

Configuring Assignment Policy



Security Note:

To edit assignment policies, your security group will need one of the following permissions set in [Group Administration](#) for that object type:

- Administrative: 10.5 *Set Location Assignment Policy*
- Administrative: 12.4 *Set Resource Assignment Policy*

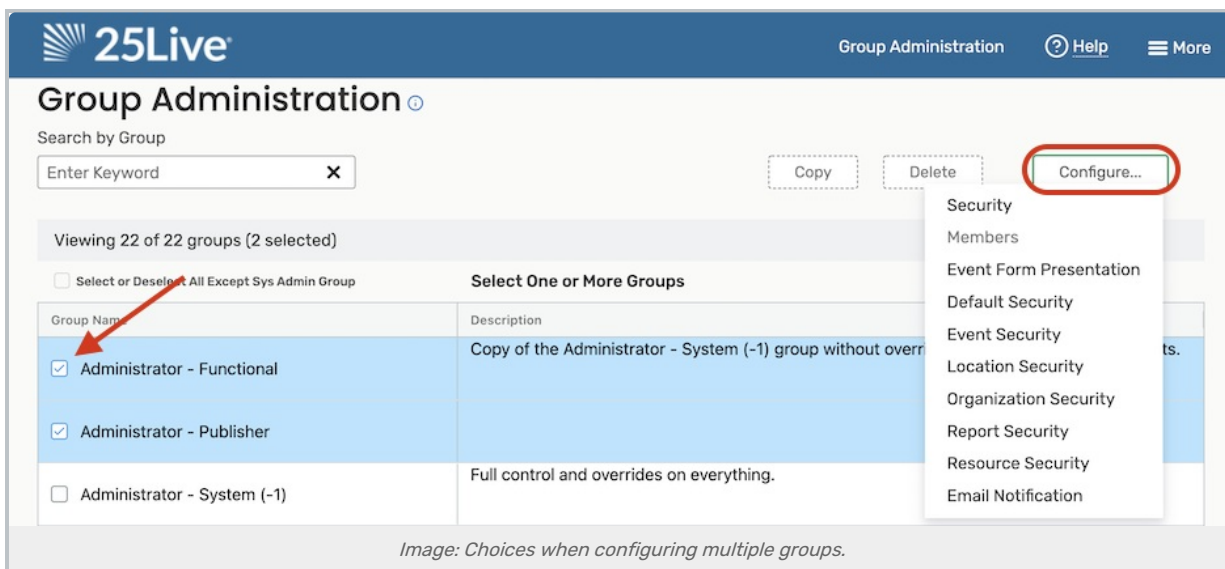
[Assignment Policy](#) determines who is allowed to request, assign, unassign, and approve objects. Locations and resources are the only 25Live objects that use assignment policy.

When editing assignment policy, you can choose to set it for one group at a time or multiple groups.

Editing Security

1. Select Groups and Go to Location/Resource Security

- In Series25 Group Administration, one or multiple groups



- Select the **Configure...** button. Then, choose:
 - **Location Security**
 - OR
 - **Resource Security**

2. Search for the Objects you Want to Update

- From the dropdown menu, select a search or use a keyword to display a list of objects to edit

- Under **Choose Security Type to View**, select **Assignment Policy**
- A list of search results will appear with a column for each security group's current settings.
 - Use any of the filter options to narrow the search results:
 - Select a different search or security option at any time
 - Type an object's name into the search box
 - Click **Show Differences** to only see objects where at least one security group has different settings than the others
 - *Note: not available when searches include more than 1000 results*



Tip: Get Info About Objects

The screenshot shows a search results window with a table of locations. The 'Details' column contains information icons. A modal dialog titled 'BAQ 100 Location Details' is open, displaying the following information:

BAQ 100 Location Details			
Name	BAQ 100		
Formal Name	Business Administration Quad - Room 100		
Maximum Capacity	25		
Categories	ADA Compliant Classroom - General Purpose S25 Assignable		
Custom Attributes	<table border="1"> <thead> <tr> <th>Name</th> <th>Value</th> </tr> </thead> <tbody> </tbody> </table>	Name	Value
Name	Value		

Use the "i" info icon in the **Details** column to view more information about locations, resources, and organizations.

3. Select and Configure the Objects

- Select any number of objects you wish to change and click **Edit Selected Locations/Resources**.

Configure Location Security for Multiple Groups ⓘ

Selected Groups

Approver - East Campus Approver - North Campus Approver - South Campus
Approver - West Campus

Select Space Search or Type Keyword Search
Arts Go Filter Locations by Name Go Configure...

Object Security **Assignment Policy** Assignment Window Show All Show Differences Selected Locations ▼

Viewing 18 of 18 locations from **Arts** search (0 selected)

☐ Select or Deselect All (displayed) Locations **Select One or More Locations** Edit Selected Locations

Location Name	Details	Formal Name	Approver - East Campus	Approver - North Campus	Approver - South Campus	Approver - West Campus
<input type="checkbox"/> ARTS 101	ⓘ	Davis Arts Center - Music Practice Room 1	Assign, Unassign	Not Requestable	Not Requestable	Not Requestable
<input type="checkbox"/> ARTS 102	ⓘ	Davis Arts Center - Practice Room 2	Assign, Unassign	Assign, Unassign	Assign, Unassign	Assign, Unassign
<input type="checkbox"/> ARTS 103	ⓘ	Davis Arts Center - Practice Room 3	Assign, Unassign	Assign, Unassign	Assign, Unassign	Assign, Unassign
<input type="checkbox"/> ARTS 104	ⓘ	Davis Arts Center - Practice Room 4	Assign, Unassign	Assign, Unassign	Assign, Unassign	Assign, Unassign
<input type="checkbox"/> ARTS 105	ⓘ	Davis Arts Center - Percussion Practice Room 5	Assign, Unassign	Assign, Unassign	Assign, Unassign	Assign, Unassign

* Has Exceptions
Press the "space" key to select a row, or "enter" key to see details

Image: Location Security Assignment Policy configuration options.

- Edit Details

- Security groups are listed down the left-hand side. The objects you are editing are displayed at the top.
- Either select from the standard options for each group:

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

For more information about the options, see [Object Security and Assignment Policy Explained](#).

- OR

Use the **Add a Custom Assignment Policy Setting** button to set separate configurations for a group's assign access and unassign access. For example, "Assign and Approve" assignment rights and "No Unassign" unassignment rights.

Select new configurations from the dropdowns and tap **Add Custom Assignment Policy**.

Custom Assignment Policy

Assign Access Unassign Access
Assign and Approve No Unassign

Add Custom Assignment Policy Cancel

*Image: Use the dropdowns to select from the Assign Access rights and the Unassign Access rights.
When finished, click Add Custom Assignment Policy.*

- Assign Access options:

■ Not Requestable

■ Request

■ Assign

■ Assign and Approve
- Unassign Access options:

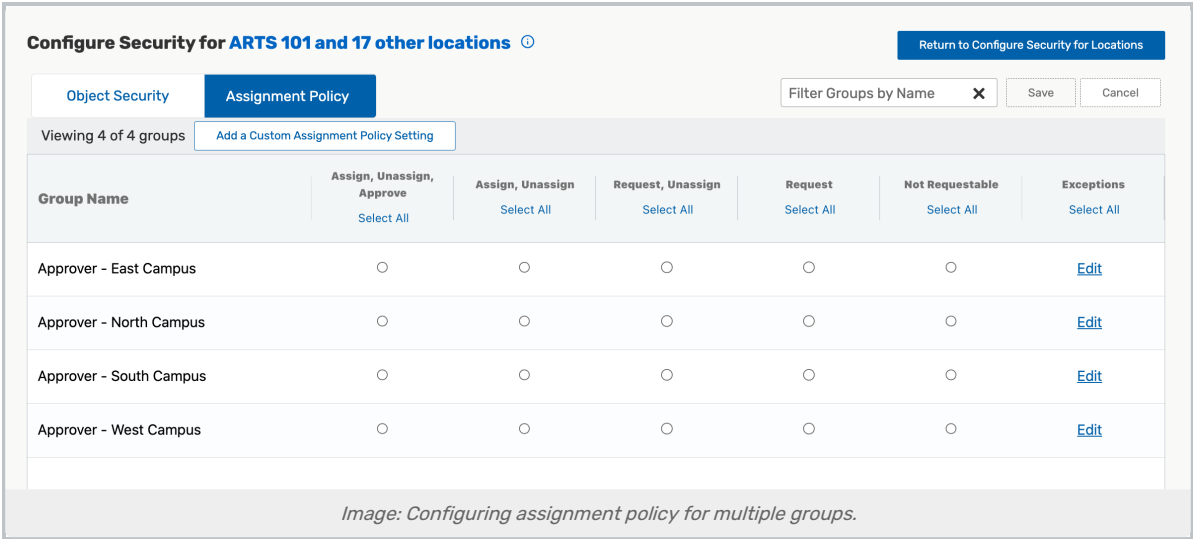
■ No Unassign

■ Request Unassign

■ Unassign

■ Unassign and Approve

◦ Use the **Return to Configure Security...** button to go back to the previous selection without saving.



◦ You can select a different security level for each group.

4. Save

- **Save** your changes