

# How to Add Date Exceptions in 25Live Pro

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

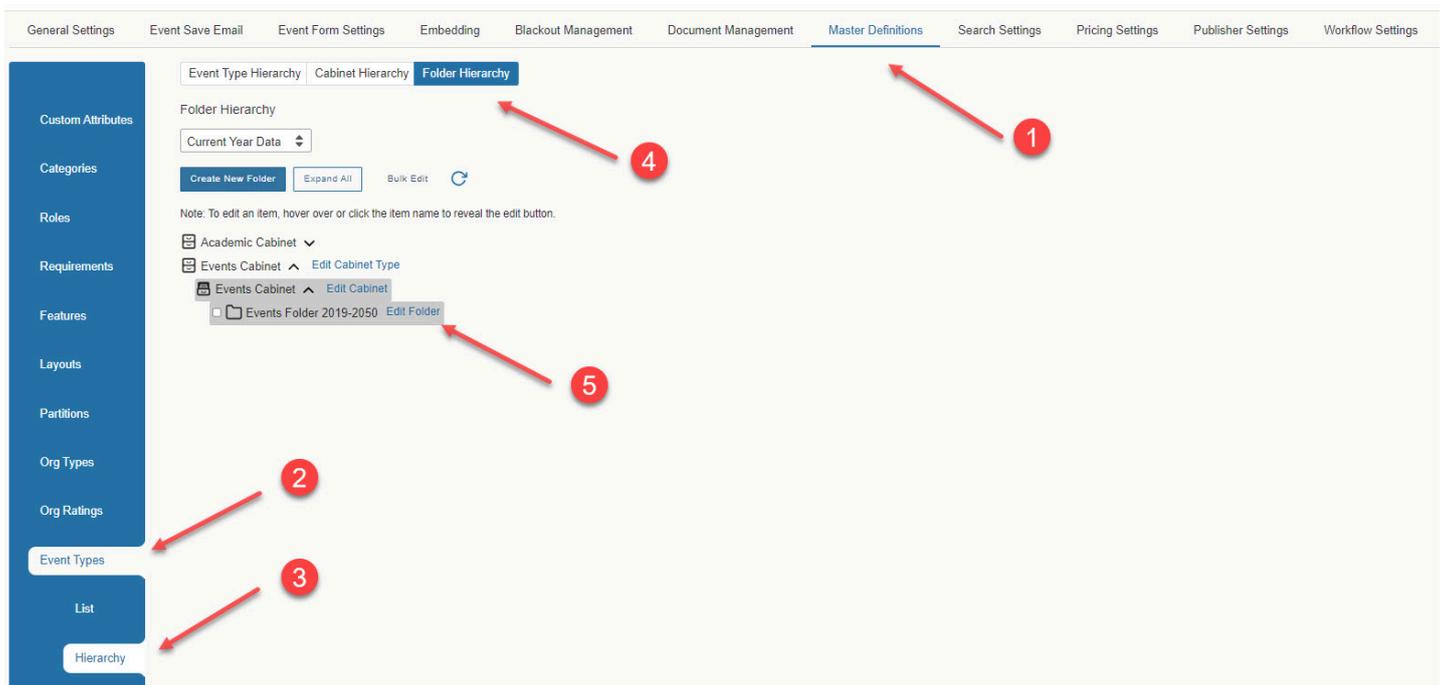
**UPDATE:** This would only be used for adding date constraints to your **Events Cabinet**. Adding constraints for your academic classes is now done in the LYNX interface.

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

**i** 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 of service.

The screenshot shows the 'Folder Hierarchy' configuration page. At the top, there are three tabs: 'Event Type Hierarchy', 'Cabinet Hierarchy', and 'Folder Hierarchy', with the latter being selected. Below the tabs, there is a 'Folder Name' field containing 'Events Folder 2019-2050'. Underneath, there is a 'Folder Type' dropdown set to 'Events Folder'. A rich text editor is present for the 'Description' field. Below that, there is a 'Date Range' section with 'Start Date' (Sat Sep 01 2018) and 'End Date' (Thu Sep 01 2050). A 'Categories' section has a 'Select Categories' button. The 'Constraints' section is highlighted with a red box and a red arrow; it contains a 'New Constraint' button. Below this are 'Primary Organization' and 'Additional Organizations' sections, each with a 'Select Organizations' button. At the bottom, there are buttons for 'Save', 'Delete', 'Copy Folder', 'Cancel', and 'Inherit'.

The screenshot shows the 'Constraints' configuration page. At the top, there is a header 'Constraints'. Below it, there is a 'Name' field containing '4th of July Holiday' and a 'Type' dropdown set to 'Exclude'. Below these are three date and time fields: 'Tue Jul 04 2023', '12:00 am', and '11:59 pm'. There is a checked checkbox labeled 'This begins and ends on the same day'. Below that, there is a 'Choose how you would like this to repeat:' label and a dropdown set to 'Does Not Repeat'. At the bottom, there is a 'New Constraint' button. Red arrows point to the 'Name' field, the 'Type' dropdown, and the date field.