

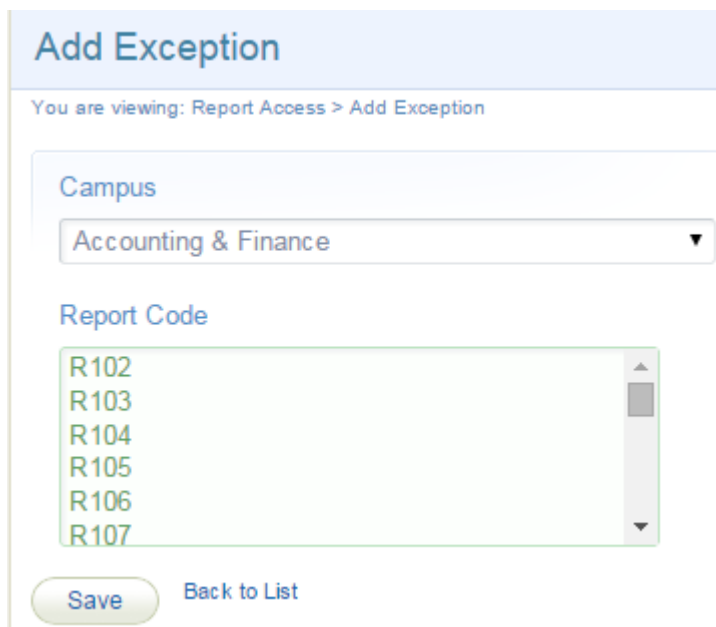
# Enable or Disable Reports for

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](#) .



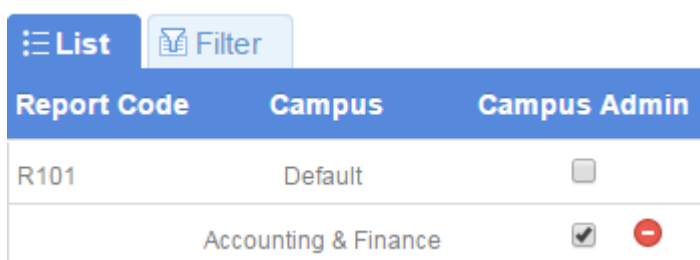
2. Select **Campus**

A screenshot of a web form titled 'Add Exception'. The breadcrumb trail reads 'You are viewing: Report Access > Add Exception'. There is a 'Campus' dropdown menu currently set to 'Accounting & Finance'. Below it is a 'Report Code' list box containing 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.

A screenshot of a table with two tabs: 'List' and 'Filter'. The table has three columns: 'Report Code', 'Campus', and 'Campus Admin'.

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