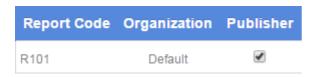# Enable or Disable a Report for

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	☐