratings*
- Organization Partition Preferences: Administrative: 15.8 *Edit Organization Location Preferences*
- Contacts: Administrative: 14.1 *Manage Contact Master Definitions*

To create or edit a building (*System Settings > Master Definitions > Buildings > Settings*), the following permissions are needed:

- Administrative: 10.2 *Manage Location Master Definitions*
- Administrative: 10.0 *Edit Locations*
- Administrative: 11.0 *Create and Copy Locations*

To create buildings in bulk (*System Settings > Master Definitions > Buildings > Bulk Create*), the following permissions are needed:

- Administrative: 10.2 *Manage Location Master Definitions*
- Administrative: 11.0 *Create and Copy Locations*
- Administrative: 24.0 *Override Location Security*

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](#).

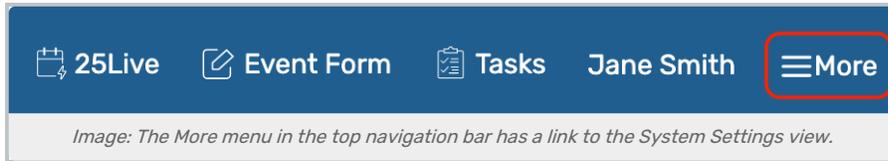


Image: The More menu in the top navigation bar has a link to the System Settings view.

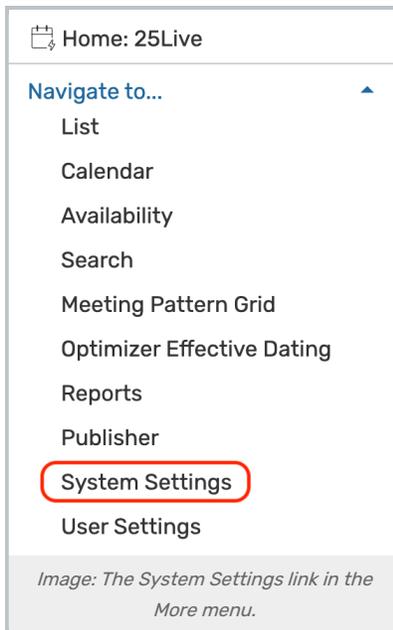


Image: The System Settings link in the More menu.

## 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.

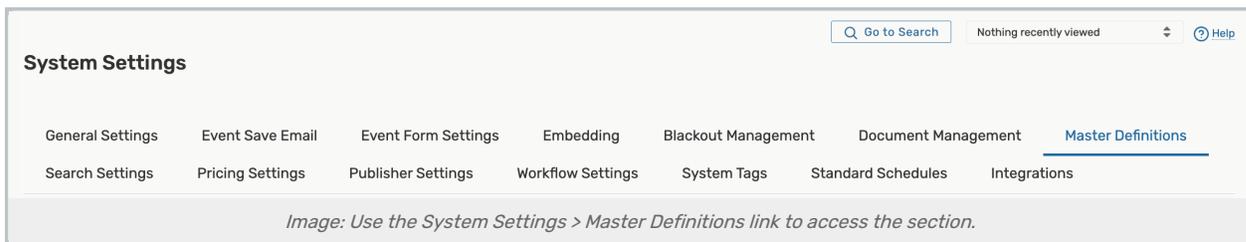


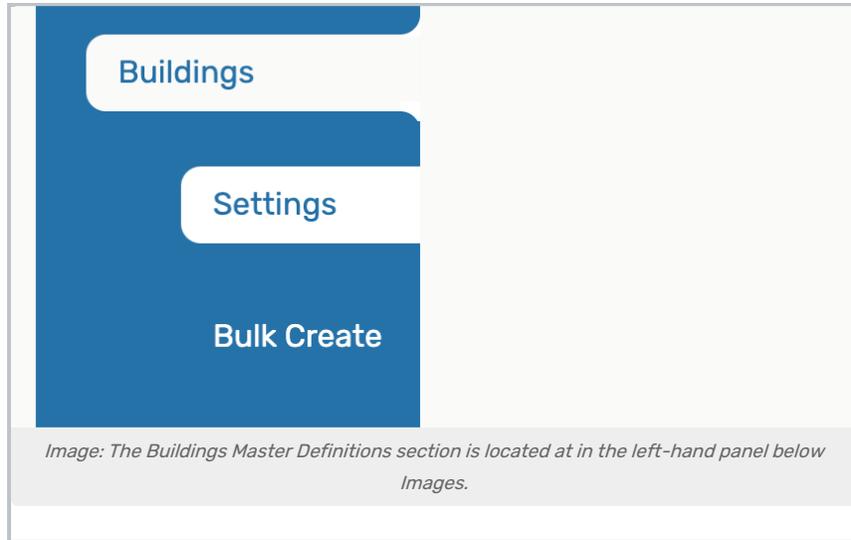
Image: Use the System Settings > Master Definitions link to access the section.

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

## How to Add a Single Building

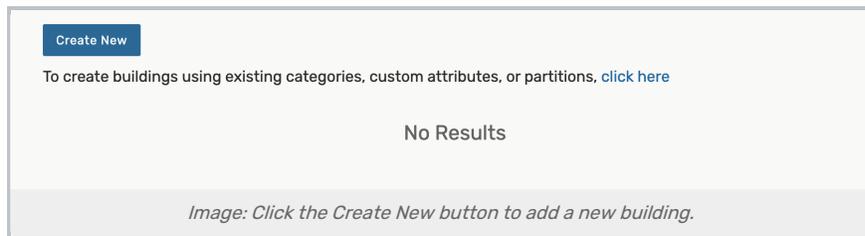
### 1. Use the Create New Button

To add a new building, navigate to the **Buildings** section of the Master Definitions, then go to the **Settings** sub-tab.



Any existing buildings will be displayed here.

Tap the **Create New** button.



## 2. Fill Out the Form

Enter the following building details into the form:

- Building Name (*Required*)
- Building Code
- Building Latitude
  - You're able to enter latitude values up to 5 decimal places (example: 39.297)
- Building Longitude
  - You're able to enter longitude values up to 5 decimal places (example: -76.5906)
- Address
- Description
- Image - Use the **Edit** link to add a building image

### Create Building ✕

**Building Name:**

**Building Code:**

**Building Latitude:**

**Building Longitude:**

**Address:**

Street Address

City

State / Province

Zip

Country

**Description:**

File Insert Table View Format Tools

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**Image:** [Edit](#)

*Image: Enter Building details into the form.*

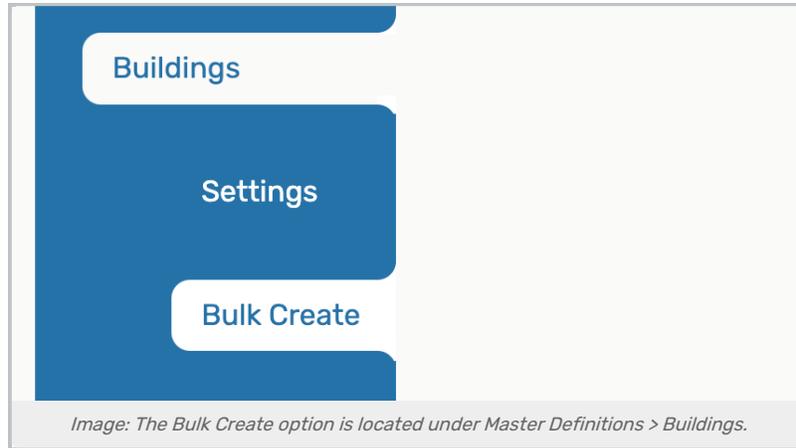
### 3. Use the Save Button

## Add Buildings in Bulk

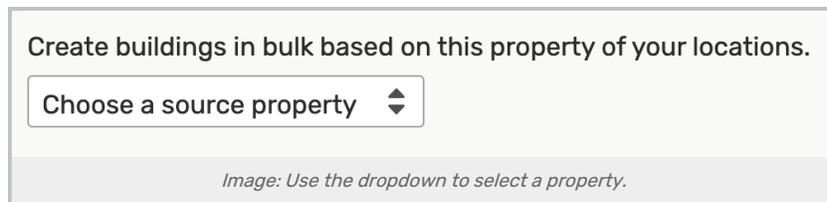
Bulk Creation allows you to add new buildings based on existing categories, custom attributes, or partitions.

### 1. Choose a Source Property

Navigate to the **Bulk Create** sub-tab under the **Buildings** section of the Master Definitions.



Make a selection from the property dropdown menu. Each building created will have a matching name to each property you selected.



## 2. Decide if you Want Locations Added to the Building

Toggling to **Yes** will automatically assign all locations that have your chosen property to the new building.

Toggling to **No** will result in no locations being added to your building.

## 3. Make Selections From the List

Finally, mark each category, custom attribute, or partition from the list and tap **Create Buildings and add locations.**

### Bulk Create Buildings

Use this tool to create buildings based on your current data. If several buildings are already configured try bulk editing on a location search.

Create buildings in bulk based on this property of your locations.

Partitions 

#### Do you want to add locations to the new buildings?

No  Yes

Create Buildings and add locations

Filter:



1 of 10 rows selected

<input type="checkbox"/>	Partition Name	Building Name	
<input checked="" type="checkbox"/>	Baker Classroom Complex	Baker Classroom Complex	

*Image: In this example, the Baker Classroom Complex partition will be used to create a building with the same name, and all locations that have the Baker Classroom Complex partition criteria will now also have this new building in its location criteria.*

### 4. Edit the New Building (Optional)

Once created, return to the **Settings** sub-tab to see the new building(s).

Create New

To create buildings using existing categories, custom attributes, or partitions, [click here](#)

Filter:



Building Name	Building Code	Latitude	Longitude	Edit	Delete
Baker Classroom Complex				<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

*Image: The new building will display under Buildings > Settings.*

Press **Edit** to update the building information.

Fill out the building fields and **Save**.

### Edit Building: Baker Classroom Complex ✕

**Building Name:**

**Building Code:**

**Building Latitude:**

**Building Longitude:**

**Address:**

Street Address

City

State / Province

Zip

Country

**Description:**

File Insert Table View Format Tools

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**Image:** [Edit](#)

*Image: New building form.*