


# How to Add Date Exceptions in 25Live Pro

**Purpose:** Use this document as a reference for how to add constraints in the 25Live Pro

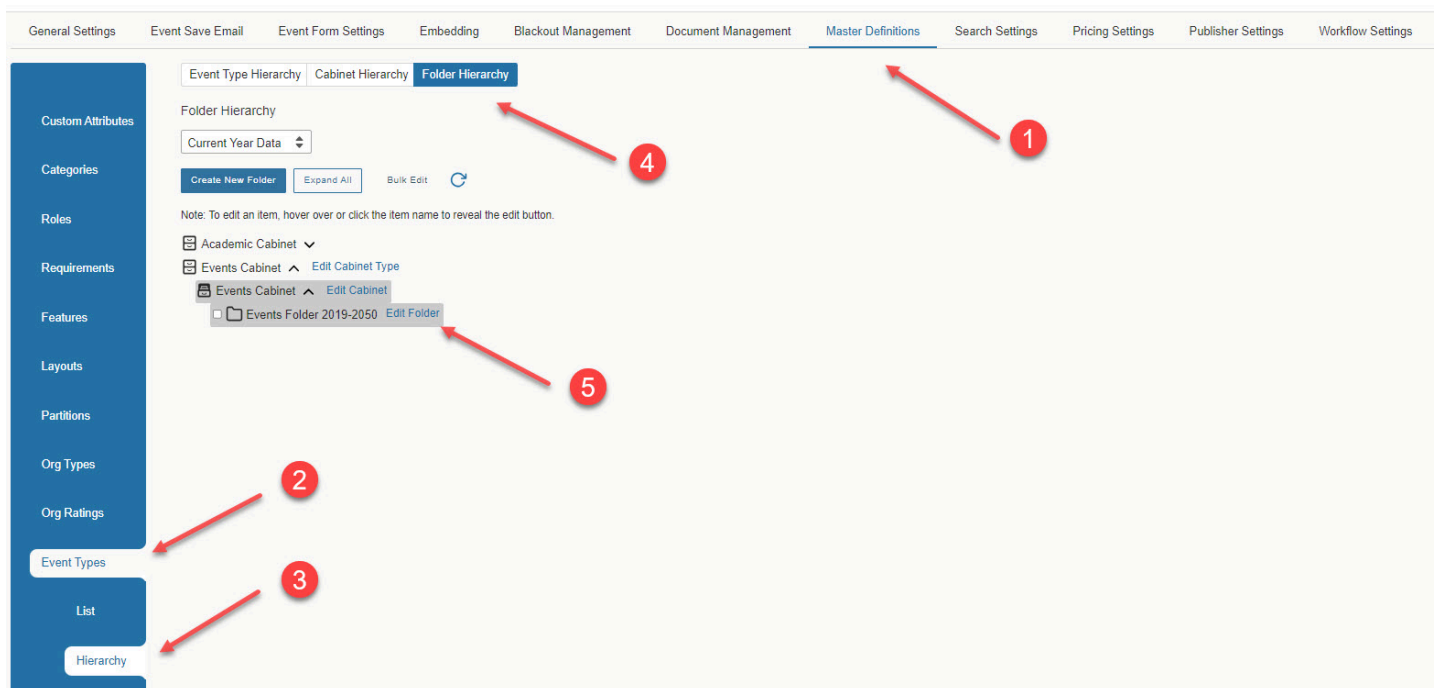
**UPDATE:** This would only be used for adding date constraints to your **Events Cabinet**. Adding constraints for your academic classes is now done in the LYNX interface.

**Audience:** Functional Administrators and Event schedulers working in 25Live.

 Constraints are typically your campus holidays or certain days when the college may be operating but there are no classes such as Thanksgiving break week. You have a choice to exclude events from happening during a constraint or issue a warning. Adding constraints are typically done by your Functional Administrator.

1. You must first sign into 25Live Pro. Then you want to navigate to the Folder settings.

System Settings > Master Definitions > Event Type > Folder Hierarchy > Edit Folder



2. Adding date exceptions to the academic cabinet are done through the LYNX interface. Therefore, adding date exceptions for non-academic events are done through the **Events Folder**. You want to "Edit" the Events Folder. Scroll down to the **Constraint** settings. Click to add "New Constraint." Add title of constraint and date. You can also select the **type of constraint** that you want to use such as "Exclude" which prevents events from occurring or

have the system generate a "Warning" alerting the requesters they are planning an event on a campus holiday or day or service.

Event Type Hierarchy

Cabinet Hierarchy

**Folder Hierarchy**

Folder Hierarchy

Edit Folder

Folder Name - Required

Events Folder 2019-2050

Folder Type

Events Folder

Description

File Insert Table View Format Tools

System Font 12pt

Date Range

Start Date: Sat Sep 01 2018

End Date: Thu Sep 01 2050

Categories

Select Categories

**Constraints**

New Constraint

Primary Organization

Select from Organizations

Additional Organizations

Select Organizations

Save Delete Copy Folder Cancel Inherit

**Constraints**

Name 4th of July Holiday

Type Exclude

Tue Jul 04 2023

12:00 am

To:

11:59 pm

☒ This begins and ends on the same day

Choose how you would like this to repeat: Does Not Repeat

New Constraint