

Comparing and Setting Security For Multiple Groups

Series25 Group Administration allows you to manage [one group](#) at a time or multiple groups.

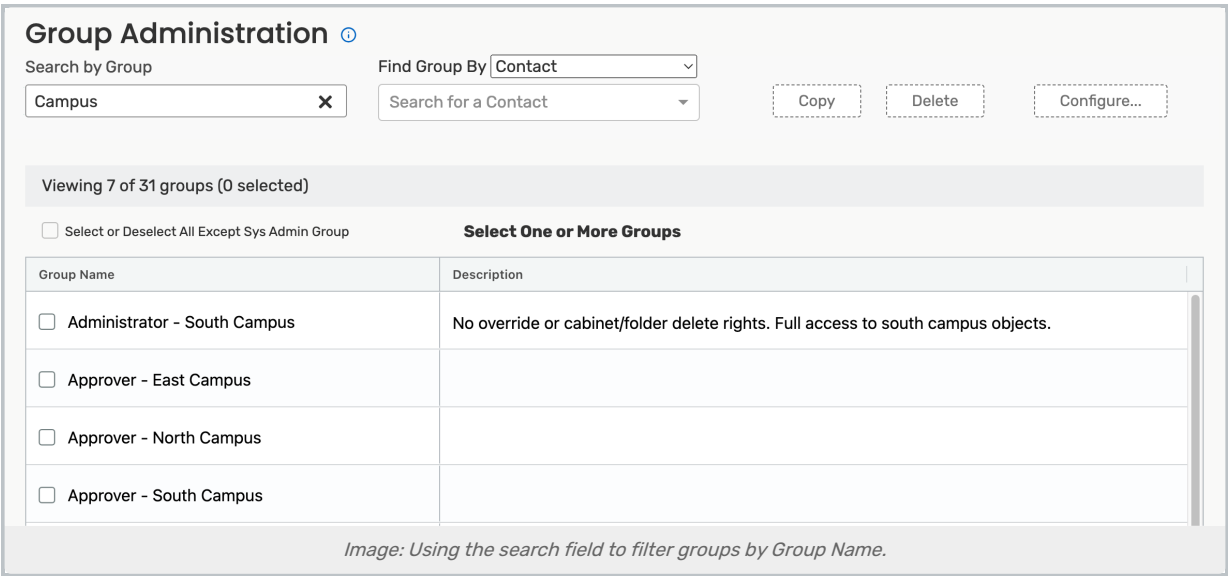
To Manage Security for Multiple Groups

1. Select Groups

Select the Groups you want to set security for from the Group Administration home page.

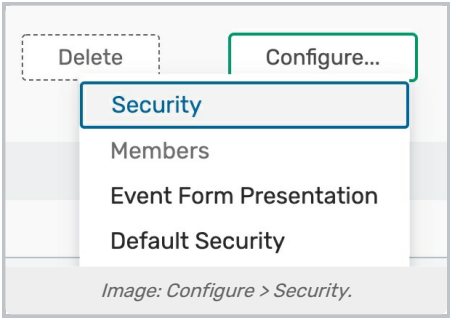
If you have a large number of groups, you can run a keyword search to find the group(s) and then select them OR click **Select All** to select every group in the filtered list.

You may compare up to 50 groups at a time.



2. Go to Configure > Security

Tap or click the **Configure...** button and select **Security**.



3. Review Security Settings Across Categories

On the **Configure Security For Multiple Groups** page, the current security settings for each of the selected groups are displayed side-by-side. If you would only like to view settings that differ between groups, select **Show Difference**.



Tip: The Info Buttons Provide Permission Descriptions

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

4. Compare and Adjust

Compare and adjust the settings on each tab as needed. You may compare up to 50 groups at a time.



Tip: If You Cannot Toggle a Setting

If the toggle for a setting is grayed out, it is because it has a dependency on another setting. For example, Basic: 2.0 *Create and Edit Through the Configurable Events Form* cannot be toggled to **Yes** unless Basic 1.0: *Create Events* is toggled to **Yes**. Use the info icon to read more information on why a setting is blocked.

5. Save

Once you have completed your changes, remember to **Save**.