Assignment Windows For Locations
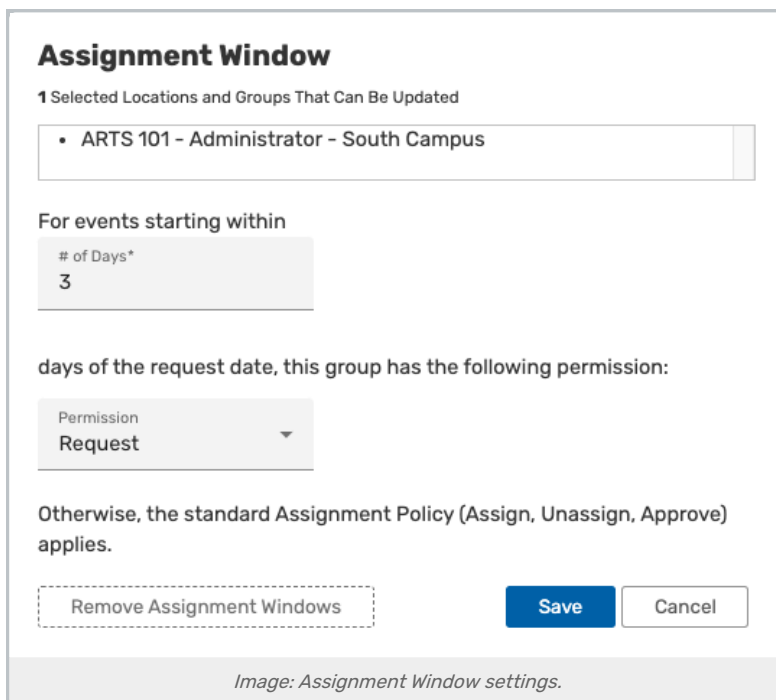
Assignment Windows are a type of assignment policy exception which are relative to an event's start date rather than specific dates. A user has different assignment policy permissions for a location in the days before an event starts.

There are three options for permissions in an assignment window:

- **Assign** - the user is able to assign the location without requiring approval
- **Request** - if the user attempts to assign the location, instead they generate an assignment request task
- **Not Requestable** - the user is not able to request or assign the location at all

Example

- *Assignment Window starts **3** days before the 1st Occurrence Date with the following permissions:* **Request**

Image: Assignment Window settings.

In this example, a user might normally have full assignment permissions for a location. But three days before an event's start date, the window kicks in and demotes the user's permission to request-only. This forces a user to receive approval for a location if attempting to reserve it in the near future, while allowing them to assign without approval if the event is more than three days away.

Assignment windows are applied based on the date of an event's first occurrence. If a user creates or edits an event whose first requested date for a location is within the window, that location's assignment policy will use the exception for all dates, even ones that fall outside the window.

"One day" for an assignment window means 24 hours, not a calendar day. For example, if a location has an assignment window of two days then a user's assignment policy permissions will be affected exactly 48 hours before the start of the event. This means that someone would be able to make a request for Friday evening by submitting it

on Wednesday morning and still fall outside a two-day window.

> ℹ️ **Note: Assignment Windows Don't Have an Unassign Option**
>
> Assignment Windows only have an 'assign' configuration option. However, baseline Assignment Policy can be set as a custom configuration of 'Not Requstable, Unassign', preventing the group from requesting the location, but allowing them the ability to unassign during windows of increased permissions.

Setting an Assignment Window

1. Navigate to the Assignment Window Configurations

- In Series25 Group Administration, select one or multiple groups.
- Select the **Configure... Location Security**
- Enter a location keyword or choose a location search from the **Select locations to edit** dropdown
- Click the **Assignment Window** link

2. Select Your Locations

- Select one or more locations
- Click **Edit selected Locations**

3. Edit the Assignment Window

- Enter the number of days before an event's start date when the window applies and the permission (Request, Assign, or Not Requestable) to use during the window
  OR
  Remove Assignment Windows