

Setting Up Security For the Viewer Seat

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Viewer Seat Security Setup Task List

Your 25Live administrator working in [Series25 Group Administration](#) needs to perform the following security administrative tasks to set up the 25Live Viewer Seat:

1. Create the Viewer Seat security group
2. Edit any necessary functional security permissions
3. Edit object security for any objects (events, locations, resources, reports, or organizations) that will need to be actionable to 25Live Viewers

Default Functional Security Settings

Below are the pre-selected functional security settings for the View Only security group template which define the limited actions this type of user can perform. **All other functional settings are set "No".**

Event Settings

- Administrative: 33.0 *Override Event Quotas* = Yes

Location Settings

- Basic: 16.0 *Basic Location Searching* = Yes
- Basic: 16.1 *Advanced Location Search and Manage Personal Searches* = Yes

Resource Settings

- Basic: 18.0 *Basic Resource Searching* = Yes
- Basic: 18.1 *Advanced Resource Search and Manage Personal Searches* = Yes

Contact Settings

- Basic: 9.0 *View Contacts* = Yes

Organization Settings

- Basic: 20.0 *Basic Organization Searching* = Yes
- Basic: 20.1 *Advanced Organization Search and Manage Personal Searches* = Yes

To Create the Viewer Seat Security Group and Set Permissions

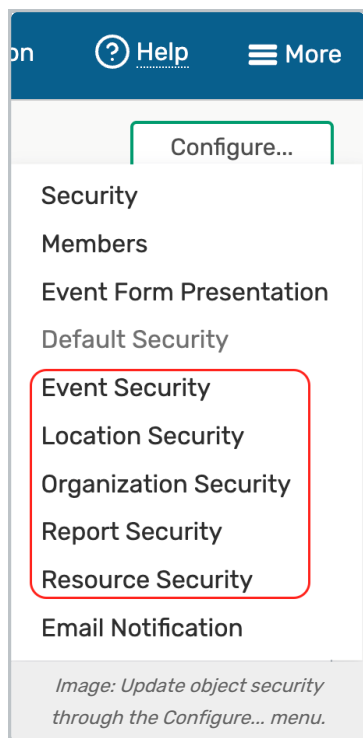


Note: The Viewer Seat Should Have Its Own Security Group

Because the 25Live Viewer Seat has special security needs, create a functional security group using the View Only security group template that has the Viewer Seat user as its only member, as described below.

You must copy a security group template—in this case, the View Only template is recommended—to begin adding your own Viewer Seat security group.

1. Sign in to [Series25 Group Administration](#) as an administrator.
2. Select the (-2) security group and click **Copy**.
3. Enter a unique name for the group and a description (optional). From the **Copy group and go to...** dropdown, select **Configure Group Security**.
4. Change any pre-selected functional security access permission as needed.
 - For more information on event security permissions, see: [Permissions to Create, View, or Edit an Event](#)
5. Update object security access rights through **Configure... > Event/Location/Organization/Report/Resource Security** to control whether objects of that type can be viewed and/or acted upon in 25Live. The default object security setting will depend on your [Default Security](#) for that object.
 - For more information, see: [Object Security and Assignment Policy Explained &](#)





Note: Master Definitions

If you leave any of the "View All [Event/Location/Resource/Organization/Contact] Master Definitions (Not Just Abridged List)" permissions set "No" for Viewers, they will see only the abridged master definition items that have been selected System Settings > [Master Definitions](#).



Security Note: Master Definitions

Basic Options Group Administration settings 15.0, 17.0, 19.0, 21.0, and 23.0 control whether users can view all or abridged Master Definitions.

To Hide or Display Specific Objects

The 25Live Viewer Seat will need "View Only" object security rights (at minimum) for any object you need them to see.

- To learn more about object security, see [Object Security and Assignment Policy Explained](#)
- To learn how to edit object security for all objects *except* events, see [Configuring Object Security](#)
- To learn how to edit object security for events, see [Configuring Object Security for Events, Folders, and Cabinets](#)

If your [default object security](#) for any object is set to "Not Visible" for the Viewer Seat security group in **Group Administration > Configure... > Default Security**, when new objects of these types are created they will not be viewable by Viewers in 25Live until you change the group's default object security setting to, at minimum, "View Only."