

# Viewing and Editing Administrative Permissions in Eval25

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## Note

If you just created a new administrator user, you will be automatically redirected to the **User Permissions** page and can proceed to the **Editing User Permissions** section below.

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- [Editing User Permissions](#)
- [Copying User Permissions](#)

## Viewing the User Permissions Report

### 1. Choose User Permissions From the Reports Menu

### 2. Identify the Users With the Selected Permission

- Click the text or arrow to the right of the permission text to see users who have that permission.

[Home](#)
[Reports](#)
[My Questions](#)
[Configuration](#)
[Survey](#)

## Users Permissions

[Download as Excel](#)

Reporting	Administration	Configuration
<a href="#">View All Schools</a>	<a href="#">Admin Emails</a>	<a href="#">Edit Secondary Users</a>
<a href="#">View Quantitative Reports</a>	<a href="#">Admin Users</a>	<a href="#">Registration</a>
<a href="#">View Qualitative Reports</a>	<a href="#">Admin API Users</a>	<a href="#">Edit Forms</a>
<a href="#">Export Reports</a>	<a href="#">Admin Terms</a>	<a href="#">Build Reports</a>
<a href="#">Preview Reports</a>	<a href="#">Schedule Sessions</a>	
<a href="#">View Diagnostics</a>	<a href="#">Export XML Data</a>	
<a href="#">Export Batch Report (Quantitative)</a>		
<a href="#">Batch Excel Report (Quantitative)</a>		
<a href="#">Export Batch Report (Qualitative)</a>		
<a href="#">Batch Excel Report (Qualitative)</a>		
<a href="#">Review flagged comments</a>		

### Access Restrictions

[Schools / Departments](#)

Arts and Sciences	
Business	
Engineering	
Health	

*Image: Click on any permission to see the users with that permission.*



### Tip: Hover for More Info

Hover over any User Permission to see more information about what the permission will do.

Schedule Sessions

Export XML Data

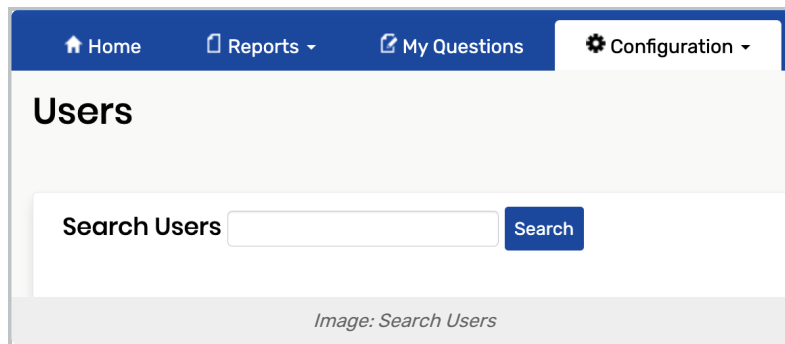
Export raw XML data for ALL evaluations.

## 3. Edit Permissions

- If you want to change the permissions of a user in the list, click the **Edit** button to open the user's permissions page, then follow the directions in the **Editing User Permissions** section below.

## Viewing Individual User Permissions

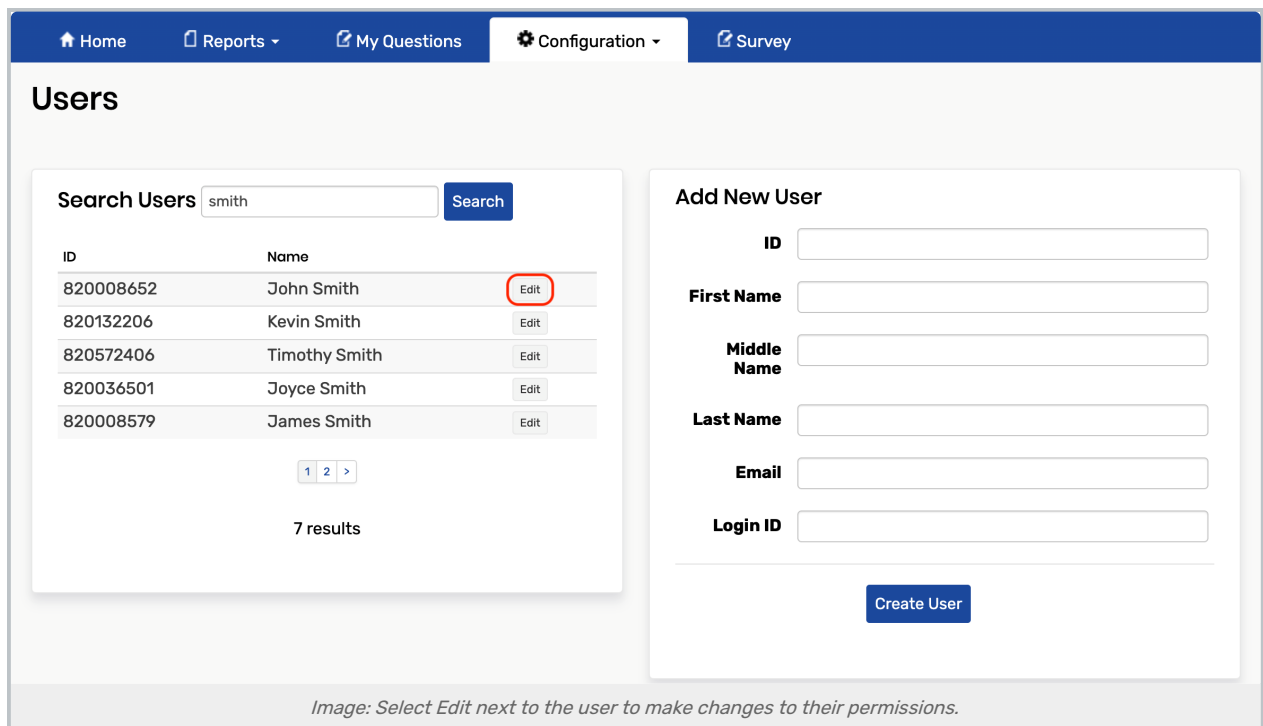
1. Select Users from the Configuration Menu
2. Search for a User



- Search for the user by entering a full or partial entry for one or more of the following:
  - User ID
  - Last Name
  - First Name
  - Email
- Click **Search** to run the search and display the search results.

### 3. Edit Permissions

- Click **Edit** to the right of the user whose permissions you wish to edit and follow the directions in the **Editing User Permissions** section below.



## Editing User Permissions

## 1. Add or Remove Permissions

- On the **User Permissions** page in the permissions area, check the box of each reporting, administration, and/or configuration permission you want the user to have. Uncheck boxes as needed to remove permissions.
  - Hover over a permission item to see text describing what the permission allows the user to do. See [Permissions in Eval25](#) for more information.

The screenshot shows the 'User Permissions' page. At the top, there's a navigation bar with links: Home, Reports, My Questions, Configuration (selected), and Survey. Below the navigation bar, the page title is 'User Permissions'. A link 'Go to User Search' is present. A 'User Details' box shows the user's name (John Smith), email (john.smith@yourschool.edu), ID (820008652), and Login ID. A 'Copy Permissions' button is next to the email. Below the details box, there's a tab labeled 'Evaluation'. The main content area is divided into three columns: 'Report', 'Administration', and 'Configuration'. Each column contains a list of permissions with checkboxes. The 'Report' column includes permissions like 'View Diagnostics', 'Preview Reports', 'View Quantitative Reports', 'View Qualitative Reports', 'Export Reports', 'Export Batch Report (Quantitative)', 'Batch Excel Report (Quantitative)', 'Export Batch Report (Qualitative)', 'Batch Excel Report (Qualitative)', and 'Review flagged comments'. The 'Administration' column includes 'Admin Emails', 'Admin Users', 'Admin Terms', 'View Terms and Sessions', 'Schedule Sessions', 'Export XML Data', 'Admin API Users', and 'Internal CollegeNET User'. The 'Configuration' column includes 'Edit Secondary Users', 'Registration', 'Edit Forms', and 'Build Reports'. Below these columns is the 'Access Restrictions' section, which has a checkbox for 'View (Export) ALL Schools' and a dropdown menu for 'Any' of the following rules, with 'Add Group' and 'Add Rule' buttons. A 'Save' button is at the bottom right. A caption at the bottom reads 'Image: User Permissions page.'

## 2. Update the Access Restrictions

- In the **Access Restrictions** section, update the permissions by following the information located in [Access Restrictions](#).

## 3. Click Save



### Note

When selecting schools and departments, be aware that selecting “All Schools” for Quantitative, Qualitative, and/or Export is the same as selecting no schools and/or departments for that item. You must select

“Some Schools” or “Some Departments” to restrict access just to the school(s) or department(s) you select below.

If you want a user to have access to **all** the departments in a school, select that school, but do not select the departments in that school. When you select a school, all departments in that school are selected automatically.

## Copying User Permissions

See [Copying Permissions](#)

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