

# 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**

A screenshot of a web form titled 'Add Exception'. Below the title is a breadcrumb: 'You are viewing: Report Access > Add Exception'. The form has two main sections. The first is labeled 'Campus' and contains a dropdown menu with 'Accounting & Finance' selected. The second is labeled 'Report Code' and contains a list box with the following items: R102, R103, R104, R105, R106, and R107. At the bottom of the form are two buttons: 'Save' and '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.

List		Filter
Report Code	Campus	Campus Admin
R101	Default	<input type="checkbox"/>
	Accounting & Finance	<input checked="" type="checkbox"/> <input type="button" value="−"/>