

# Editing Object Security and Assignment Policy

[Object Security and Assignment Policy](#) for locations, organizations, reports, and resources determine who is allowed to see, edit, request, and approve a given object. These settings can be configured in [Series25 Group Administration](#).

When editing object security and assignment policy, you can choose to do it for one group at a time or multiple groups. You must have "Set Location Object Security" or "Set Location Assignment Policy" permissions enabled (or the equivalent for organizations and resources) in in the [Administrative Options](#) section.



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## Related Topics:

- [Object Security and Assignment Policy](#)
- [Assignment Windows For Locations](#)

## Editing Security for One Group

1. In Series25 Group Administration, select a single group and click **Configure... Edit Location/Organization/Report/Resource Security**.
2. Choose an existing search to display objects to edit. You can narrow results by typing in the filter search box.
3. Select any number of objects and click the **Actions** menu.
4. Select one of the following options:
  - **Edit Object Security** to set who can see or edit the object (see [Object Security](#))
  - **Edit Assignment Policy** to set who can request or approve the object (see [Assignment Policy](#))
  - For locations, you can edit [Assignment Windows](#)
    - **Edit Assignment Window** to set time-based exceptions on users' request permissions
    - **Clear Assignment Window** to erase any previously configured window on the object

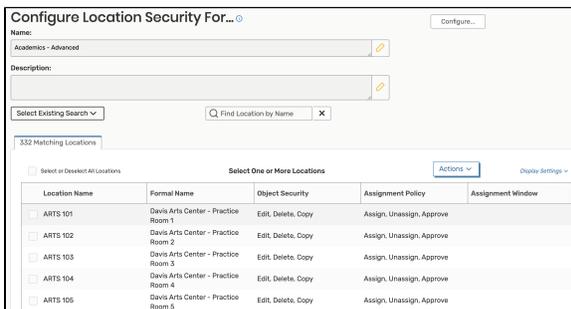


Image: Configuring location security for a single group

## Setting Security for Multiple Groups

1. In Series25 Group Administration, select two or more groups and click **Configure... Edit Location/Organization/Report/Resource Security**.
2. From the drop-down menu, select a search to display a list of objects.
3. Choose which aspect of security you want to edit:
  - [Object Security](#)
  - [Assignment Policy](#) (available for locations and resources only)
  - [Assignment Windows](#) (available for locations only)
4. A list of search results will appear with a column for each security group's current settings.
5. 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 only see objects where at least one security group has different settings than the others
    - *Note: not available when searches include more than 1000 results*
6. Select any number of objects you wish to change and click **Edit Selected Locations/Organizations/Resources**. (Or click **Clear Date Boundary** to remove assignment windows on locations.)

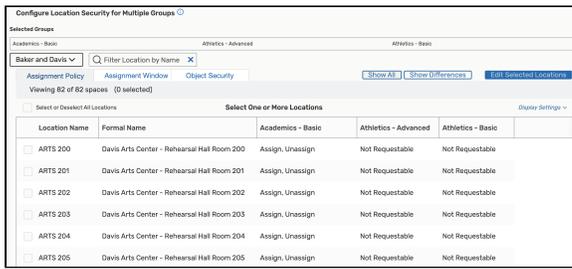


Image: Configuring location security for multiple groups

- If a single object is selected, the display changes. Security groups are listed down the left-hand side. You can select a different security level for each group. Click **Save** when you are done.

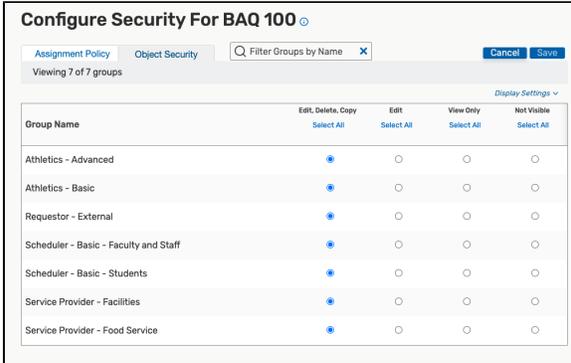


Image: Editing security for a single location

- If multiple objects are selected, a pop-up window appears similar to the one when editing security for a single group.