

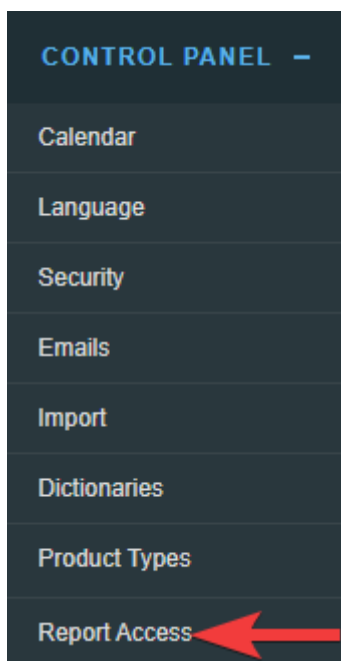
Manage Report Access



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"/>

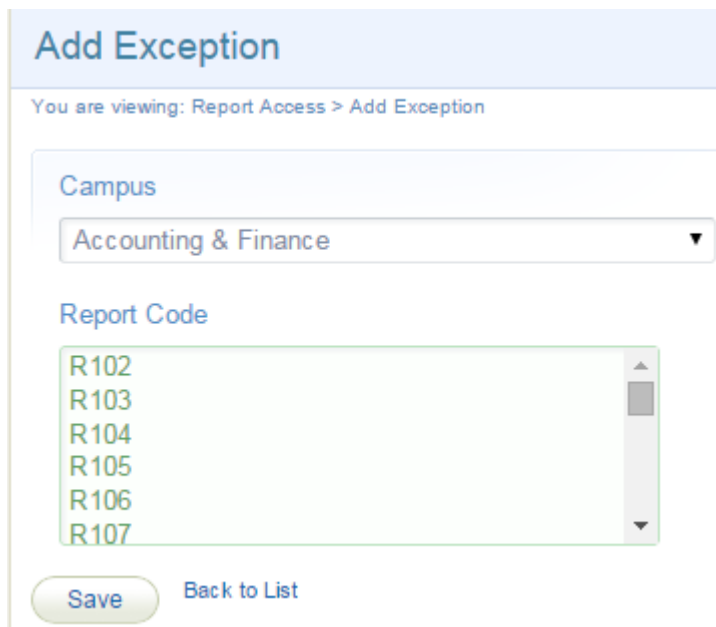
Enable or Disable Reports for a Campus

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

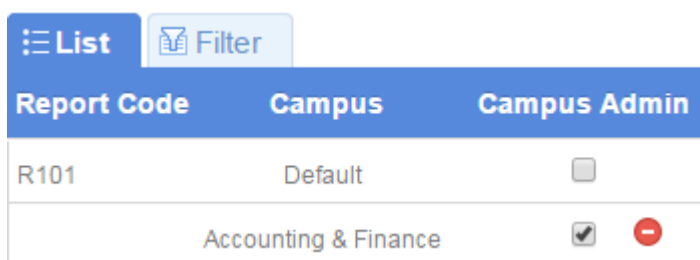
1. **Create Exception** from the Options menu. If you cannot see the menu, show the [Tool Panel](#) .




2. Select **Campus**

A screenshot of a web form titled 'Add Exception'. The breadcrumb trail reads '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, there are 'Save' and 'Back to List' buttons.

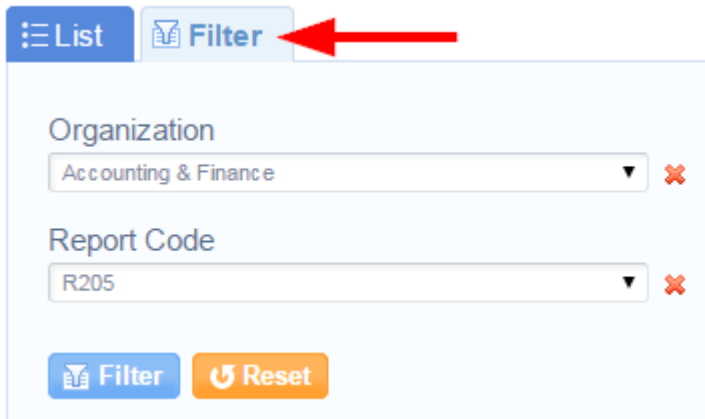
3. Select **Report Code**.
4. **Save**.
5. On the Report Access page, enter a check mark to select the **user type** in the campus that is allowed to use the report. In this example, the user type is called a Campus Admin. You can delete the exception by using the delete icon.

A screenshot of a table with columns 'Report Code', 'Campus', and 'Campus Admin'. The table has two rows. The first row shows 'R101' for Report Code and 'Default' for Campus, with an unchecked checkbox for Campus Admin. The second row shows 'Accounting & Finance' for Campus, with a checked checkbox and a red minus icon for Campus Admin.

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 a user interface for filtering report access. At the top, there are two buttons: 'List' and 'Filter'. A red arrow points to the 'Filter' button. Below this is a filter panel with two dropdown menus. The first is labeled 'Organization' and has 'Accounting & Finance' selected. The second is labeled 'Report Code' and has 'R205' selected. Each dropdown menu has a small red 'X' icon to its right. At the bottom of the filter panel, there are two buttons: 'Filter' and 'Reset'.