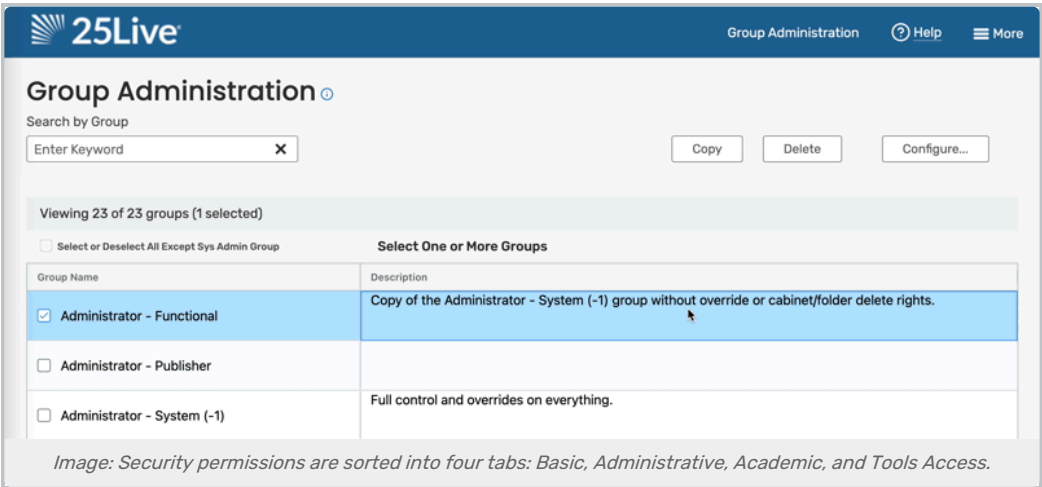# Permissions in Series25 Group Administration

This guide shows a full list of the Yes/No security options in the Series25 Group Administration tool. Each Security permission is sorted into one of four tabs: Basic Options, Administrative Options, Academic Options, and Tools Access.

Image: Security permissions are sorted into four tabs: Basic, Administrative, Academic, and Tools Access.

Basic Options

#	Groups Option	Former Admin Utility Security Right	Additional Information
1.0	Create Events	Events > Event Wizard Events > Events	If set to "Yes," users in the group will be able to create events using Express Scheduling in 25Live, but only for locations where they have appropriate permissions. This setting is required for further permissions involving event creation or editing. If you want users to be able to create events using the Event Form but not Express Scheduling, remove their permission to assign locations as described in the link above.
2.0	Create and Edit Through the Configurable Event Forms	Events > Event Wizard Events > Events	To restrict a group's ability to assign certain locations or resources to events, use object security and/or Event Form configuration. To prevent a Group from creating and editing Event Drafts, see Security Group Preferences Configuration.
2.1	Manage Event Relationships and Binding	Events > Related and Bound Events	

#	Groups Option	Former Admin Utility Security Right	Additional Information
2.2	Inline Editing on Event Details	Events > Edit Inline	This also grants the ability to edit events in bulk.
2.3	Share Locations with other Events	Events > Share Locations	
2.4	Delete Events	Events > Delete Events	
2.5	Change Event State	Events > Change Event State	To specify the Event States a group can change, see Security Group Preferences Configuration.
2.6	Uncancel Events	*None*	Allows users without 2.5 to use the Event State field to uncancel
2.7	Override Location Blackouts	Locks and Overrides > Override Location Blackouts	
2.8	Override "Blocked by" Relationships	Locks and Overrides > Override Blocked by Relationship	
2.9	Override Location Open/Close Hours	Locks and Overrides > Override Location Open Hours	
3.0	Register For Event	N/A	
4.0	View Pricing on Events	Pricing and Invoicing > Rate and Tax Schedules Pricing and Invoicing > Event Details Pricing	*Note: This permission is required for 5.0 and 5.1.*

#	Groups Option	Former Admin Utility Security Right	Additional Information
4.1	Edit Pricing on Events	Pricing and Invoicing > Rate and Tax Schedules Pricing and Invoicing > Event Details Pricing	
5.0	View Payments on Events	*None*	Requires 4.0. Related to Managing Payments in 25Live.
5.1	Manage Payments on Events	*None*	Requires 4.0. Related to Managing Payments in 25Live.
6.0	View Description, Comments, and Confirmation Text	Events > Description and Confirmation Notes	To restrict a group's ability to edit Description and Occurrence Comments, use Event Form configuration.
7.0	View Event Internal Notes	Events > Internal Notes	To restrict a group's ability to edit Internal Notes, use Event Form configuration.
8.0	View Audit Trail on Events	*None*	Permission for the users in the group to view event audit information. This item does not depend on any other items.
9.0	View Contacts	Contacts > Contact Access	This allows a user to view contact information in event details, reports, and other areas.

#	Groups Option	Former Admin Utility Security Right	Additional Information
9.1	Edit Own Personal Contact Information	Contacts > Contact Access	This allows a user to edit only their own contact information. Look in the Administrative permissions tab for the ability to edit others' contact records.
10.0	View Tasks List	Tasks, Reports, and Email > Tasks Lists Tasks, Reports, and Email > View Others' Tasks	
10.1	Cancel Task Requests	Tasks, Reports, and Email > Cancel Task Requests	
11.0	View Organization Accounting Codes	Pricing and Invoicing > Organization Accounting Code	
12.0	View Organization Comments	Organizations > Comments	
13.0	View Organization Ratings	Organizations > Organization Rating	
14.0	Send Emails	Tasks, Reports, and Email > Send Emails	
14.1	View and Use Email Templates	N/A	

#	Groups Option	Former Admin Utility Security Right	Additional Information
15.0	View All Event Master Definitions (Not Just Abridged List)	Searches and Master Definitions > Event	If set to "No," users in the group can only see the abridged list in 25Live System Settings Master Definitions.
16.0	Basic Location Searching	N/A	
16.1	Advanced Location Search and Manage Personal Searches	Searches and Master Definitions > Location Search	
17.0	View All Location Master Definitions (Not Just Abridged List)	Searches and Master Definitions > Location	If set to "No," users in the group can only see the abridged list in 25Live System Settings Master Definitions.
18.0	Basic Resource Searching	N/A	
18.1	Advanced Resource Search and Manage Personal Searches	Searches and Master Definitions > Resource Search	
19.0	View All Resource Master Definitions (Not Just Abridged List)	Searches and Master Definitions > Resource	If set to "No," users in the group can only see the abridged list in 25Live System Settings Master Definitions.
20.0	Basic Organization Searching	N/A	
20.1	Advanced Organization Search and Manage Personal Searches	Searches and Master Definitions > Organization	

#	Groups Option	Former Admin Utility Security Right	Additional Information
21.0	View All Organization Master Definitions (Not Just Abridged List)	Searches and Master Definitions > Organization	If set to "No," users in the group can only see the abridged list in 25Live System Settings Master Definitions.
22.0	Change 25Live Password	Contacts > Change Password	This only affects a user's ability to change their Series25 password. It has no effect on a single sign-on method where the user's credentials are managed outside of Series25.
23.0	View All Contact Master Definitions (Not Just Abridged List)	Searches and Master Definitions > Contact	If set to "No," users in the group can only see the abridged list in 25Live System Settings Master Definitions.
24.0	View Location Ratings	N/A	When set to "Yes," users in the group can view Location Satisfaction data in the Location Details view of 25Live. The benefits of Location Satisfaction scores are available to licensees of Eval25 (learn more). If you would like to explore course, event, and location evaluation abilities, talk to your account manager.
25.0	Create To Do's and Request Event Cancellation Tasks	Tasks, Reports, and Email > To Do Tasks	

Administrative Options

> ✓ **Tip: Combining Permissions For Specific Actions**
>
> To view some combinations of permissions needed to provide access to specific actions, please see the corresponding 25Live help pages. Examples:
>
> - Bulk Editing Locations, Bulk Editing Resources, Bulk Editing Organizations
> - Working With Master Definitions In 25Live
> - Event Save Email: Creating, Copying, and Editing Scenarios
> - ...and more that can be found by searching

#	Groups Option	Admin Security Right	Additional Information
1.0	Bulk Editing on Location Assignments	N/A	
2.0	Share Searches by Groups	Tasks, Reports, and Email > Email Security Groups	
3.0	View and Edit Event Registration	N/A	
4.0	Event Document Creation and Management	N/A	
5.0	Create Cabinets and Folders	Cabinets and Folders > Cabinets Cabinets and Folders > Folders	
5.1	Delete Cabinets and Folders	Cabinets and Folders > Cabinet Delete Cabinets and Folders > Folder Delete	
5.2	Manage Event Type Hierarchy	Cabinets and Folders > Event Type Hierarchy	*Note:* This permission also gives access to create an event type, edit the name of an event type, and delete an event type. It's also needed for working with the event type hierarchy in System Settings. (as well as 8.0 Set Event Object Security).
6.0	Manage Event Master List Definitions	Searches and Master Definitions > Event	
7.0	Set Event Notification Policy	Object Security, Assignment Policy, and Notification Policy > Event Requirement Notification Policy	
8.0	Set Event Object Security	Object Security, Assignment Policy, and Notification Policy > Event/Folder/Cabinet Object Security	
9.0	Upload Images	Locations > Layout and Images	Allows a user to upload images used for location layouts.

#	Groups Option	Admin Security Right	Additional Information
10.0	Edit Locations	Locations > Location Access	
10.1	Delete Locations	Locations > Location Delete	
10.2	Manage Location Master Definitions	Searches and Master Definitions > Location	
10.3	Set Location Object Security	Object Security, Assignment Policy, and Notification Policy > Location Object Security	
10.4	Set Location Notification Policy	Object Security, Assignment Policy, and Notification Policy > Location Notification Policy	
10.5	Set Location Assignment Policy	Object Security, Assignment Policy, and Notification Policy > Location Assignment Policy	
10.6	Edit Location Open/Close/Blackout Hours	Locations > Location Open/Close/Blackout Hours	
11.0	Create and Copy Locations	Locations > Location Access	By default, new locations will have object security as defined under Default Security – Locations.
12.0	Edit Resources	Resources > Resource Access	
12.1	Delete Resources	Resources > Resource Delete	
12.2	Manage Resource Master Definitions	Searches and Master Definitions > Resource	
12.3	Set Resource Notification Policy	Object Security, Assignment Policy, and Notification Policy > Resource Notification Policy	
12.4	Set Resource Assignment Policy	Object Security, Assignment Policy, and Notification Policy > Resource Assignment Policy	
12.5	Set Resource Object Security	Object Security, Assignment Policy, and Notification Policy > Resource Object Security	
13.0	Create and Copy Resources	Resources > Resource Access	By default, new resources will have object security as defined under Default Security – Resources.

#	Groups Option	Admin Security Right	Additional Information
14.0	Create, Edit and Copy Contacts	Contacts > Contact Access	This allows a user to search for and edit contact information for any person, not just their own account
14.1	Manage Contact Master Definitions	Searches and Master Definitions > Contacts	
14.2	Delete Contacts	Contacts > Contact Delete	
15.0	Edit Organizations	Organizations > Organization Access	
15.1	Set Organization Object Security	Object Security, Assignment Policy, and Notification Policy > Organization Object Security	
15.2	Edit Organization Accounting Codes	Pricing and Invoicing > Organization Accounting Code	
15.3	Set Organization Notification Policy	Object Security, Assignment Policy and Notification Policy > Organization Notification Policy	
15.4	Manage Organization Master Definitions	Searches and Master Definitions > Organizations	
15.5	Delete Organizations	Organizations > Organization Delete	
15.6	Edit Organization Ratings	Organizations > Organization Rating	
15.7	Edit Organization Comments	Organizations > Comments	
15.8	Edit Organization Location Preferences	Organizations > Organization Location Preferences	
16.0	Create and Copy Organizations	Organizations > Organization Access	By default, new organizations will have object security as defined under Default Security - Organizations.
17.0	Create Publisher Feeds	Integration > 25Live Publisher	

#	Groups Option	Admin Security Right	Additional Information
18.0	Set up Pricing and Rate Groups	Pricing and Invoicing > Rate and Tax Schedules Pricing and Invoicing > Rate Groups Pricing and Invoicing > Pricing Administration	
19.0	Change Security Configurations	Contacts > Security Groups	Allows access to Single Sign On Authentication Options. This permission also allows access to Configure…Members for groups.
20.0	View Event Creation and Editing Configurations	System Settings > Event Form Settings	If set to no, a user will not be able to change configs within the Event Form or edit configurations. If set to yes, a user will be able to change configs within the Event Form, but won't be able to edit configurations. This permission grants access to the "Add Custom From Address" button to change the address the email appears to be from when emailing events in 25Live.
20.1	Update Event Creation and Editing Configurations	*None*	Grants access to event form configurations and rules. If set to yes, a user will be able to both change configs within the Event Form and edit configurations. This item can only be toggled once you have answered yes to the parent option, **20.0 View Event Creation and Editing Configurations**
21.0	Set Default Object Security	Security > Default Object Security	
22.0	Create and Manage Personal Schedule Reports	Tasks, Reports and Email > Report Access	To restrict a group's ability to access certain reports, use report object security.
22.1	Manage Report Parameters and Schedule Reports	Tasks, Reports and Email > Report Access	

#	Groups Option	Admin Security Right	Additional Information
22.2	Set Report Security	Security > Report Object Security	
23.0	Override Event Security	Locks and Overrides > Override Event/Folder/Cabinet/Security Permissions	
24.0	Override Location Security	Locks and Overrides > Override Location Permissions	
25.0	Override Location Assignment Policy	Locks and Overrides > Override Location Assignment Policy	
26.0	Override Resource Security	Locks and Overrides > Override Resource Permissions	
27.0	Override Resource Assignment Policy	Locks and Overrides > Override Resource Assignment Policy	
28.0	Override Organization Security	Locks and Overrides > Override Organization Security	
29.0	Override Report Security	Locks and Overrides > Override Report Security	
30.0	View Locked Objects	Locks and Overrides > Locks and Pending Reservation	
30.1	Remove Own Locks	Locks and Overrides > Locks and Pending Reservation	
30.2	Remove All Locks	Locks and Overrides > Locks and Pending Reservation	
31.0	Manage Viewer and Welcome Messages	N/A	
32.0	Edit General Settings in 25Live System Settings	N/A	Provides access to the General Settings tab in 25Live System Settings. Other settings are limited to system administrators.
33.0	Override Event Quotas	N/A	
34.0	Allow Subscriptions		This permission allows use of subscription services such as Microsoft Outlook or Google Calendar integrations for the security group. Future options may also be added.

Academic Options

#	Groups Option	Admin Security Right
1.0	Search for Availability by Meeting Pattern	Searches and Master Definitions > Meeting Pattern Lists
1.1	Manage Meeting Patterns	Searches and Master Definitions > Meeting Pattern Lists
2.0	View Utilization Statistics on Availability Grids	Integration > Academic Utilization View
3.0	View SIS Import Messages	Integration > vCalendar Import
4.0	Use the Schedule25 Optimizer and the Meeting Pattern Grid	Integration > Schedule25 Optimizer Integration > Schedule25 Optimizer Defaults
5.0	Generate vCal COUNTER Files for Legacy SIS Interfaces	Integration > vCalendar Export
6.0	Access to Academic Grids (beta)	Meeting Pattern Grids

Tools Access

#	Groups Option	Admin Security Right
1.0	Access to Group Administration Tool	N/A
2.0	Access to Reports	N/A
3.0	Access to X25 Analytics Tool	Integration > X25 Export
3.1	Administrative Access to X25 Analytics	
4.0	Access to LYNX Tool	N/A
5.0	Access to Outlook Sync Administration Tool	
6.0	Access to Google Calendar Integration Tool	

#	Groups Option	Admin Security Right
7.0	Access to CRM Tool	If your institution also uses CollegeNET Admit as a CRM tool, 25Live can link to your instance using the *More Menu > Go To Tool* to manage registrants for events. This question does not depend on any other questions.