

A User Cannot Assign a Given Location in 25Live

If a user is unable to assign a certain location unexpectedly, follow the troubleshooting steps below.



Basic Assumptions

1. This user is a scheduler in 25Live, meaning you already know that they can create an event, assign other locations, and then save that event.
 2. The location the user is trying to assign is not occupied by another event, blocked by open/close hours, blackout dates, or a relationship.
- In other words, the location looks available and the user believes they should have the right to assign the location to their event.

Troubleshooting Steps

Check the Object Level Security

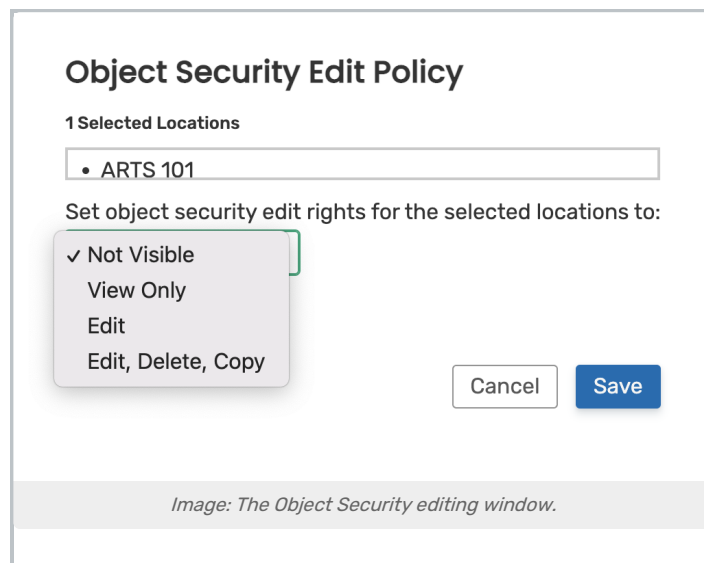
- In Series25 [Group Administration](#), select **Location Security** from the **Configure...** menu.
- Search for the location that the user cannot assign.
- In the Object Security column, verify that the user access is set to **Edit Delete Copy, Edit, OR View Only**.

The screenshot shows the 25Live Group Administration interface. The 'Configure Location Security For...' window is open, displaying a table of locations. The 'Object Security' column is highlighted with a red box, showing 'Edit, Delete, Copy' for the selected location 'ARTS 101'.

Space Name	Formal Name	Object Security	Assignment Policy	Assignment Window
<input checked="" type="checkbox"/> ARTS 101	Davis Arts Center - Music Practice Room 1	Edit, Delete, Copy	Assign, Unassign, Approve	

Image: The Object Security column in the Location Security.

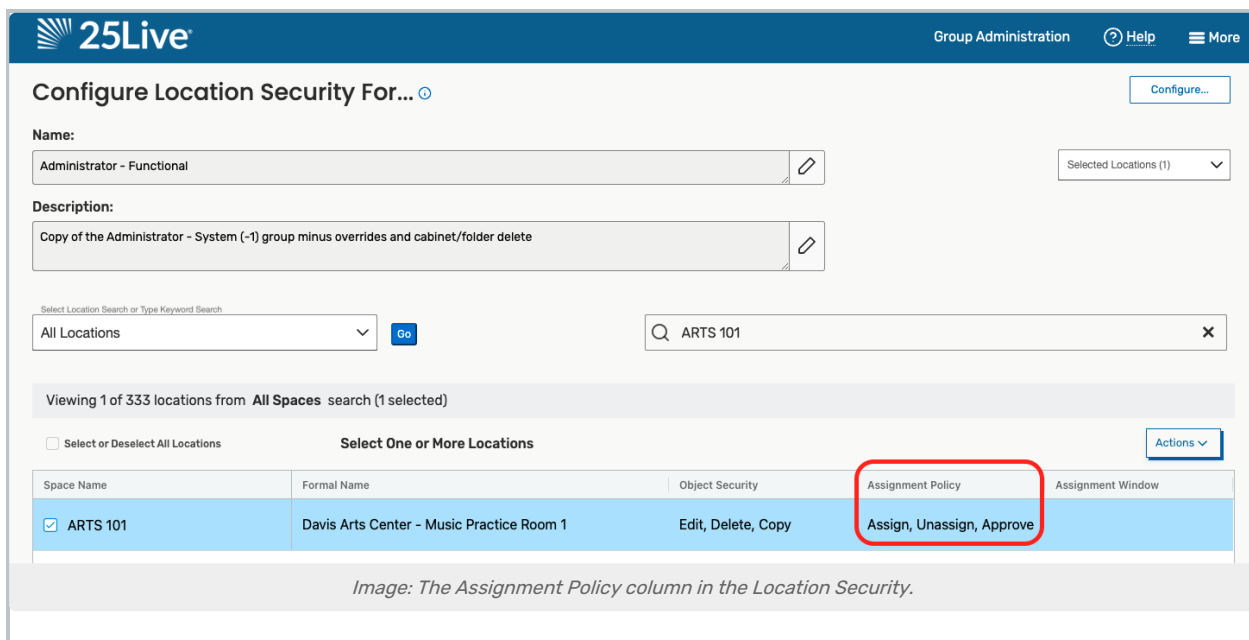
- If the Object Security needs to be updated, click the **Actions** button and select **Edit Object Security**.
- Then, update your selections in the window and **Save**.



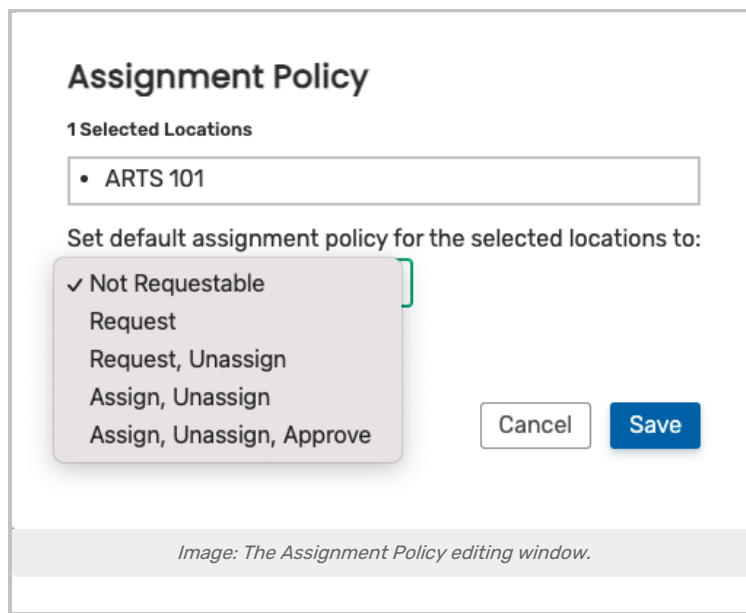
For more information about Object Security, see [Configuring Object Security](#).

Check the Assignment Policy

- In the Assignment Policy column, verify that the user access is set to **Assign, Unassign OR Assign, Unassign, Approve**.



- If the Object Security needs to be updated, click the **Actions** button and select **Edit Assignment Policy**.
- Then, update your selections in the window and **Save**.



Assignment Policy

1 Selected Locations

- ARTS 101

Set default assignment policy for the selected locations to:

- ✓ Not Requestable
- Request
- Request, Unassign
- Assign, Unassign
- Assign, Unassign, Approve

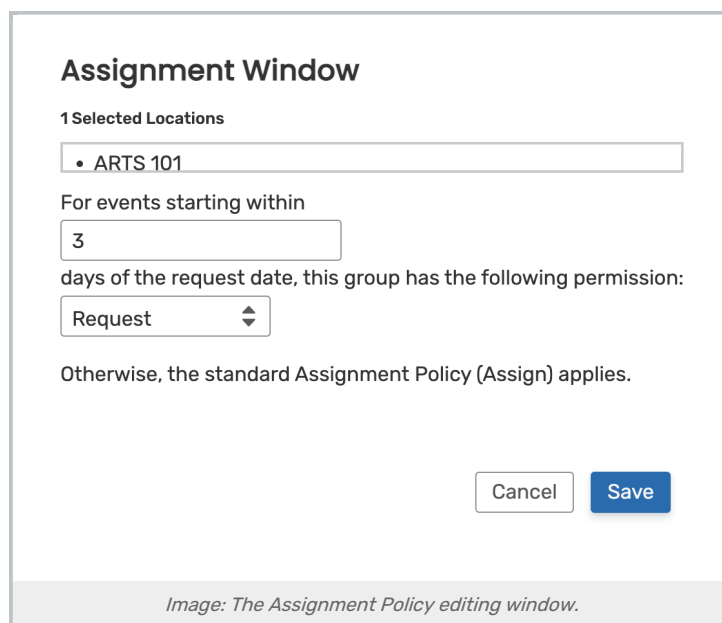
Cancel Save

Image: The Assignment Policy editing window.

For more information about Assignment Policy, see [Configuring Assignment Policy](#).

Check the Assignment Window

- To check the Assignment Window, click the **Actions** button and select **Edit Assignment Window**
- Then review...
 - The number of days before an event's start date when the window applies.
 - The permission (Request, Assign, or Not Requestable) to use during the window.
- If needed, update these values in the window and **Save**.



Assignment Window

1 Selected Locations

- ARTS 101

For events starting within

3

days of the request date, this group has the following permission:

Request

Otherwise, the standard Assignment Policy (Assign) applies.

Cancel Save

Image: The Assignment Policy editing window.

For more information about Assignment Windows, see [Assignment Windows For Locations](#).
