Enable or Disable Reports for

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**

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.