

Copying a 25Live Location



Security Note

To copy a location, your 25Live user must have appropriate permissions set in Group Administration:

- Administrative: 11.0 *Create and Copy Locations*
- Administrative: 10.0 *Edit Locations*

You will also need either of the following sets of privileges:

- Edit, Delete, Copy [Object Security](#) rights for the location that you are copying
AND
[Default Security](#) - Locations = **Edit** or higher
- **OR** the ability to override location security requirements: Administrative: 24.0 *Override Location Security* = **Yes**

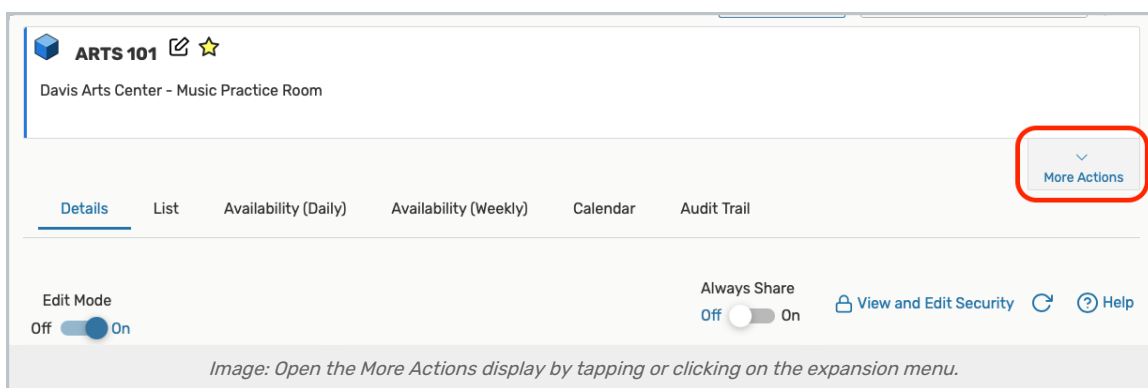
Accessed via the **More Options** display when [Viewing Location Details](#), 25Live provides users with sufficient permission the ability to use the current location they are viewing as a base to create a new location using the **Copy Location** option.

How to Copy a Location to Create a New Location

1. Go to a Location's Details View

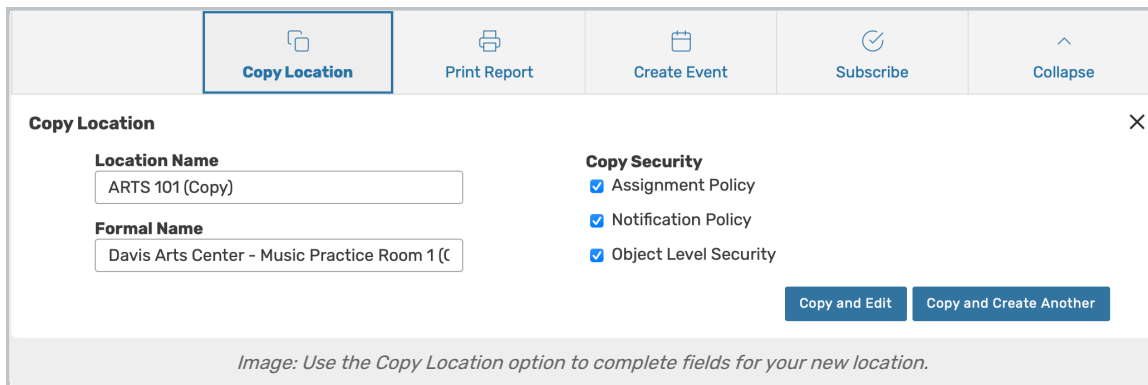
Find the location you would like to use as a base or template for your new location, and go to [its details view](#). You can do this by using [favorited links](#) from your [home dashboard](#), [searches](#), or when [viewing calendars or availability grids](#).

2. Open the More Options Display



Use the **More Actions** link to open the display in the location's details view.

3. Use the Copy Location Link, And Complete Fields



Open the **Copy Location** options view, then complete the information needed for your new location.

- **Location Name**- The unique, short name for your new location (i.e. BUILDING 101)
 - *Note: Be sure to remove the automatically added "(Copy)" text*
- **Formal Name** - The longer, more descriptive name of the location (for example, Student Center Meeting Room 101)
- **Copy Security**- Optional checkboxes that allow you to copy the security policies related to this location:
 - *Assignment Policy* - Policies that specify which security groups can assign individual spaces or resources to events and when
 - *Notification Policy* - Specifies the individual or individuals that need to receive a notification when an event using the data item is created or changed
 - *Object Level Security* - Security that controls security group access to individual 25Live objects, including spaces, resources, cabinets, folders, events, organizations, and reports

4. Save Your New Location

Use the **Copy and Edit** button to save your new location's information and view its details in **Edit Mode** to add more details.



Tip: You May Also Choose to Create Another

You may also use the **Copy and Create Another** button to create an additional location copy using the same settings and information you just completed.