

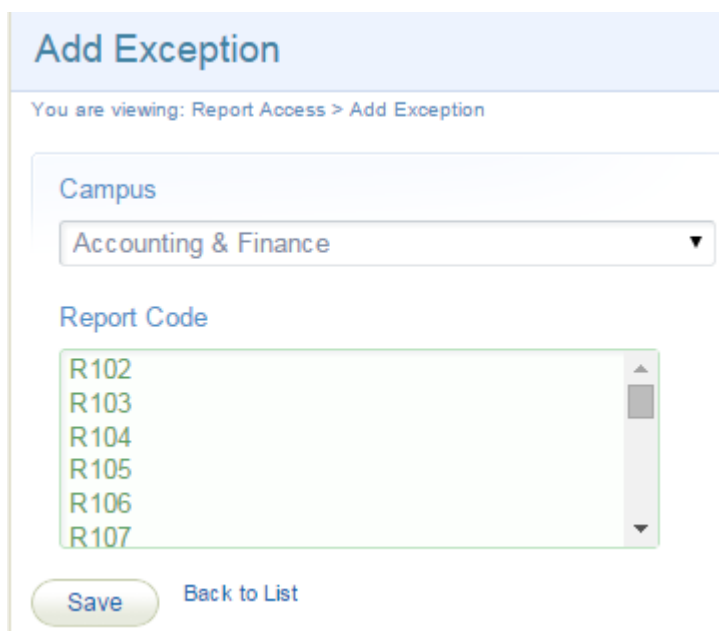
# Enable or Disable Reports for

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

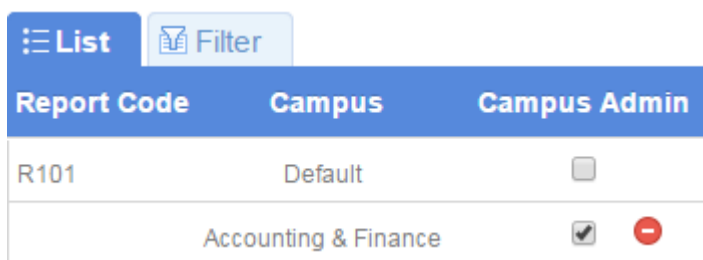
1. **Create Exception** from the Options menu. If you cannot see the menu, show the [Tool Panel](#) .



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 three 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"/> 