Searching For Groups

Group Adminis	stration o)	
Search by Group		Find Group By Contact	
Enter Keyword	×	Search for a Contact	~
Image: T	he application gives y	you two search options to find groups.	

The Series25 Group Administration tool will let you search for groups by the group name or by contact to then let you configure permissions and members.

Search by Group

Use the Search by Group field to start typing security group names.

earch by Group	Find Group By Contact
approver X	Search for a Contact Copy Delete Configure
Viewing 10 of 28 groups (1 selected)	
Select or Deselect All Except Sys Admin Group	Select One or More Groups
Group Name	Description
Approver - Athletics	Based on Template - Scheduling - Advanced. Full control over athletic events, advanced search functionality, Reports Access, sharing and related event access
Approver - Conference Services	
Approver - East Campus	
Approver - Macadam Student Center	Edit rights on events, view only on locations/resources, contact/org creation, inline editing, reports, related events
Approver - North Campus	
Approver - South Campus	
name. The list of security arouns will	arrow as you type in the Search by Groun field. In this example, all groups that match "approx

As you type, the list of security groups below will narrow to only show those that include your text. You can then select one or more groups to configure.

Use the **X** in the field to clear your search.

Find Group By Contact

	Find Group By Contact	
×	sm	×
	Loaded 4 of 4	
	Grossman, Stan	
	Rasmussen, Jim	
	Smart, Arlie	
	Smith, Jane	
	×	x sm Loaded 4 of 4 Grossman, Stan Rasmussen, Jim Smart, Arlie

Type in the **Find Group By Contact** field to begin a type-ahead search for the names of contacts in security groups. Tap or click a name to view the group that contact belongs to. You can then **Configure the group**.