

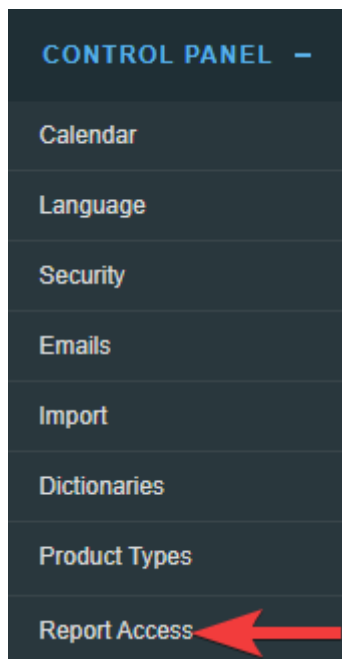
Manage Report Access



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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
R102	Default	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
R104	Default	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
R105	Default	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
R106	Default	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
R108	Default	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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	<input checked="" type="checkbox"/>

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	<input type="checkbox"/>

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**

Add Exception

You are viewing: Report Access > Add Exception

Campus

Accounting & Finance

Report Code

R102
R103
R104
R105
R106
R107

Save

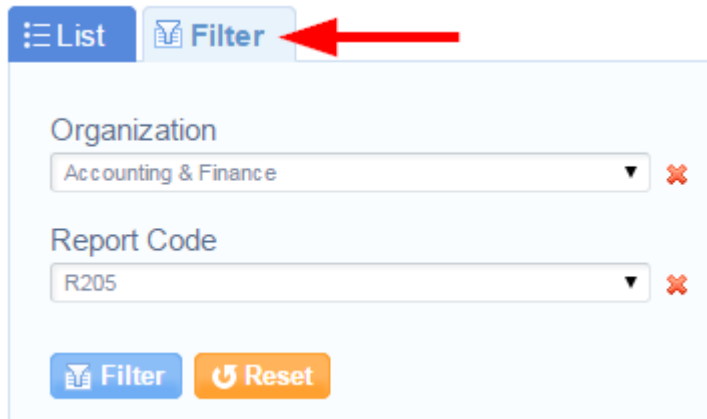
Back to List

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.

Report Code	Campus	Campus Admin
R101	Default	<input type="checkbox"/>
	Accounting & Finance	<input checked="" type="checkbox"/>

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 of the Report Access page. At the top, there are two tabs: 'List' and 'Filter'. The 'Filter' tab is selected and highlighted in light blue, with a red arrow pointing to it from the right. Below the tabs, there are two filter sections. The first section is labeled 'Organization' and contains a dropdown menu with 'Accounting & Finance' selected, followed by a red 'X' icon. The second section is labeled 'Report Code' and contains a dropdown menu with 'R205' selected, followed by a red 'X' icon. At the bottom of the filter section, there are two buttons: a blue 'Filter' button with a funnel icon and an orange 'Reset' button with a circular arrow icon.