

Adding and Editing Custom Attributes In 25Live

25Live Pro allows you to add and edit custom attributes 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.

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.

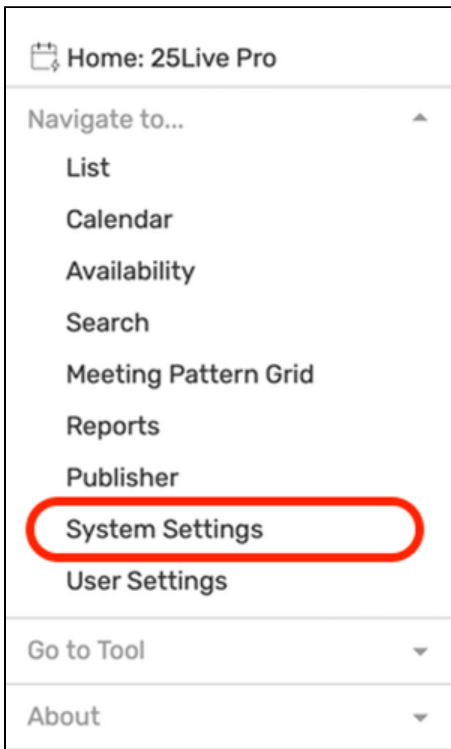


Image: The System Settings link is in the More menu.

2. Tap or Click the Master Definitions Link



25Live Pro Help

In This Topic

- [How To Access Master Definitions](#)
- [How To Add Custom Attributes](#)
- [Editing Custom Attributes](#)
- [Discrete Options for Event Custom Attributes](#)

Related Topics

- [Using System-Supplied Event Master Definition Items](#)
- [Working With System Settings](#)
- [Working With Master Definitions](#)
- [Defining Discrete Dropdown Options for Event Custom Attributes](#)
- [Adding and Editing Categories](#)
- [Adding and Editing Roles](#)
- [Adding and Editing Requirements](#)
- [Adding and Editing Features](#)
- [Adding and Editing Layouts](#)
- [Adding and Editing Partitions](#)
- [Adding and Editing Org Ratings](#)
- [Adding and Editing Org Types](#)
- [Adding and Editing Event Types](#)
- [Administration Utility Help](#)
- [Event Form Rules: Adding Conditional Rules for the 25Live Event Form](#)

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

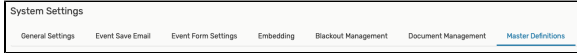


Image: Use the System Settings > Master Definitions link to access the section.

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

i System-Supplied Master Definition Items

In addition to the Master Definition items you create, 25Live includes a number of system-supplied event master definition items marked “[SYSTEM]” and grayed out. These items can't be edited or deleted, but can be deactivated. See [Using System-Supplied Event Master Definition Items](#).

How To Add Custom Attributes

1. Open a Specific Custom Attributes View

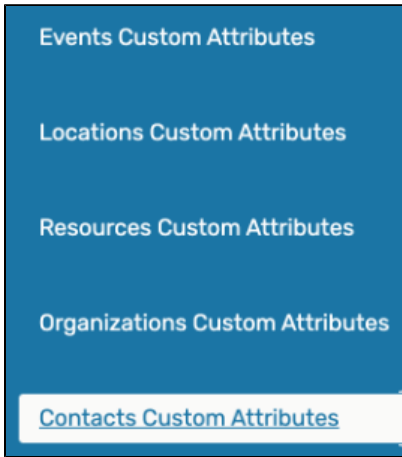


Image: The Custom Attributes Master Definitions section is organized in submenus by object type.

The Custom Attributes view within the Master Definitions section has submenus organized by object type, Event, Location, Resource, Organization, and Contact.

2. Select a Type

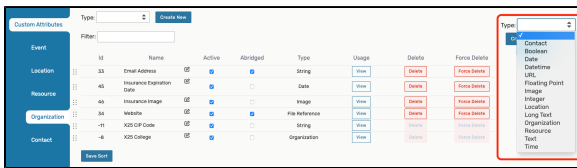


Image: First use the Type dropdown selection to choose among the many available custom attribute types.

Before using the button to create a new custom attribute, you must select a **Type** using the dropdown menu.

Attribute Type	Input Type
Boolean	Yes/No condition
Contact	A valid 25Live contact name
Date	Date only
Date Time	Date and time
Floating Point	A number which may have a decimal

Image	Path name to an image file
Integer	A whole number
Location	A valid 25Live location name
Long Text	Long text or other alphanumeric characters
Organization	A valid 25Live organization name
Resource	A valid 25Live resource name
Text	Text and/or other alphanumeric characters (<i>maximum 80 characters</i>)
Time	Time only
URL	A URL

3. Use the Create New Button

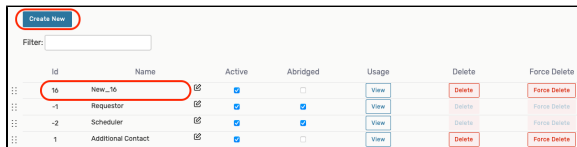


Image: After choosing a Type and using the Create New button, the new attribute is listed at the top with a default name.

To add a new custom attribute, use the **Create New** button to add a new custom attribute. Your new attribute will appear at the top of the list.

4. Rename the New Custom Attribute

The new attribute will appear with a default name that includes its ID number. Use the edit icon (



) to rename the new custom attribute.

Editing Custom Attributes

Editing Actions for all Attribute Types

Every type of custom attribute allows you to edit the list or item with the following actions:

- Manually reorder items
 - *Note: If you previously depended on the application to automatically sort required custom attributes to the top of the section, you must now manually set the order.*
- 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
- The **Type** column shows you if the attribute is a string, date, image, file reference, etc.
- **View** the **Usage** of the item in events, searches, etc.
- **Delete** the item (if it is not being used)
 - *Note: If you delete or force delete a custom attribute without first checking if it's being used in other features (such as event form rules or event save email scenarios), you may cause errors, blank spaces in forms, etc. Please check carefully before deleting.*
- **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
Notes	1	1	ADA Accessible	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View	Delete	Force Delete
	2	2	Air Conditioning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View	Delete	Force Delete
Requirements	4	4	AV - Document Camera	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View	Delete	Force Delete
	5	5	AV - DVD Player	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View	Delete	Force Delete
Features	6	6	AV - Instructor Station	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View	Delete	Force Delete
	7	7	AV - Internet - Ethernet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.

Discrete Options for Event Custom Attributes

Text type event custom attributes have a special ability to add **Discrete Options**.

1. Open the Event Submenu Under Custom Attributes

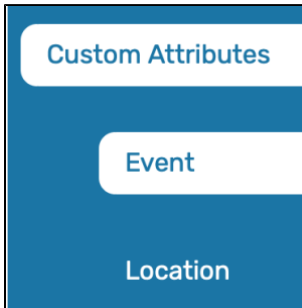


Image: Use the Event submenu to open the section.

Go to the **Custom Attributes > Event** section.

2. Use the Show Button to Reveal Options

Any custom attribute that is of the type to allow discrete options will have a **Show** button next to it. Use the button to reveal the option actions.

3. Name and Arrange Options

29	Will you be serving food?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Boolean		View	Delete	Force Delete
61	Please indicate which vendor you'll be using for food.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	String	Show	View	Delete	Force Delete
49	Please indicate your audience	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	String	Show	View	Delete	Force Delete
58	Will there be unaccompanied minors present at the event?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Boolean		View	Delete	Force Delete
59	Explain how minors will be expected to participate in the event.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Long Text		View	Delete	Force Delete
55	Club Faculty Advisor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	String	Show	View	Delete	Force Delete
60	Will you be using the AV in the room?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Boolean		View	Delete	Force Delete
2	Cancel if Bad Weather?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Boolean		View	Delete	Force Delete

Image: You can rearrange defined options using the Move Up and Move Down buttons.

Type a name for each option. Use the **Add** button again to add more. You can change the order of the options using the **Move Up** and **Move Down** buttons.

4. Save Your Changes

Use the **Save** button to save and return to the Events Custom Attributes list.



Reminder: Custom Attributes Need to Be Mapped

To show custom attributes when users are creating events, they must be associated with either:

- An Event Type in the 25Live Administration Utility
 - See [Event Types in the 25Live Administration Help](#)
- Logic within Event Form rules
 - See [Event Form Rules](#)