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

Image: Choices when configuring multiple groups.
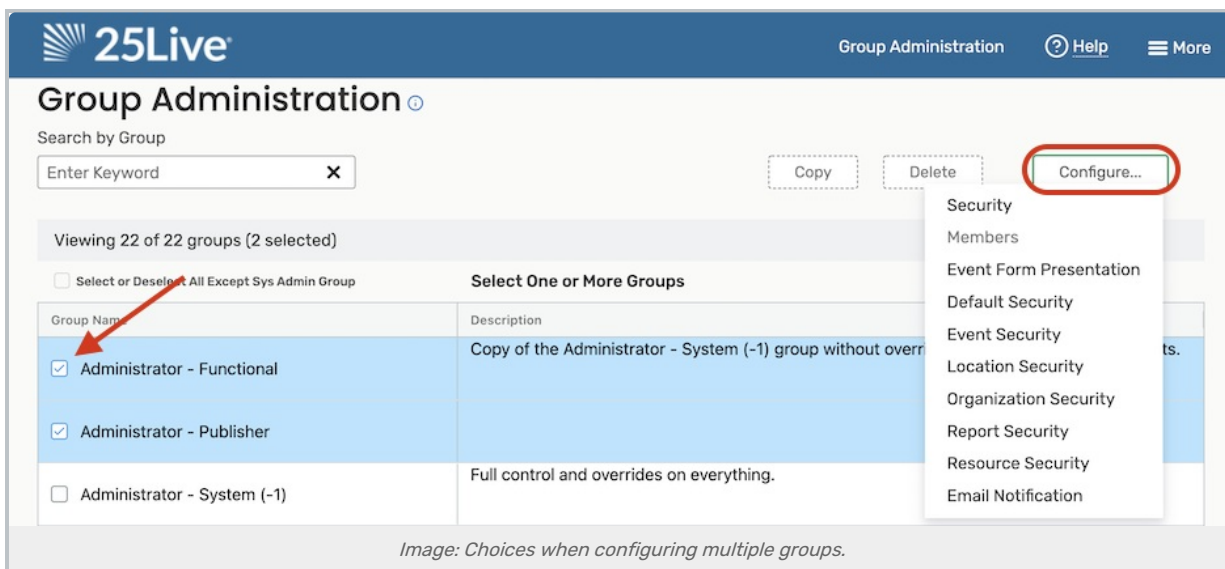
- Select the **Configure...** button. Then, choose:
  - **Location Security**
    OR
  - **Resource Security**

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

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.**

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**.

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
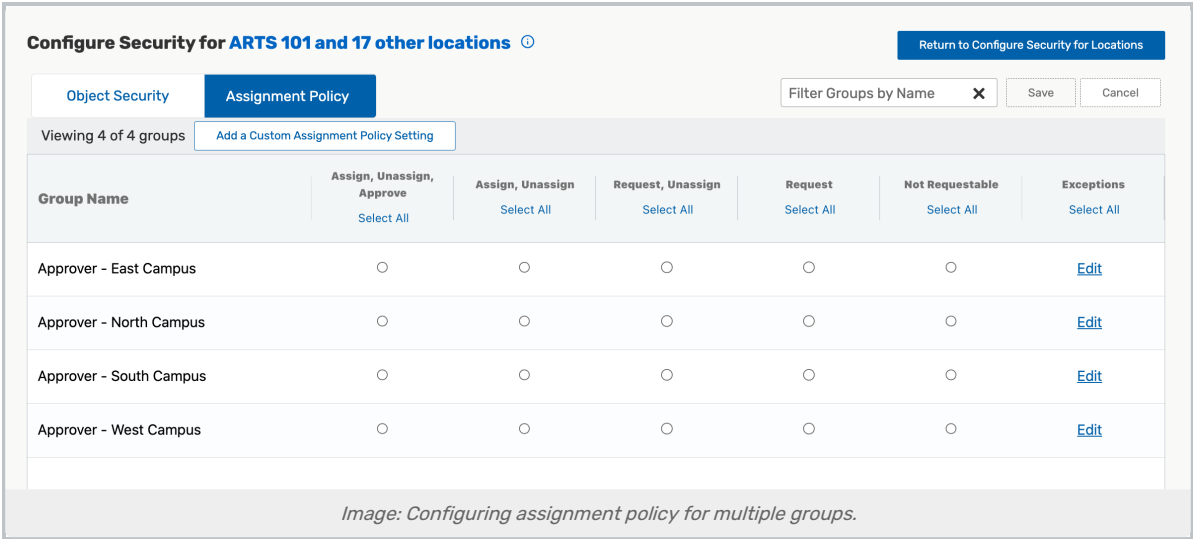 - Assign and Approve
- **Unassign Access** options:
  - No Unassign
  - Request Unassign
  - Unassign
  - Unassign and Approve

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

Image: Configuring assignment policy for multiple groups.

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

4. Save

- **Save** your changes