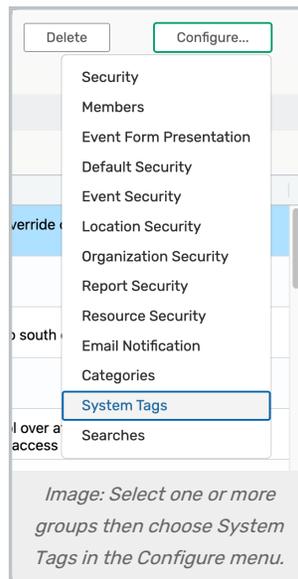


Setting Security for System Tags

[System Tags](#) are categorizing labels that are applied to 25Live items to help when filtering and searching. Group Administration allows you to also use existing tags you already created in 25Live with security groups to control which items associated with each System Tag group members can see.

To Add or Remove System Tags on Groups

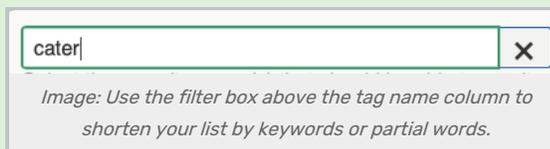
1. Select Groups and Configure System Tags



Just as you would do when configuring security, object security, or almost anything else in Groups, select one or more groups, then use the **Configure...** menu. Choose **System Tags**.



Tip: Filtering Your View By Tags



Above the column list of tags is a filter box you can type in to filter which system tags are shown. Everyone can filter by any Tag regardless of which tags their group is allowed to see. This is handy for shortening a very long list of tags for faster editing.

2. Select or Deselect Associated Tags

Selected Groups

Approver - Academics Approver - Athletics

Filter By Tag X

Configure... Save Cancel

Select the security group(s) that should be able to see items associated with each System Tag. Everyone can filter by any Tag regardless of these settings.

Tag Name	Change All	Approver Academics	Approver - Athletics
Academics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Athletics	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Catering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Do Not Display on Calendars	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fundraising	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Image: Use the checkboxes to add or remove a tag from a group then save.

Check or uncheck the boxes in the columns for each of your selected groups to add or remove each tag from the security group. Checking a tag for the group means that the group will be able to see all Master Definition items tagged with that label.

Change All	Approver Academics	Approver - Athletics
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Image: The Change All column will check or uncheck all boxes across a line.

The **Change All** column will check or uncheck all groups on a system tag line in the table.

3. Save

Use the **Save** button to save your changes. The **Cancel** button will remove changes while leaving you in the same view.