Event, Location & Resource Security in 25Live

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Intended Audience

This document is meant for Area Administrators. Only they have the necessary privileges to change the setting mentioned in this document. Advanced Schedulers may find it helpful in understanding why they can or cannot see something and maybe who to ask if they would like it to be changed.

Terminology

Object – any individual item that can have its own security settings.
- Event
- Location
- Resource

Viewing Events on Calendars

First I need to clarify that when we refer to calendars we are not talking about any of the calendars you look at in 25Live. The Calendars I am referring to are those you can have created and displayed on your webpage.

The events that display on these calendars is determined by advanced event searches created in 25Live. So you can create many different calendars that either include or exclude events by many different criteria. If an event is added to a calendar all information that is set to display on that calendar will be visible regardless of security setting in 25Live.

If you are not familiar with Advanced Searches and need help figuring them out email the system administrator to get on a list for the next training session.

In 25Live

The ability of a person to see an object and what details about events depends on several different security settings for the security group they are in.

Note: although these security settings can be changed certain setting can only be changed by certain users. Only System Administrators have access to change all settings.

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Security on Events

Control a user's access to the events from the Events tab in 25Live. Can they see the event and/or can they edit the event. Also determines if they see the Event Name on the Object Tab or the word "private".

Events have their own object level security which is set by the folder they go into. This is completely independent of what Object(s) are on the event. What goes in a folder is determined by the security group of the user who creates the event. So all of the events you create as a requestor or a scheduler will go into the same folder and have the same security. It is important to note that the security is set based on what was set on the folder at the time the event was created. If you change the security on the folder it does not change the security of all events in the folder. If you need help changing security on past events, please contact the System Administrator.

How is it set?

Settings are initially made based on the Security Group Spreadsheet completed upon initial setup by a department. These setting can be changed by the System Administrator or the Area Administrator for that department. This is done through the Admin Utility under the Events Tab by selecting Manage Folders then navigating to your folder, it should be the only folder you can see. Select the folder, then click the edit button. The security options you want to change are under Security for Child Events, New Event Rights.

DO NOT change any other security settings. Doing so can break your departments ability to create any events!

DO NOT change security for any of the below security groups! Users who are found to have changed these privileges will lose the ability to make such changes in the future.

- *ALL - Facilities Administrators* (View Only)
- *ALL - Facilities Schedulers* (View Only)
- *ALL - Risk Management* (Edit)
- *ALL – System Administrators* (Edit, Delete, Copy)
- *KOC(SIS) – Class Schedule Admins* (View Only)
- *MSC(SIS) - Academic Affairs Admins* (View Only)
- *PWSC(SIS) – Class Schedule Admins (View Only)*
- *UAA(ALL) – Advancement Calendar Admins* (View Only)
- *UAA(ALL) – Student Affairs Cal* (View Only)
- *UAA(ALL) – University Police Dept.* (View Only)
- *UAA(SIS) – Class Schedule Admins* (View Only)

Below is a print screen example.

NEW EVENT RIGHTS

Reset to Default	Edit, Delete, Copy	Edit	View Only	Not Visible	Has Exceptions?
	Select All	Select All	Select All	Select All	
ALL - Facilities Administrators	○	○	◉	○	No
ALL - Facilities Schedulers	○	○	◉	○	No
ALL - Requestors	○	○	○	◉	No
ALL - Risk Management	○	◉	○	○	No

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What does this mean?

These settings control a user's access to events through the Events tab in 25Live. Please note, what they see in the Locations column on the Events tab is determined by security settings on the Location.

Below is a list of security settings and what it means for users you give a setting.

Edit, Delete, Copy: Note: regardless of this setting only System Administrators can delete events.
- Can they see these events? **Yes**
- Can they edit these events? **Yes**
- Can they copy these events to create new events? **Yes**
- Can they delete these events? (Requires Functional Security) No, for most users; Yes, for Administrators
- Does the Event Name show on Location tab? **Yes**

Edit:
- Can they see these events? **Yes**
- Can they edit these events? **Yes**
- Can they copy these events to create new events? No
- Can they delete these events? No
- Does the Event Name show on Location tab? **Yes**

View Only:
- Can they see these events? **Yes**
- Can they edit these events? No
- Can they copy these events to create new events? No
- Can they delete these events? No
- Does the Event Name show on Location tab? **Yes**

Not Visible:
- Can they see these events? No
- Can they edit these events? No
- Can they copy these events to create new events? No
- Can they delete these events? No
- Does the Event Name show on Location tab? No

Security on Locations & Resources

Locations & Resources have three types of security settings. If you change a security setting for a security group, it will immediately change the access for all users in that security group to that Object.

How is it set?

Setting are initially made based on the Security Group Spreadsheet completed upon initial setup by a department. These setting can be changed by the System Administrator or the Area Administrator for the department the Object is assigned to. This is done through the Admin Utility, under the Location/Resource Tab by searching then selecting the Object(s). Toward the bottom of the screen you should see the different security options mentioned below.

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Object Security

Reset to Default	Edit, Delete, Copy Select All	Edit Select All	View Only Select All	Not Visible Select All	Has Exceptions?
ALL - Facilities Administrators	○	◉	○	○	No
ALL - Facilities Schedulers	○	◉	○	○	No
ALL - Requestors	○	○	◉	○	No
ALL - Risk Management	○	○	◉	○	No
ALL - System Administrators	◉	○	○	○	No
ALL(UAA) - Master Calander Approvers	○	○	◉	○	No
ALL(UAA) - University Police Dept	○	○	◉	○	No

What does this mean?

These settings control a user's access to only the Object itself. Can it be seen on the Location/Resource Tab and can it be found when searching in the Event Wizard. For Locations, also controls if the location name appears on the event under the Events tab.

Note: if it cannot be seen it cannot be requested and just because it can be seen does not mean it can be requested.

Below is a list of the settings and what it means for users with that setting.

Edit, Delete, Copy: Note: regardless of this setting only System Administrators can delete Locations & Resources.
- Can see/find the Object (applies to all tabs)? **Yes**
- Can edit the Object? **Yes**
- Can copy the Object to create a new Object? No, Locations; **Yes, Resources** (due to functional security)
- Can delete the Object? No (due to functional security)

Edit:
- Can see/find the Object (applies to all tabs)? **Yes**
- Can edit the Object? **Yes**
- Can copy the Object to create a new Object? No
- Can delete the Object? No

View Only:
- Can see/find the Object (applies to all tabs)? **Yes**
- Can edit the Object? No
- Can copy the Object to create a new Object? No
- Can delete the Object? No

Not Visible:
- Can see/find the Object (applies to all tabs)? No
- Can edit the Object? No
- Can copy the Object to create a new Object? No
- Can delete the Object? No

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Object Security (Part Two, Objects and Events)

	Assign / Request † Select All	View Event Availability Select All	Events Not Visible Select All	Has Exceptions?
ALL - Facilities Administrators	●	○	○	No
ALL - Facilities Schedulers	●	○	○	No
ALL - Requestors	●	○	○	No
ALL - Risk Management	○	○	●	No
ALL - System Administrators	●	○	○	No
ALL(UAA) - Master Calander Approvers	●	○	○	No
ALL(UAA) - University Police Dept	○	○	●	No

† The ability for security group members to Assign or Request this location is determined by the group's Assignment Policy.

What does this mean?

These settings control a user's access to an Object on the Events tab, the Event Wizard and to see availability. Availability refers to the ability to see if any Events are assigned to an object on the Availability Tab for the Location/Resource tabs. Not this does not mean they can see the Name of the Events Assign, just if they can see if there are event assigned.

Note: These settings cannot override Object Security Part One. So a security group must be able to see the Object for these to take effect.

Below is a list of the settings and what it means for users with that setting.

Assign/Request:
- Can see the Object Name on the Events tab? **Yes**
- Can see Events assigned to the Object from the Location/Resource tabs? **Yes**
- Can add Object to an event in the Event Wizard? **Yes**

View Event Availability:
- Can see the Object Name on the Events tab? **Yes**
- Can see Events assigned to the Object from the Location/Resource tabs? **Yes**
- Can add Object to an event in the Event Wizard? No

Events Not Visible:
- Can see the Object Name on the Events tab? No
- Can see Events assigned to the Object from the Location/Resource tabs? No
- Can add Object to an event in the Event Wizard? No

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Assignment Policy

	Assign, Unassign, Approve	Assign, Unassign	Request, Unassign	Request	Has Exceptions?
Reset to Default	Select All	Select All	Select All	Select All	
ALL - Facilities Administrators	●	○	○	○	No
ALL - Facilities Schedulers	●	○	○	○	No
ALL - Requestors	○	○	○	●	No
ALL - Risk Management	○	○	○	●	No
ALL - System Administrators	●	○	○	○	No
ALL(UAA) - Master Calander Approvers	○	○	○	●	No
ALL(UAA) - University Police Dept	○	○	○	●	No

What does this mean?

These settings control a user's ability to assign or unassign an Object to an event. It also controls which users receive the assign/unassign tasks for requests.

Note: A security group must have Assign/Request permissions to the Object (Object Security Part 2) for these setting to apply. Also when Occurrences or Objects are changed on an event, after initial creation. The system unassigns all objects from all Occurrences then, reassigns/requests all Objects for all Occurrences. This can create a mess if they do not have Unassign privileges. The can only be fixed by a person with Assign/Unassign privileges to the Objects and until it is fixed no Occurrences will be Assigned to any Objects. If you do not want Requestors to be able to Unassign their events from an Object, without approval, it is recommended you change the Event State to Sealed after approving. This will prevent them from making changes and causing problems with the event.

Below is a list of security settings and what it means for users with that setting.

Assign, Unassign, Approve:
- Receives and can approve Assign or Unassign tasks? **Yes**
- Can assign to event, no assign task generated? **Yes**
- Can unassign from event, no unassign task generated? **Yes**

Assign, Unassign:
- Receives and can approve Assign or Unassign tasks? No
- Can assign to event, no assign task generated? **Yes**
- Can unassign from event, no unassign task generated? **Yes**

Request, Unassign:
- Receives and can approve Assign or Unassign tasks? No
- Can assign to event, no assign task generated? No
- Can unassign from event, no unassign task generated? **Yes**

Request Only:
- Receives and can approve Assign or Unassign tasks? No
- Can assign to event, no assign task generated? No
- Can unassign from event, no unassign task generated? No