

How To Assign Reporting Rights

How to get there?

Click on System Administration (1), then with your cursor hover over System Administration (2) | Users (3) Manage Users (4). Use the search criteria (5) to locate the user in question, then click on the Action (6) button. A small window will open, then click on Assign Reporting Rights (7).

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List of Users

Switch Schema

Search

Schema

Category

Employee Number

Captain Kurk

Employee Name

Username

Search

Clear

Add New User

Delete

Send Welcome Notification to New Users

Actions

Username

Name

Schema

Disabled

Locked

Category

Delete

Action

View / Edit

Assign Subgroup Access

Assign Reporting Rights

Close

What to do?

- Click on the plus button (1) on the category where the report is located and tick the box.

- Then tick the boxes at each report that is required (2) (3) (4) (5).
- Click on Save Permissions (6).

Note: if the user requires access to all the reports below a category then only the tick box on that category is required.

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