Configuring Object Security

> 🔒 **Security Note:**
>
> To edit object security, your security group will need one of the following permissions set in Group Administration for that object type:
>
> - Administrative: 10.3. *Set Location Object Security*
> - Administrative: 12.5 *Set Resource Object Security*
> - Administrative: 15.1 *Set Organization Object Security*
> - Administrative: 22.2 *Set Report Security*

Object Security determines who is allowed to view, edit, copy, and delete objects. Locations, organizations, reports, and resources all use the same steps to configure their object security.

> ℹ️ **Looking to Configure Event Security?**
>
> Events have additional configuration options that other objects don't have. For information on configuring event object security, see: Configuring Object Security for Events, Folders, and Cabinets

Editing Security

1. Select Groups and an Object Security Type

- In Series25 Group Administration, select one or more groups you'd like to configure

Image: Selecting groups to edit and selecting the Configure... menu.
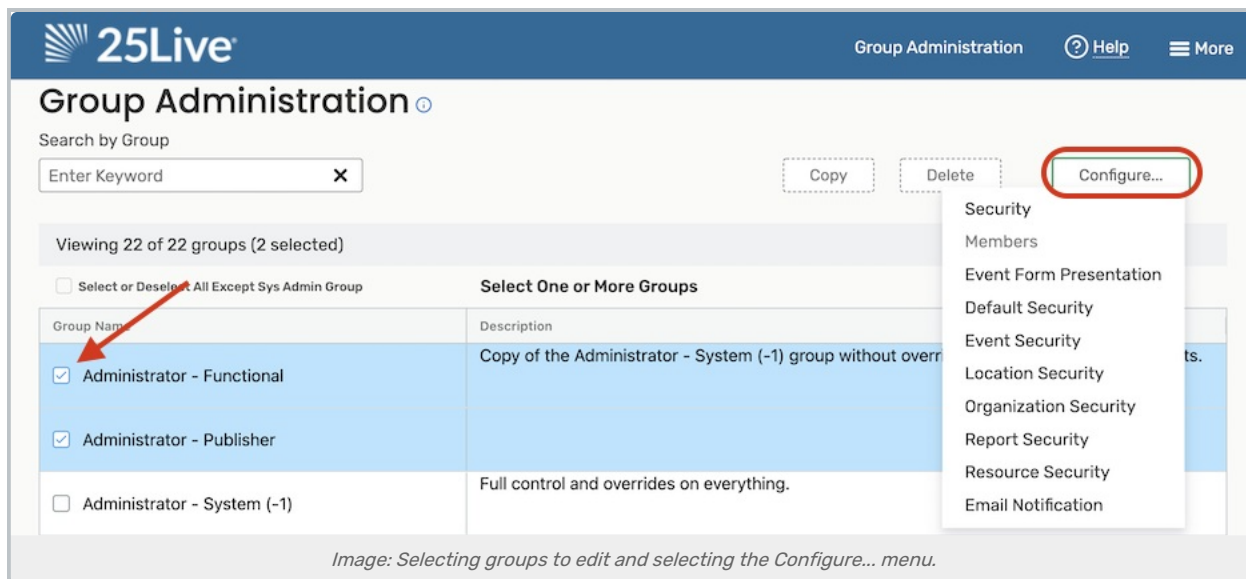
- Select the **Configure...** button. Then, choose one of the following options:

- Location Security
- Organization Security
- Report Security
- Resource Security

2. Search for Objects

- 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 **Object Security**
- 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 see only objects where at least one security group has different settings than the others
    - *Note: not available when searches include more than 1000 results*

3. Select Objects to Update

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

✓ **Tip: Get Info About Objects**

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

4. Edit and Save

- Edit Details
  - Security groups are listed down the left-hand side. The objects you are editing are displayed at the top. Use the **Return to Configure Security...** button to go back to the previous selection without saving.
  - Next, select an object security level for each group:
    - **Not Visible**
    - **View Only**
    - **Edit**
    - **Edit, Delete, Copy**
      For more information about these options, see *Object Security*.

- **Save** your changes

Animation: Selecting multiple security groups, choosing locations to edit, and opening the object security editing screen.