

Viewing and Editing Administrative Permissions in Eval25



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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- [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.

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

Users Permissions

[Download as Excel](#)

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

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

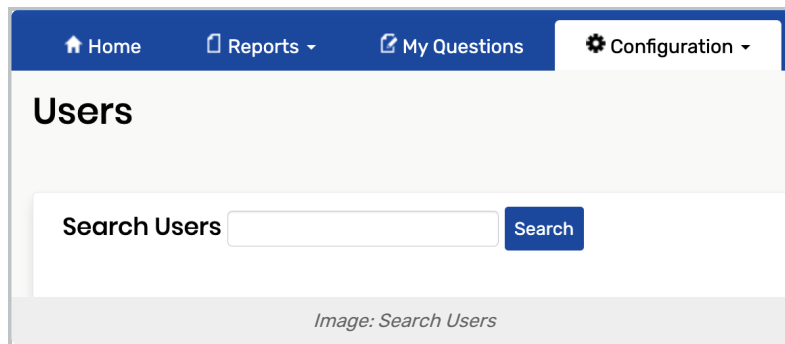
Export raw XML data for ALL evaluations.

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

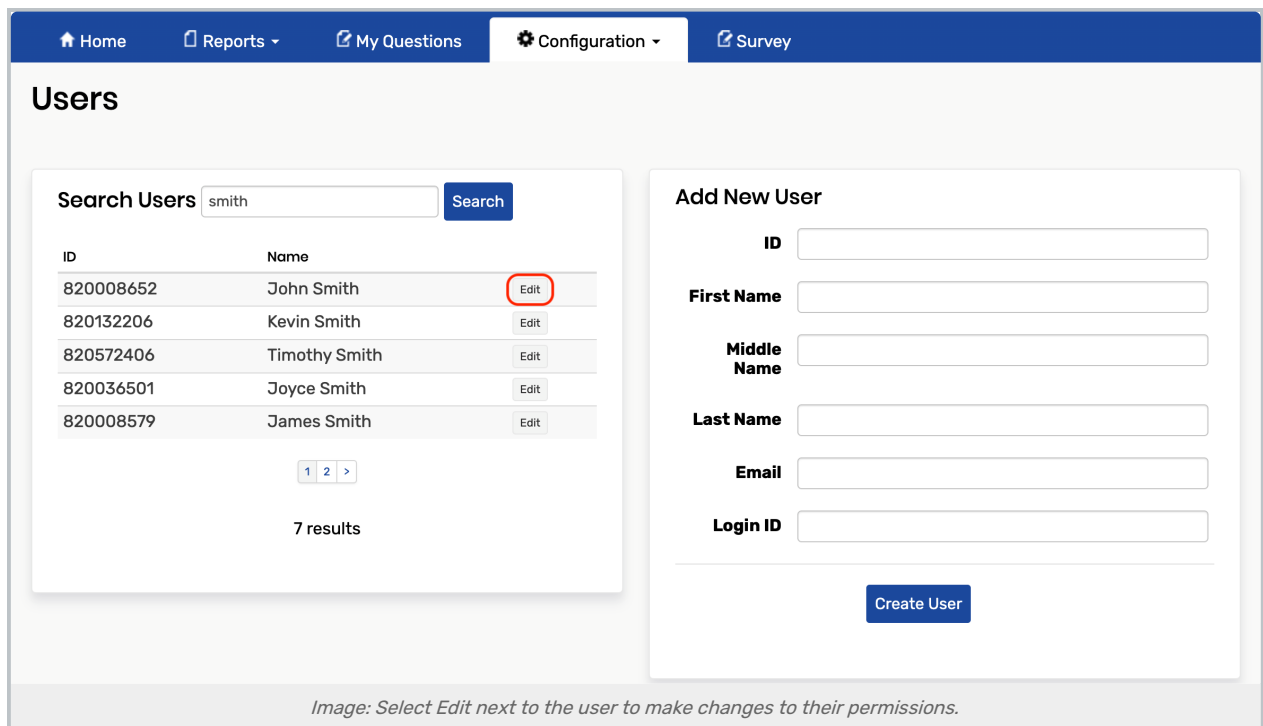
- Select Users from the Configuration Menu
- Search for a User



- 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.

User Permissions

Go to [User Search](#)

User Details

Name John Smith

Email john.smith@yourschool.edu

ID 820008652

Login ID

[See in Registration](#)

[Copy Permissions](#)

[Evaluation](#)

Report

- ☐ 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)
- ☐ Review flagged comments

Access Restrictions

- ☐ View (Export) ALL Schools
- Any of the following rules [Add Group](#) [Add Rule](#)

Administration

- ☐ Admin Emails
- ☐ Admin Users
- ☐ Admin Terms
- ☐ View Terms and Sessions
- ☐ Schedule Sessions
- ☐ Export XML Data
- ☐ Admin API Users
- ☐ Internal CollegeNET User

Configuration

- ☐ Edit Secondary Users
- ☐ Registration
- ☐ Edit Forms
- ☐ Build Reports

[Save](#)

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](#)
