

Adding and Editing Requirements In 25Live Pro

25Live Pro allows you to add and edit requirements for calendars and other uses in the [Master Definitions](#) section of the [System Settings](#) area.



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: *Admin 6.0 Manage Event Master Lists*
- Event Requirement Notification Policy: *Admin 7.0 Set Event Notification Policy*
- Event Types: *Admin 5.2 Manage Event Type Hierarchy*
- Locations: *Admin 10.2 Manage Location Master Lists*
- Resources: *Admin 11.2 Manage Resource Master Lists*
- Organizations: *Admin 13.4 Manage Organization Master Lists*
- Organization Ratings: *Admin 13.6 Edit Organization Ratings*
- Organization Partition Preferences: *Admin 13.8 Edit Organization Location Preferences*
- Contacts: *Admin 12.1 Create and View all active and inactive Contact Master Lists*

If you would like any of the described settings changed for your user, contact your 25Live administrator.

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1. Go to the System Settings View



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

After logging into 25Live Pro as a user with appropriate permissions, open the **More** menu in the top navigation bar.

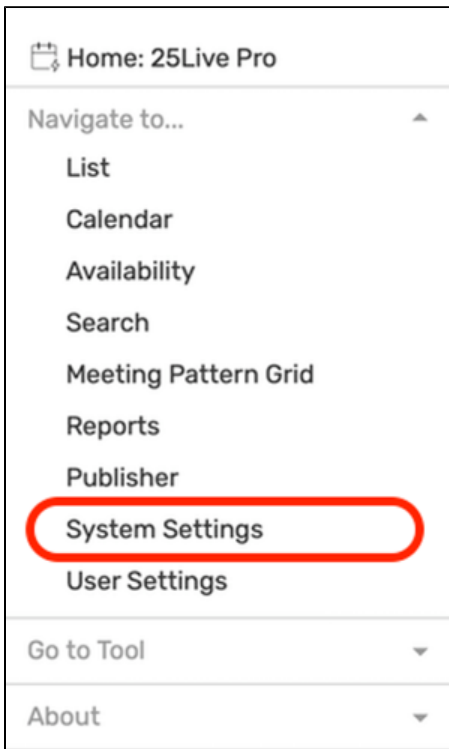


Image: The System Settings link is in the More menu.

2. Tap or Click the Master Definitions Link

Use the menu link to go to the **System Settings** view, then view the **Master Definitions** section.

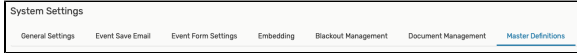


Image: Use the System Settings > Master Definitions link to access the section.

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

Available Types

You can create requirements for the following object types:

- Other - uncategorized requirements that can be used on the Event Form
- Calendar - requirements related to publishing

How To Add Requirements

1. Open a Specific Requirement Type View

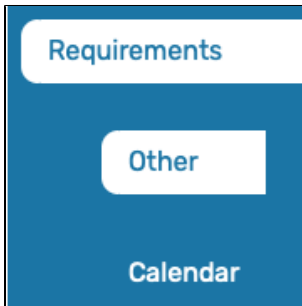


Image: The Requirements Master Definitions section is organized in submenus by object type.

The Requirements view within the Master Definitions section has submenus organized by object type for Other and Calendar.

2. Use the Create New Button

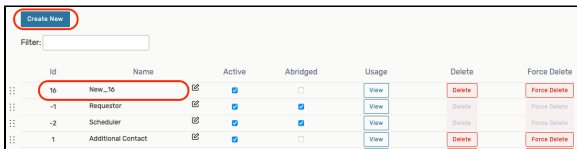



Image: After using the Create New button, the new item is listed at the top with a default name.

To add a new item, use the **Create New** button. Your new requirement will appear at the top of the list.

4. Rename the New Requirement

The new item will have a default name that includes its ID number. Use the edit icon () to rename.

Editing Requirements

Both types of requirements allows you to edit the list or item with the following actions:

- Manually reorder items
- The **Id** number for each item is listed
- Edit the **Name** of the item
- Check or uncheck the **Active** status
- The **Abridged** checkbox controls if the item is only visible on an abridged list for users with limited permissions
- *"Other" requirement type only:* Check or uncheck an option to **Allow Quantity** to be displayed on the Event Form

- Set **Notification Policy** (*see more detail below*)
- **View** the **Usage** of the item in events, searches, etc.
- **Delete** the item (if it is not being used)
- **Force Delete** the item (even if it's being used) and remove all references (*available only to Administrators in the (-1) security group*)

⚠ Use Caution With Force Delete

The option to "force delete" a master definition item should be taken with care. Be advised that some searches may no longer function as expected until you edit them to remove references.

✅ Tip: Manually Sorting Item Display Order

Categories		Id	Name	Active	Abridged	Schedule25	Usage	Delete	Force Delete
Roles	1	ADA Accessibility	☑	☑	☑	View	Delete	Force Delete	
	2	Alcohol Drinking	☑	☑	☑	View	Delete	Force Delete	
Requirements	4	Alcohol Consumption	☑	☑	☑	View	Delete	Force Delete	
	5	Alcohol Possession	☑	☑	☑	View	Delete	Force Delete	
Features	6	Alcohol Possession	☑	☑	☑	View	Delete	Force Delete	
	7	Alcohol Possession	☑	☑	☑	View	Delete	Force Delete	

Image: Drag the row to manually set the display order.

The default display order for master definition items is to show them in alphabetical order. You can set the order that items will display by clicking on the row and dragging up or down. Use the **Save Sort** button to save the order.

Notification Policy

Both requirement types have an additional editing option for setting notification policy. You can define a notification policy based on a particular event requirement. When a user creates an event with that requirement, the notification is automatically sent to the [25Live Task List](#) of the user(s) specified in the notification policy.

Example: You could define a notification policy that sends an "Information Only" notification to the task list of the head of campus security every time an event is created with an alcohol permit requirement.

Notification Policy ✕

Approval Type

Approval required within... ✓ By at least one
By all

Days

Hours

Minutes

...of event creation date

Image: The Notification Policy choices for calendar requirements.

In the **Notification Policy** column, use the **Show** button to reveal options, including:

- The **Approval Type** that is required, **By at least one** contact or **By all**
- The number of **Days**, **Hours**, and **Minutes** of the event creation date that approval is required within
- The ability to **Add Contact** for the policy

Use the **Save** button to save your choices.

