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.

In This Article:

- Viewing the User Permissions Report
- Viewing Individual User Permissions
- 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.

Users Permissions

◉ Download as Excel

Reporting

View All Schools	›
View Quantitative Reports	›
View Qualitative Reports	›
Export Reports	›
Preview Reports	›
View Diagnostics	›
Export Batch Report (Quantitative)	›
Batch Excel Report (Quantitative)	›
Export Batch Report (Qualitative)	›
Batch Excel Report (Qualitative)	›
Review flagged comments	›

Administration

Admin Emails	›
Admin Users	›
Admin API Users	›
Admin Terms	›
Schedule Sessions	›
Export XML Data	›

Configuration

Edit Secondary Users	›
Registration	›
Edit Forms	›
Build Reports	›

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

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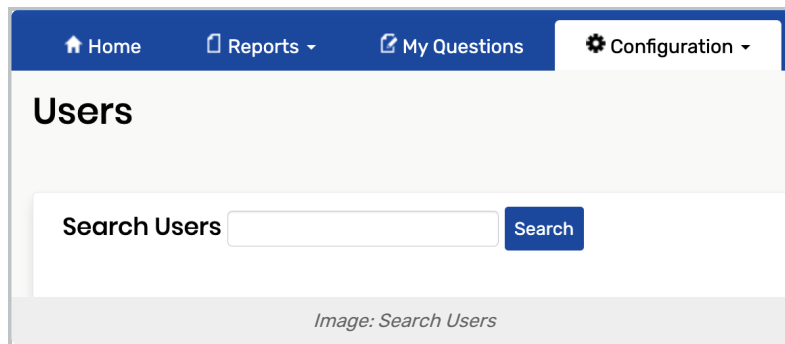
- Search for the user by entering a full or partial entry for one or more of the following:
    - User ID
    - Last Name
    - First Name
    - Email
- Click **Search** to run the search and display the search results.

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.

Image: Select Edit next to the user to make changes to their permissions.
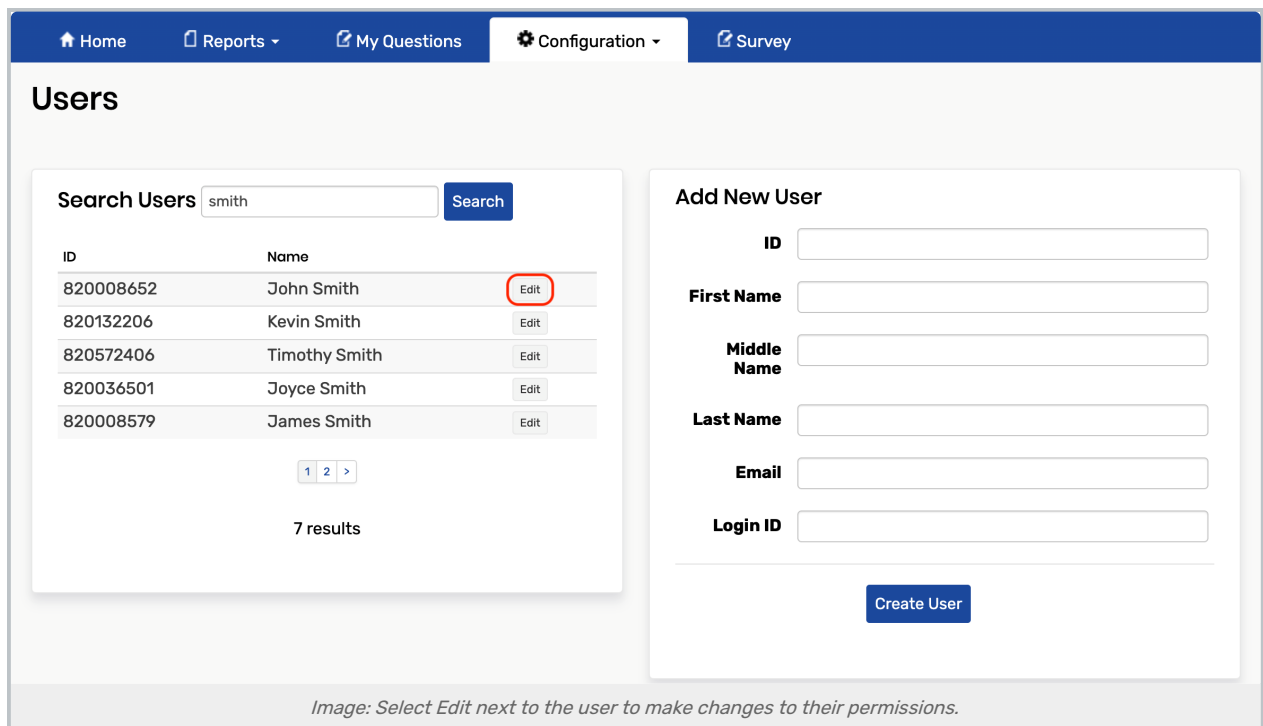
Editing User Permissions

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.*

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](#)