

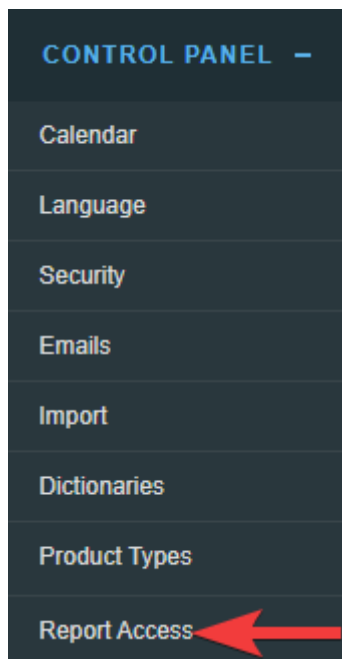
Manage Report Access



This feature is available to Site Managers depending on system configuration.

The report access feature lets you determine which reports are available to specific user types and campuses. The report access page shows the reports available for your system and the user types that are configured to run those reports. To enable a report that is not available on your system, create a ticket using the [Service Request System \(SRS\)](#) to request the report.

1. Log in as a Site Manager.
2. Select **Report Access** from the Control Panel.



3. Optionally apply [Filters](#) .
4. [Use the check boxes](#) to enable or disable report access for each user type. Each report is listed on a separate row.

This example of the reports access page shows Publisher and Campus Manager accounts

cannot run report R101.

List

Filter

Report Code	Campus	Publisher	Instructor	User Group Manager	Campus Manager	Campus Admin
R101	Default	☐	☒	☒	☐	☒
R102	Default	☒	☒	☒	☒	☒
R104	Default	☒	☒	☒	☒	☒
R105	Default	☒	☒	☒	☒	☒
R106	Default	☒	☒	☒	☒	☒
R108	Default	☒	☒	☒	☒	☒

Enable or Disable a Report for a User Type

To **enable** a report, ensure that the box is checked under a user type. In this example, Publisher user types can run R101.

Report Code	Organization	Publisher
R101	Default	☒

To **disable** a report, ensure that the box is not checked under a user type. In this example, Publisher user types cannot run R101.

Report Code	Organization	Publisher
R101	Default	☐

Enable or Disable Reports for a Campus

Site Managers can restrict report access at the campus level. For example, you can have R101 disabled for a campus, except for Campus Managers.

1. **Create Exception** from the Options menu. If you cannot see the menu, show the [Tool Panel](#) .



2. Select **Campus**

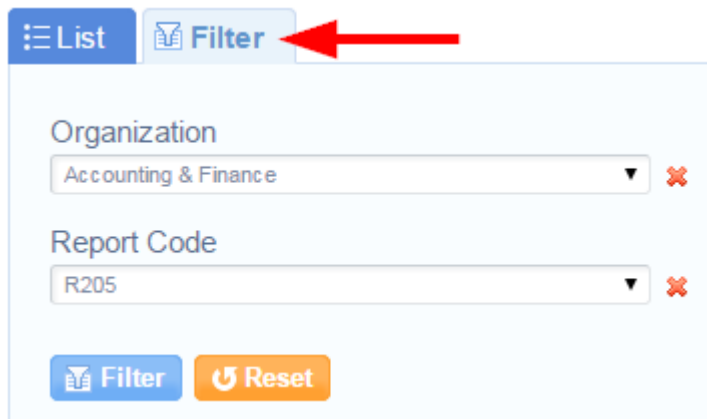
A screenshot of a web form titled 'Add Exception'. It has a breadcrumb 'You are viewing: Report Access > Add Exception'. There is a 'Campus' dropdown menu with 'Accounting & Finance' selected. Below it is a 'Report Code' list box containing 'R102', 'R103', 'R104', 'R105', 'R106', and 'R107'. At the bottom are 'Save' and 'Back to List' buttons.

3. Select **Report Code**.
4. **Save**.
5. On the Report Access page, enter a check mark to select the **user type** in the campus that is allowed to use the report. In this example, the user type is called a Campus Admin. You can delete the exception by using the delete icon.

ListFilter		
Report Code	Campus	Campus Admin
R101	Default	☐
	Accounting & Finance	☒

Filter the Report Access Page

The Report Access page has filters so that you can view one report at a time or view all of the exceptions set up for one campus.



The screenshot shows the top navigation bar with two tabs: 'List' and 'Filter'. A red arrow points to the 'Filter' tab. Below the tabs is a light blue filter panel. It contains two dropdown menus: 'Organization' with the value 'Accounting & Finance' and 'Report Code' with the value 'R205'. Each dropdown has a red 'X' icon to its right. At the bottom of the panel are two buttons: a blue 'Filter' button with a funnel icon and an orange 'Reset' button with a circular arrow icon.