

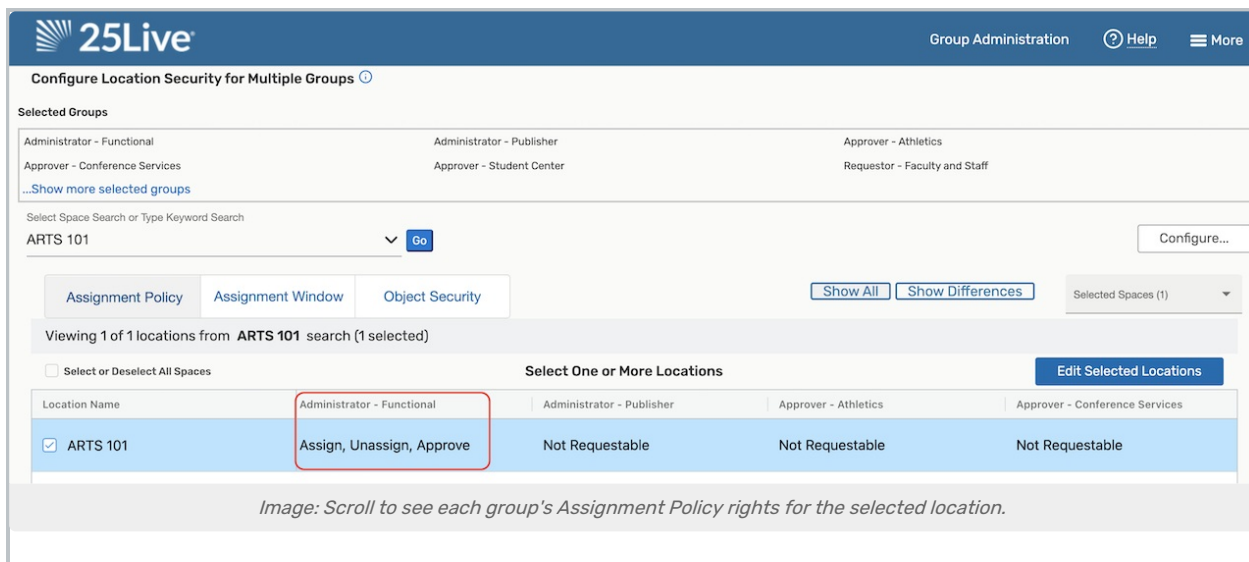
When Saving an Event the Space or Resource Request/Preference Does Not Save

If after saving an event with a requested space the space request or preference does not save, you may need to edit the assignment rights. This issue also applies to resource requests.

Troubleshooting Steps

Check the Assignment Policy Rights

- In the 25Live Group Administration tool, tick the **Select or Deselect All Except Sys Admin Group** checkbox
- Select **Configure... > Location Security**
- Use the search field to select the affected location
- Under **Choose Security Type to View**, select **Assignment Policy**
- Verify that at least one security group has **Assign, Unassign, Approve** rights for the location



25Live Group Administration [Help](#) [More](#)

Configure Location Security for Multiple Groups ⓘ

Selected Groups

Administrator - Functional	Administrator - Publisher	Approver - Athletics
Approver - Conference Services	Approver - Student Center	Requestor - Faculty and Staff

[...Show more selected groups](#)

Select Space Search or Type Keyword Search
 ARTS 101 [Go](#) [Configure...](#)

Assignment Policy **Assignment Window** **Object Security** [Show All](#) [Show Differences](#) Selected Spaces (1)

Viewing 1 of 1 locations from **ARTS 101** search (1 selected)

☐ Select or Deselect All Spaces **Select One or More Locations** [Edit Selected Locations](#)

Location Name	Administrator - Functional	Administrator - Publisher	Approver - Athletics	Approver - Conference Services
<input checked="" type="checkbox"/> ARTS 101	Assign, Unassign, Approve	Not Requestable	Not Requestable	Not Requestable

Image: Scroll to see each group's Assignment Policy rights for the selected location.

Update the Assignment Policy Rights

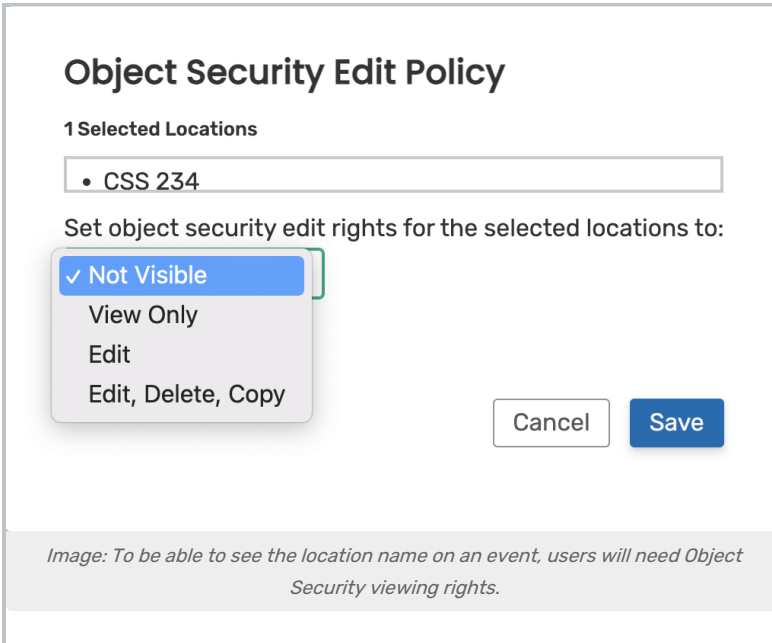
- If no group has Assign, Unassign, Approve rights, update the rights by ticking the Location's checkbox and clicking **Edit Selected Locations**
- Make changes in the form and **Save**

Check That at Least One User is in the Approval group

- If there is a group with approval permissions, select **Configure... > Members**
- Verify that there is at least one user in the group

Check That the Approval Group Has Sufficient Event and Location Object Security

- In [Group Administration](#), select the security group that is configured to approve the location requests
- In the **Configure...** menu, select **Location Security**
- Use the **Search** to find the location.
- From the **Actions** dropdown menu, select **Edit Object Security**
- Check that the object security is, *at minimum*, set to **View Only**
- (Repeat the steps above for **Event Security**)



Object Security Edit Policy

1 Selected Locations

- CSS 234

Set object security edit rights for the selected locations to:

- ✓ Not Visible
- View Only
- Edit
- Edit, Delete, Copy

Cancel Save

Image: To be able to see the location name on an event, users will need Object Security viewing rights.



If this does not explain why a location request is not working, you might look at our list of [reasons why location assignments may fail](#).