# Adding Read-Only Permissions to Terms in Eval25

Adding read-only permissions to terms will allow specified users to view content on the Terms and Sessions page without needing editing permissions.

# How to Add Read-Only Permissions to Terms

#### 1. Select Users from the Configuration Menu

#### 2. Locate the User

Type in the user you'd like to add the read-only terms permission to and click Search.

#### 3. Click the Edit Button Beside the User

🔒 Home	🛙 Reports 🗸	🗹 My Questions	🌣 Configuration 👻	🛙 Survey	
sers					
Search Us	ers smith	Sear	ch A	dd New User	
ID	Name			ID	
820008652	John	Smith	Edit	First Name	
820132206	Kevin	Smith	Edit		
820572406	Timo	thy Smith	Edit	Middle Name	
820036501	Joyce	e Smith	Edit	Name	
820008579	Jame	es Smith	Edit	Last Name	
	1	1 2 >		Email	
	7	results		Login ID	
				Oracle Here	
				Create User	
	Imag	e: Search for a user a	and tap the Edit buttor	next to their name in the results list.	

### 4. Tick the View Terms and Sessions Checkbox

This is located on the User Permissions page, in the Administration section.

#### CollegeNET Series25 Help and Customer Resources

Report	Administration	Configuration
View Diagnostics	Admin Emails	Edit Secondary Users
Preview Reports	Admin Users	□ Registration
View Quantitative Reports	🗆 Admin Terms	Edit Forms
View Qualitative Reports	View Terms and Sessions	Build Reports
Export Reports	Schedule Sessions	
🗆 Export Batch Report (Quantitative)	🗆 Export XML Data	
🗆 Batch Excel Report (Quantitative)	Admin API Users	
🗆 Export Batch Report (Qualitative)	Internal CollegeNET User	
🗆 Batch Excel Report (Qualitative)		
Review flagged comments		
Access Restrictions Uiew (Export) ALL Schools Any of the following rules Add Group	Add Rule	
		Sa
	Image: View Terms and Sessions User P	Permission.

## 5. Save

This enables the user to view the Terms and Sessions page without editing abilities.