

Granting Users Report Builder Permissions in Eval25

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Administrators can grant users the ability to build custom reports for courses that fall within their specified Access Restrictions per their user permissions. These users can see the Custom Reports page, set access restrictions, as well as publish, delete, and copy custom reports.

Granting a User Report Builder Permissions

1. Choose Users from the Configuration Menu

2. Search for or Create a User

- If this is an existing user:

- Enter the user's name in the **Search Users** field.
- Click **Search**.
- Click **Edit**.

Note: Edits to instructors (or individuals who are instructors and students) can be made in **Users**. Changes to student information can only be made in **Registration**.

- If this is a new user:

- Enter the user's ID number, first and last name, and email address in the **Add New User** section.
- Click **Create User**.

Home

Reports

My Questions

Configuration

Survey

Users

Search Users

Search

Add New User

ID

First Name

Middle Name

Last Name

Email

Login ID

Create User

Image: User search and Add New User fields.

3. Grant the User Report Building Permissions

- On the **User Permissions** page, locate the **Configuration** column.
- Select the **Build Reports** check box.
- Click **Save**.

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

Configuration

☐ Edit Secondary Users

☐ Registration

☐ Edit Forms

☐ Build Reports

Save