

## About Series25 Group Administration



### Series25 Group Administration

**25Live** Group Administration [Help](#) [More](#)

**Configure Security for Multiple Groups**

**Selected Groups**  
Approver - South Campus      Approver - West Campus

Basic Options    Administrative Options    Academic Options    Tool Access    Show All    Show Difference    Configure...

Filter By Question  Save    Cancel

Do you want group to be able to...	Change All	Approver - South Campus	Approver - West Campus
1.0 Create Events	No <input type="radio"/> Yes <input type="radio"/>	No <input checked="" type="radio"/> Yes <input type="radio"/>	No <input checked="" type="radio"/> Yes <input type="radio"/>
2.0 Create and Edit Through the Configurable Events Forms	No <input type="radio"/> Yes <input type="radio"/>	No <input checked="" type="radio"/> Yes <input type="radio"/>	No <input checked="" type="radio"/> Yes <input type="radio"/>
3.0 Register for Event	No <input type="radio"/> Yes <input type="radio"/>	No <input checked="" type="radio"/> Yes <input type="radio"/>	No <input checked="" type="radio"/> Yes <input type="radio"/>
4.0 View Pricing on Events	No <input type="radio"/> Yes <input type="radio"/>	No <input checked="" type="radio"/> Yes <input type="radio"/>	No <input checked="" type="radio"/> Yes <input type="radio"/>
5.0 View Description, Comments and Confirmation Text	No <input type="radio"/> Yes <input type="radio"/>	No <input checked="" type="radio"/> Yes <input type="radio"/>	No <input checked="" type="radio"/> Yes <input type="radio"/>

## The Central Tool for Managing Group Access

Series25 Group Administration is a central place from which 25Live Administrators can set up and configure any aspect of the 25Live environment related to a group of user members (functional security, access to master definitions, preferences, and so on). You can create groups with their own unique set of enabled actions and characteristics, and administrators have the unique ability to aggregate permissions into new options for even easier security management.

## Features and Benefits



Go to one convenient tool to manage all security groups and permissions



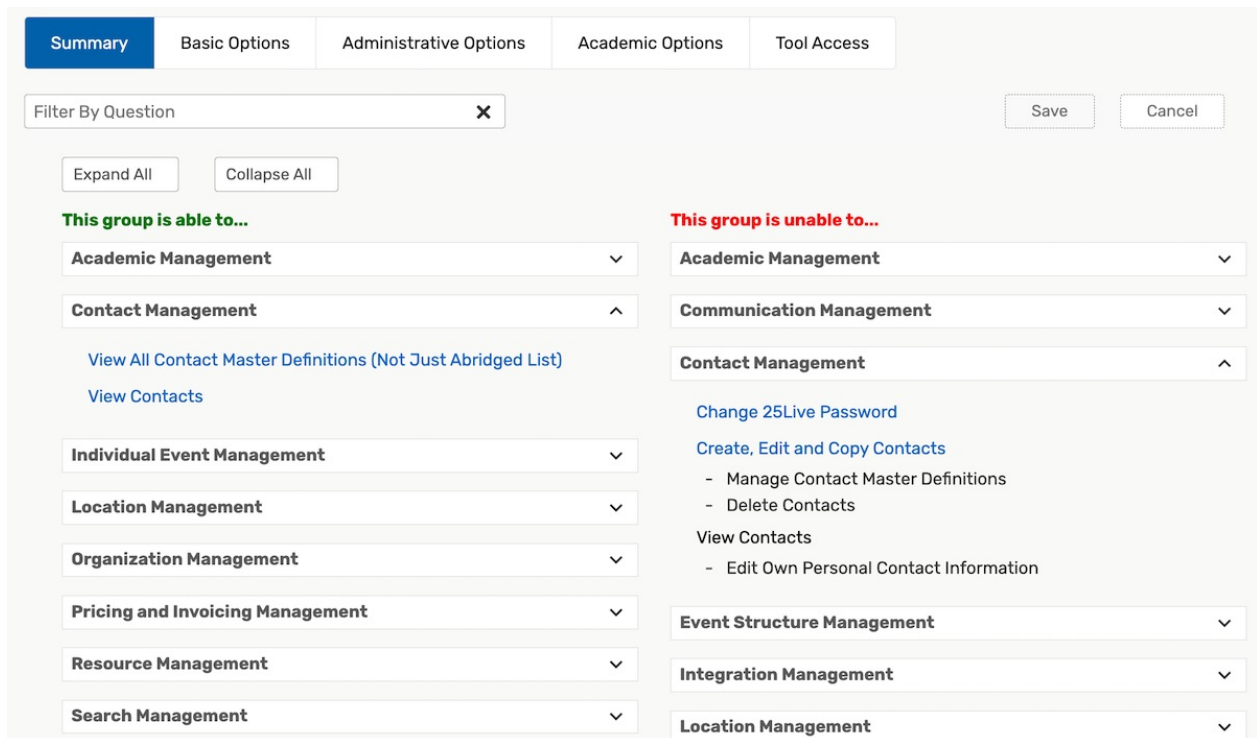
Select and configure settings for single or multiple groups

- ✓ Modify specific permissions down to a granular level
- ✓ Use new, conveniently aggregated basic, academic, and administrative security options
- ✓ Easily view all activities group users can perform
- ✓ Check interdependencies between options to ensure security groups are set up right
- ✓ Perform advanced searches across groups, users, and permissions

*View the Demo Video (25 minutes - Use the full-screen icon  to view larger)*

## How does Group Administration fit into Series25?

The Series25 Group Administration tool allows you to set up any number of security groups whose membership comprises users with a similar job/use profile, including defining groups for internal vs external users, each with its own unique set of security access and assignment privileges.



The screenshot displays the 'Summary' tab of the Group Administration tool. At the top, there are navigation tabs: 'Summary' (selected), 'Basic Options', 'Administrative Options', 'Academic Options', and 'Tool Access'. Below the tabs is a search bar labeled 'Filter By Question' with a clear 'X' button. To the right are 'Save' and 'Cancel' buttons. Below the search bar are 'Expand All' and 'Collapse All' buttons. The main content is divided into two columns: 'This group is able to...' and 'This group is unable to...'. The 'able to' column lists various management functions with expand/collapse arrows: Academic Management, Contact Management (with sub-links: View All Contact Master Definitions (Not Just Abridged List), View Contacts), Individual Event Management, Location Management, Organization Management, Pricing and Invoicing Management, Resource Management, and Search Management. The 'unable to' column lists functions that are not accessible: Academic Management, Communication Management, Contact Management (with sub-links: Change 25Live Password, Create, Edit and Copy Contacts, Manage Contact Master Definitions, Delete Contacts, View Contacts, Edit Own Personal Contact Information), Event Structure Management, Integration Management, and Location Management.

## How to Access Series25 Group Administration

See [Accessing Group Administration](#).

## We Love Your Feedback

We would love to get your feedback about what you like, don't like, or any problems you encounter:

- Account Managers: [series25implementation@collegenet.com](mailto:series25implementation@collegenet.com)
- General Feedback: [productdevelopment@collegenet.com](mailto:productdevelopment@collegenet.com)
- [Using Series25 Feature Upvote Customer Feedback Boards](#)

## Latest Updates

- [See What's New in Series25](#)

## Help & Training

- [Series25 Group Administration Help](#)