

What Is Series25 Group Administration?

Every user in 25Live is a member of one security group in which all members share a common set of access and/or assignment rights to 25Live functionality and data. There are two default groups: System Administrators and User, but additional groups can be added as needed.

Series25 Group Administration is a central place from which 25Live Administrators can set up and configure any aspect of the 25Live environment in relation to security groups (functional security, access to master definitions, preferences, and so on). Groups can be created 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.

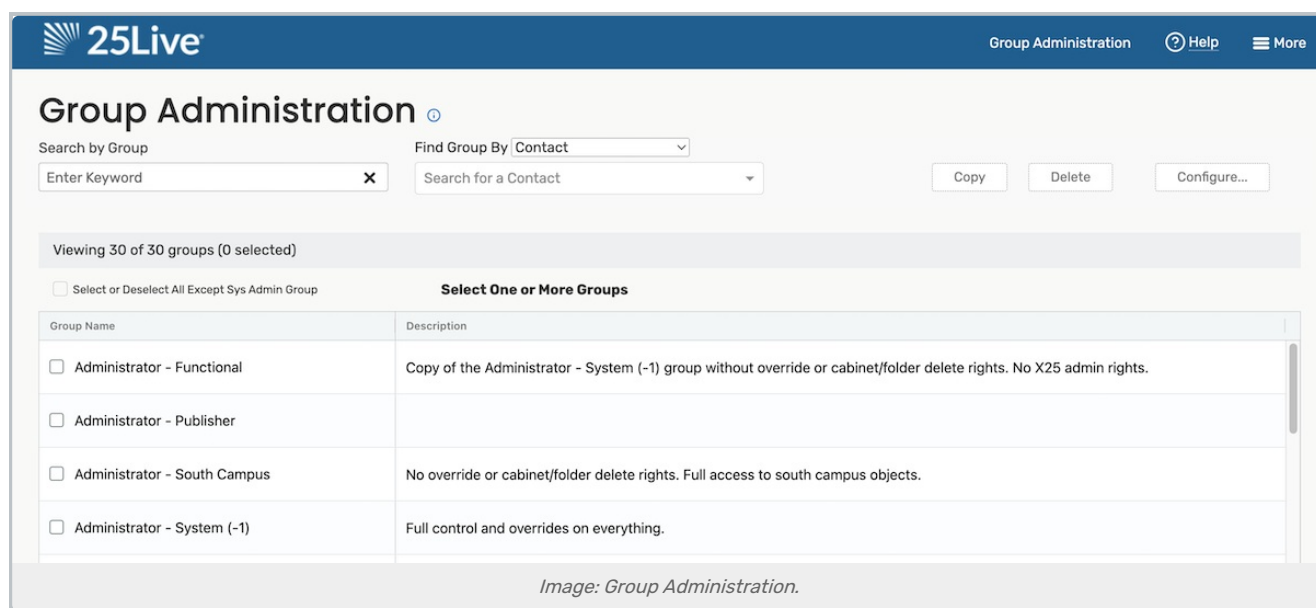


Image: Group Administration.

What Types of Changes Can be Made in Group Administration?

Within Group Administration, you can:

- Add and delete security groups
- Add new users to 25Live
- Update a security group's [functional security](#) rights
- Restrict which event states, event types, and other criteria a group can access from their event form
- Determine which groups can view, edit, copy, or delete events, locations, organizations, reports, and resources
- Determine which groups can request, approve, assign, or unassign locations and resources
- Update a group's email notification settings
- Change access to event, location, resource, and organization searches