

# Configuring Object Security for Events, Folders, and Cabinets



**Security Note:**

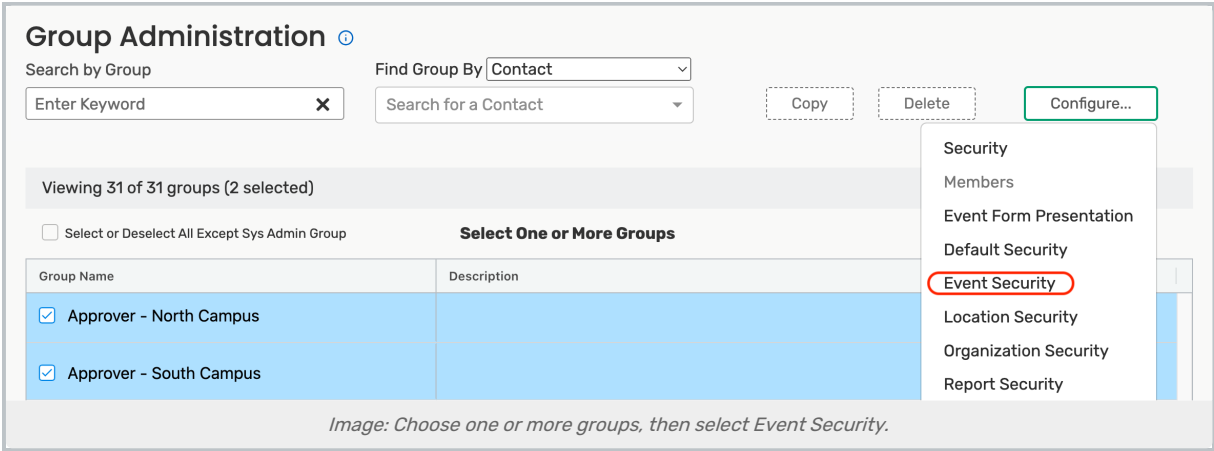
Editing Event, Folder, and Cabinet object security requires the following permission in place for your security group in [Group Administration](#): Administrative: 8.0 *Set Event Object Security*

**In This Article:**

- [1. Select Groups to Go to Event Security](#)
- [2. Select the Events, Folders, or Cabinets to Configure](#)
- [3. Go to the Object Security Section to Set Permissions](#)
- [4. Save Any Changes](#)

## Setting Event Security

### 1. Select Groups to Go to Event Security



From the home screen of Series25 Group Administration, select one or more groups and use the **Configure...** button, then choose **Event Security**.

### 2. Select the Events, Folders, or Cabinets to Configure

From the **Find...by...** dropdown menu, select **Events, Folders, or Cabinets** or use the **Select Event Search** dropdown menu to choose a [saved search](#).

**Edit Event Security** Configure...

Find  by... OR:

- A start date of 12 03 2022

Select All

Additional Filter Options

1 Selected Events

**Event Navigation**

**Events (1 displayed)**

Select All / Deselect All / Filter

- ☒ Brown Bag Art History Lecture Series  
Event in the Events cabinet  
2021-AA0X0K

↓ Update security options for 1 Selected Events ^

Object Security Save Cancel

*Image: Event security options.*

Then, you can optionally use the **Additional Filter Options** button to filter your event results.

**Filter Events by:**

- General Filter Options
- Organization Filter Options
- Location Filter Options
- Resource Filter Options
- Contact Filter Options
- Category Filter Options
- Type Filter Options
- State Filter Options
- Custom Attribute Filter Options

Cancel Clear All Filter Options OK

**Filter Folders by:**

- General Filter Options
- Organization Filter Options
- Contact Filter Options
- Category Filter Options
- Type Filter Options

Cancel Clear All Filter Options OK

**Filter Cabinets by:**

- General Filter Options
- Organization Filter Options
- Contact Filter Options
- Category Filter Options
- Type Filter Options

Cancel Clear All Filter Options OK

*Image: Available Additional Filter Options differ between events, folders, and cabinets.*

In the search field, select the event(s), folder(s), or cabinet(s) you'd like to update. A list of search results will appear below. Confirm your selections by checking the associated checkboxes.



#### Tip: Event Searches Default to Future Events

The event search will filter to only include future events by default. Use the **Additional Filter Options > General Filter Options** section to change the **Earliest Start Date**.

Event Navigation


Events (1 displayed)

Select All / Deselect All / Filter

☒ Brown Bag Art History Lecture Series

Event in the Events cabinet

2021-AAGXQK



Brown Bag Art History Lecture Series

Clear

Parent:Events

Type:Lecture / Seminar

State:Confirmed

Organization  
College of Performance, Art, and Langs

Start:2021-04-06

End:2023-04-18

Image: The Info icon can be used to view the current settings.

3. Go to the Object Security Section to Set Permissions

In the **Object Security** section below, select the object security access permission to the event(s), folder(s), or cabinets(s) for each group.

For Events

↓ Update security options for 1 Selected Events ^ 1 Selected Events ^

Object Security

SaveCancel

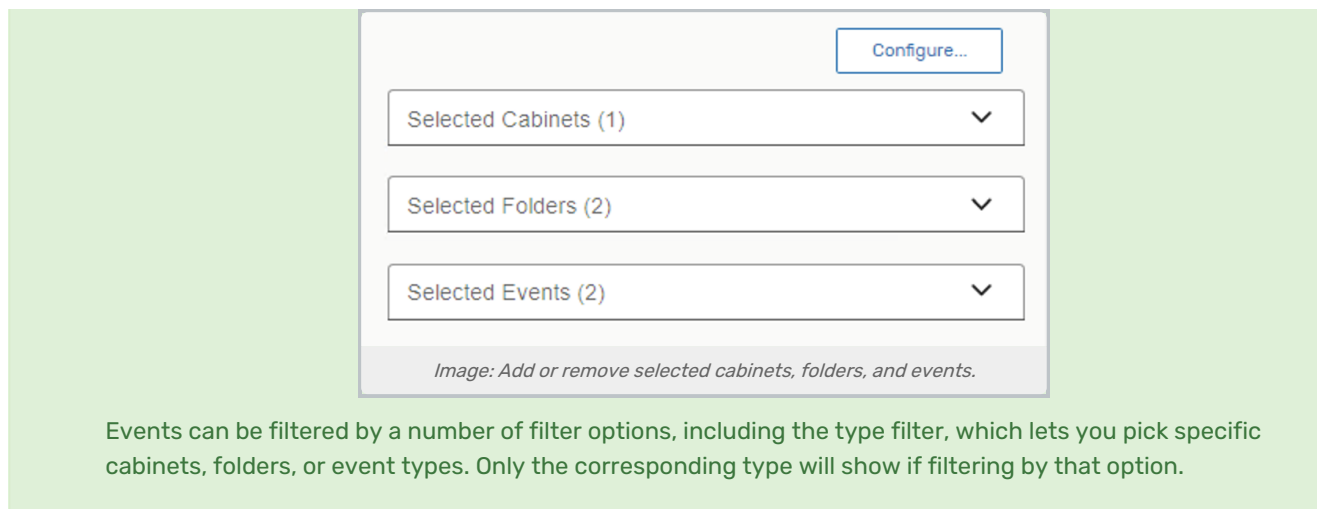
Group Name	Edit, Delete, Copy Select All	Edit Select All	View Only Select All	Not Visible Select All
Administrator - South Campus	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Approver - Conference Services	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Image: Use the Object Security section below your event choices.

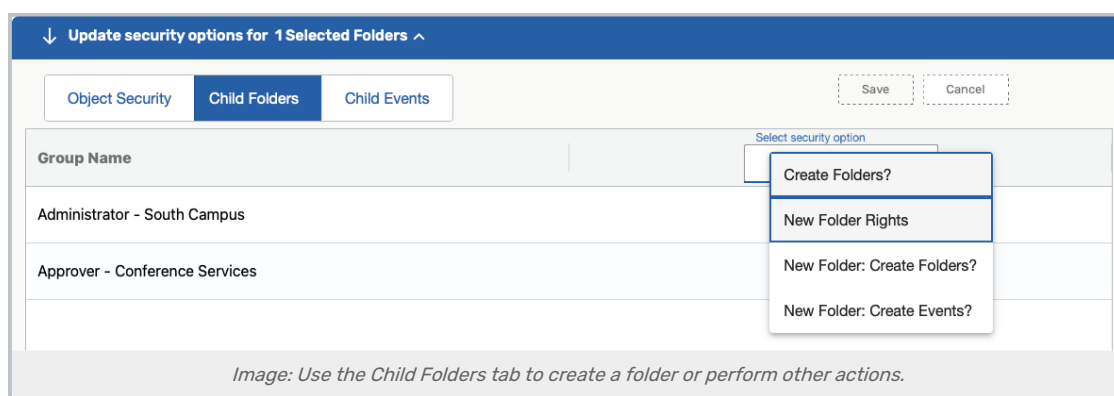
If you set object security to...	Members of the security group...
Not Visible	Can't view the event(s), folder(s), or cabinet(s)
View Only	Can view the event(s), folder(s), or cabinet(s)
Edit	Can view and edit the event(s), folder(s), or cabinet(s)
Edit, Delete, Copy	Can view, edit, delete, and copy the event(s), folder(s), or cabinet(s)



Tip: Select Multiple Events, Folders, and/or Cabinets for Quicker Changes



## For Folders



Under the **Child Folders** tab, make a selection from the dropdown menu:

- **Create Folders?** (*This will allow users to create child folders.*)
  - Select **Yes** or **No**
- **New Folder Rights** (*This will allow users to see any new folders after they are created.*)
  - Choose from:
    - **Edit, Delete, Copy**
    - **Edit**
    - **View Only**
    - **Not Visible**
- **New Folder: Create Folders?**
  - Select **Yes** or **No**
- **New Folder: Create Events?** (*This will allow users to create events in new child folders.*)
  - Select **Yes** or **No**

Update security options for 1 Selected Cabinets ^ 1 Selected Folders ^

Object Security Child Folders **Child Events** Save Cancel

Security options are left blank when editing multiple objects

Group Name	Select security option ▼
Administrator - South Campus	
Approver - Conference Services	

Image: The Child Events tab will allow event actions.

Under the **Child Events** tab, make a selection from the dropdown menu:

- **Create Events?** (*This will allow users to create events in the chosen folder(s).*)
  - Select **Yes** or **No**
- **New Events Rights**
  - Choose from:
    - **Edit, Delete, Copy**
    - **Edit**
    - **View Only**
    - **Not Visible**

### For Cabinets

Update security options for 1 Selected Cabinets ^

Object Security **Child Folders** Child Events Save Cancel

Select security option

Group Name	Create Folders?
Administrator - South Campus	New Folder Rights
Approver - Conference Services	New Folder: Create Folders?
	New Folder: Create Events?

Image: Use the Child Folders tab for folder actions.

Under the **Child Folders** tab, make a selection from the dropdown menu:

- **Create Folders?** (*This will allow users to create folders in the cabinet. Typically only Administrators should have this access.*)
  - Select **Yes** or **No**
- **New Folder Rights** (*This will allow users to see any new folders after they are created.*)
  - Choose from:
    - **Edit, Delete, Copy**
    - **Edit**
    - **View Only**

- **Not Visible**
- **New Folder: Create Folders?**
  - Select **Yes** or **No**
- **New Folder: Create Events?** (*This will allow users to create events in newly created folders.*)
  - Select **Yes** or **No**

Under the **Child Events** tab, make a selection from the dropdown menu:

- **Create Events?**
  - Select **Yes** or **No**
- **New Events Rights**
  - Choose from:
    - **Edit, Delete, Copy**
    - **Edit**
    - **View Only**
    - **Not Visible**



**Note: Reset Filter Options**

Use the **Clear** link at any time to reset the filtering criteria or the **X** in the “Event Navigation” subtitle section.

## 4. Save Any Changes

Select the **Save** button to submit your changes.

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