

## Building a Publisher Functional Security Group

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Depending on which security framework you select, your next step in the process is creating one or two functional security groups in 25Live [Group Administration](#).

### In This Article:

- [The Two Publisher Users Approach](#)
- [The Single Publisher User Approach](#)
- [Creating a Functional Security Group with the Groups Tool in 25Live](#)
- [Recommended Publisher Security Settings](#)

### The Two Publisher Users Approach

The two-user approach requires that you build two functional security groups for 25Live publishing purposes and consists of a Publisher Administrator and a Publisher User.

- **Publisher Administrator**
  - Responsible for creating the event searches that eventually become published event feeds.
  - Has access to all events and locations including the ability to edit event names, event titles, and event descriptions.
  - May be a key event scheduler (University Relations staff, Public Information Officers, and/or a Functional Administrator).
- **Publisher User**
  - A generic 25Live Publisher account.
  - Obtains "shared searches" from users in the Publisher Administrator security group.
  - Serves as a consumer of events and does not have the ability to create events or edit events under this approach.
  - Has a primary purpose of sending event searches as published feeds to 25Live Publisher.

### The Single Publisher User Approach

The single-user approach requires that you build only one functional security group for 25Live Publishing purposes, a **Publisher User** group. This group is populated by a generic 25Live Publisher account.

This **Publisher User**...

- Has access to events including the ability to edit event names, event titles, and event descriptions.

- Is responsible for creating the event searches and publishing the event feeds.
- May be shared by key event schedulers, University Relations staff, Public Information Officers, a Functional Administrator, or a Webmaster/Web Developer.
- Might style published calendars by coordinating work with the Webmaster, or a web developer (depending on the campus and your policies and procedures).

## Creating a Functional Security Group with the Groups Tool in 25Live

To create a new functional security group for a Publisher Administrator or Publisher User:

### 1. Navigate to Group Administration

Open 25Live. Go to the **More** menu and select **Go to Tool > Group Administration**

### 2. Copy an Existing Security Group

In **Group Administration**, there is no option to completely create an entirely new security group. All security groups are created by copying an existing security group.

For your foundational security group, locate your **Public Search User** security group and tap the **Copy** button. This group should have view access to all of the database objects in 25Live. If you are using the two-user approach, you'll need to augment the object security and assignment policy settings for your administrative user. The Publisher User will mostly be fine but may have to have some object security augmentations as well.

Group Administration 

Search by Group

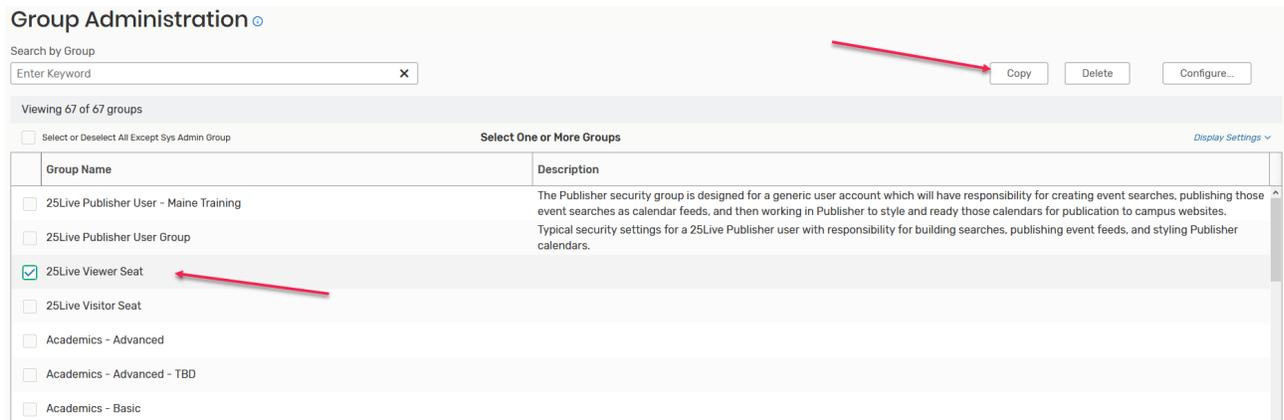
Enter Keyword  ×

Viewing 67 of 67 groups

Select or Deselect All Except Sys Admin Group Display Settings 

Select One or More Groups

Group Name	Description
<input type="checkbox"/> 25Live Publisher User - Maine Training	The Publisher security group is designed for a generic user account which will have responsibility for creating event searches, publishing those event searches as calendar feeds, and then working in Publisher to style and ready those calendars for publication to campus websites.
<input type="checkbox"/> 25Live Publisher User Group	Typical security settings for a 25Live Publisher user with responsibility for building searches, publishing event feeds, and styling Publisher calendars.
<input checked="" type="checkbox"/> 25Live Viewer Seat	
<input type="checkbox"/> 25Live Visitor Seat	
<input type="checkbox"/> Academics - Advanced	
<input type="checkbox"/> Academics - Advanced - TBD	
<input type="checkbox"/> Academics - Basic	



### 3. Edit the new Group

Rename the copied security group and select the option to copy the group and go to **Configure Security Group**.

**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**

25Live Publisher User - New

**Description**

**Copy Group and go to...**

- Groups Home
- Groups Home
- Configure Security Group
- Configure Security Group Members

Cancel Copy

Use the **Default Publisher User Security Settings - Groups** to set up either the two Publisher security groups or the single Publisher security group and then save your settings.

#### 4. Add Users to the new Group

Add the appropriate users to the single or the dual security groups by using the **Configure > Members** command.

You will need to test your new users to make sure each has the appropriate rights for how you want your Publisher User or Publisher Administrator and User to function.

### Recommended Publisher Security Settings

Suggested [Group Administration](#) settings for the Publisher Administrator and Publisher User Functional Security Group Settings are included below.

*(Alternatively, settings are also laid out on the following spreadsheet: [Default Publisher User Security Settings - Groups](#) @)*

⊕ (Click to Expand)

PREVIOUS: [Selecting a Security Framework for Your Publisher Environment](#)

UP NEXT: [Building a Generic Publisher User Account](#)