

Sorting Groups Into Categories



Security Note

To make the security group updates mentioned in this article, your 25Live user must have the following security permissions set in [Series25 Group Administration](#): Administrative: 19.0 *Change Security Configurations* = Yes.

If you would like your permissions changed, contact your 25Live administrator.

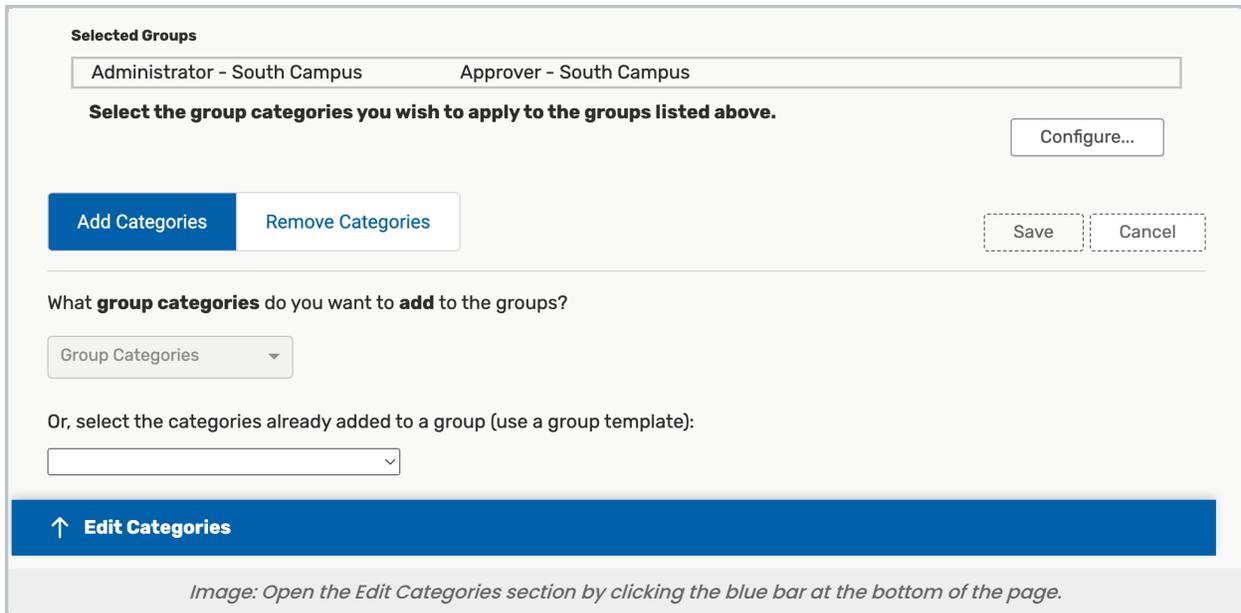
Categories in Group Administration allow you to sort security groups into sets. For example, if your institution has multiple campuses you may want a separate category for each campus.

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Adding New Categories

1. Select any Number of Groups
2. Tap Configure > Categories
3. Click Edit Categories



4. Tap Add Row

If needed, continue pressing to add additional rows.

5. Enter a Name & Click Done

Repeat these steps for each row added.

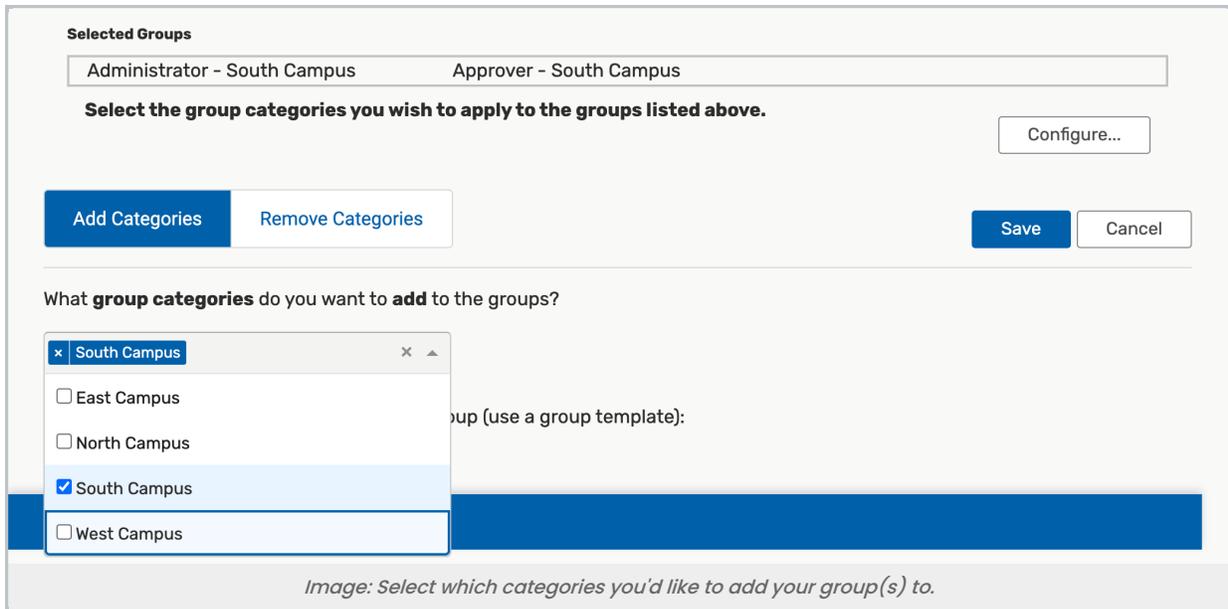
6. Click Editing Categories... to Exit out of Editing Mode

Placing Groups Into Categories

1. Click to Open the Group Categories Dropdown

Located under: "What **group categories** do you want to **add** to the groups?"

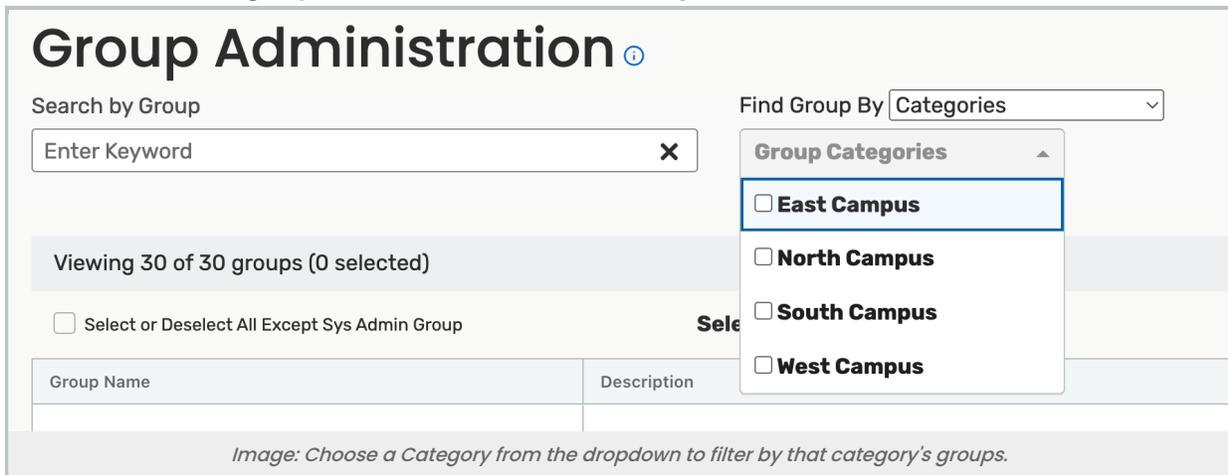
2. Check Each Category to Add the Selected Groups to



3. Press Save

Selecting Groups by Category

1. From the Group Administration Home Page, Select the Find Group by Dropdown
2. Choose Categories
3. Make a Category Selection from the Dropdown



Editing Categories

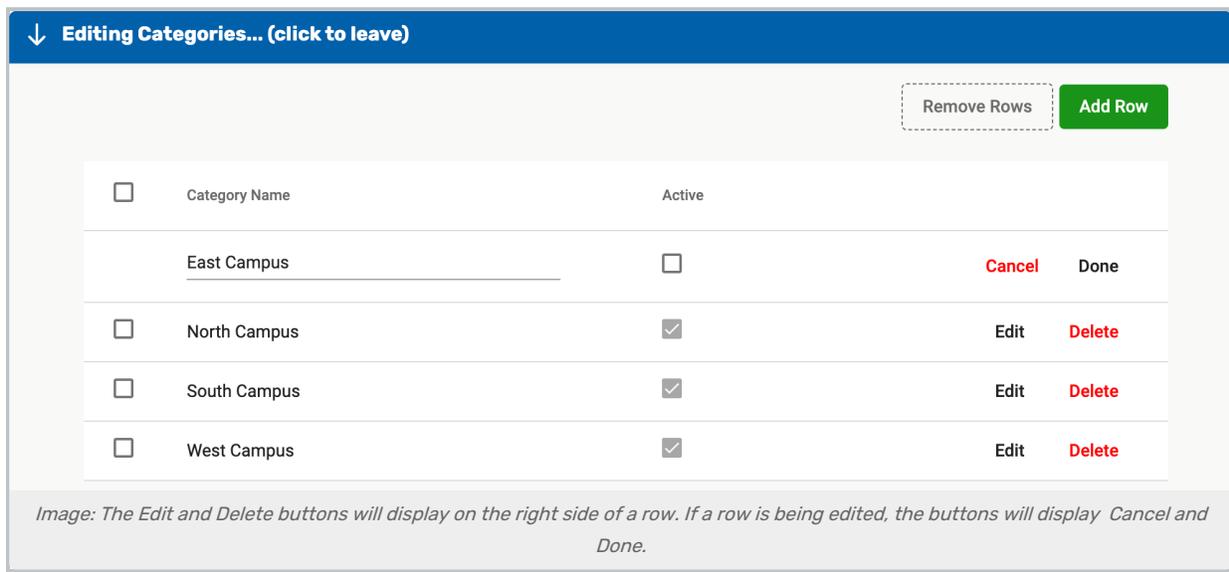
Category names and active/inactive status can be updated as needed.

1. From Within the Categories Configuration Screen, Click Edit Categories

2. Click The Edit Button Next to the Desired Category

3. Make Edits

You can click into the Name field to edit the category name or check/uncheck the Active checkbox to update the active/inactive status.



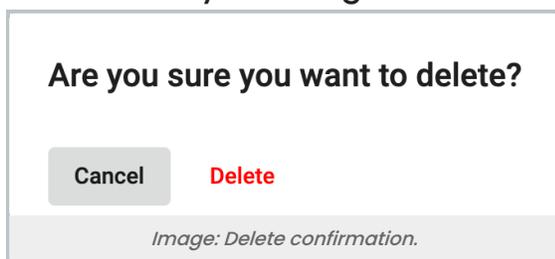
4. After Each Edit is Complete, Tap Done

Deleting a Category

1. From Within the Categories Configuration Screen, Click Edit Categories

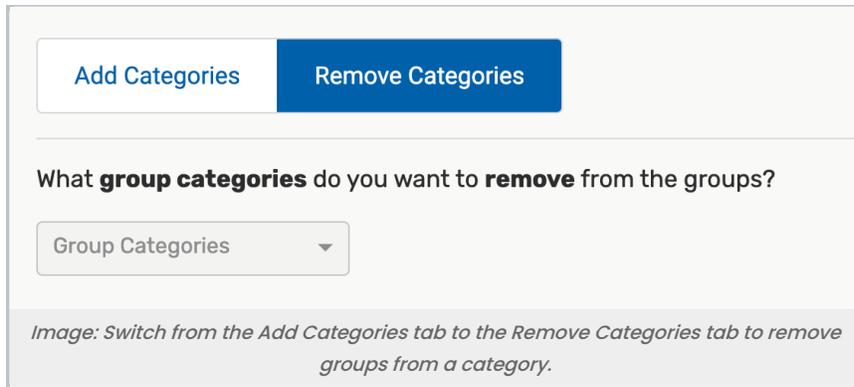
2. Tap Delete Next to the Category You Want to Remove

3. Confirm by Pressing Delete in the Confirmation box



Removing a Group From a Category

1. From Within the Categories Configuration Screen, Click Remove Categories



Add Categories

Remove Categories

What **group categories** do you want to **remove** from the groups?

Group Categories ▼

Image: Switch from the Add Categories tab to the Remove Categories tab to remove groups from a category.

2. Click to Open the Group Categories Dropdown

Located under: "What **group categories** do you want to **remove** from the groups?"

3. Check Each Category to Remove the Selected Groups From

4. Press Save