

Setting Security For One Group



Note

See all options in Group Administration in [Permissions in Series25 Group Administration](#).



Security Note

To be able to modify an existing 25Live group's security using Group Administration, the group must already have its permissions set to a certain minimum level. If the group does not meet this requirement, you will be prompted to change this when you attempt to edit it. Please see [Best Practices Enforced by Group Administration](#) for more information.

To Set Security For a New Group

1. In Group Administration, select a security group from the list and click **Copy**.
2. Add a group name and description.
3. Select **Configure Group Security** from the **Copy Group and go to...** dropdown menu.
4. Click **Copy** to save the new group & **OK** on the success message.

Copy Group Configuration

Group Name is a required field and must be changed. Update description, as necessary. Select what should be copied and where to go after the Group has been copied; then click Copy.

Group Name

* Please change the group name to a unique name.

Description

Copy of the Administrator - System (-1) group without override or cabinet/folder delete rights.

Copy Group and go to...

✓ Groups Home

Configure Event Form

Configure Group Members

Configure Group Security

Configure Locations

Configure Resources

udent Center

on locations/resources, contact/org creation, inline

Cancel

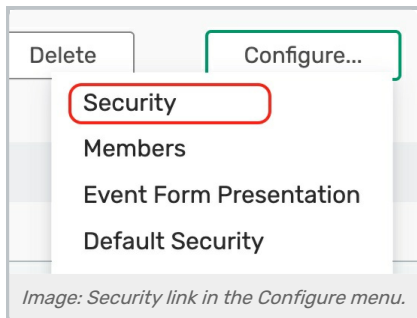
Copy

Image: Copy Group Configuration form.

5. Proceed to Step 2 in the next section.

To Set Security For an Existing Group

1. In Group Administration, select your security group from the list and click **Configure... > Security**.



2. On the **Configure Security For...** page, the **Summary** tab displays the general categories of actions the group is able and unable to perform. From here, you can expand individual categories or all categories (Expand All) to see the list of actions in each.

For example, members of the group below are able to view contacts but are unable to create, edit, or copy contacts.

3. To change the security options for the group, select the relevant tab.

- Basic Options
- Administrative Options

- Academic Options
- Tools Access



Tip: The Info Buttons Provide Permission Descriptions

Use the "i" info buttons to view descriptions of each permission.

4. Browse the settings or use the search field to filter through the list.



Tip: Settings Can be Selected from the Summary Tab.

You can also access the setting you want to change from the **Summary** tab. With the Summary tab selected, expand the category that contains the setting, then click the link of the setting you want to change.

5. The right-hand arrows will expand sections that have sub-settings. The Information Icon will list any setting that the current setting will depend on. For example, in the animation below **Cancel Task Requests** cannot be set to **Yes** unless **View Tasks List** is also set to **Yes**.

6. Toggle the **No/Yes** to make changes. Correct dependent settings as needed.

7. **Save** your changes.