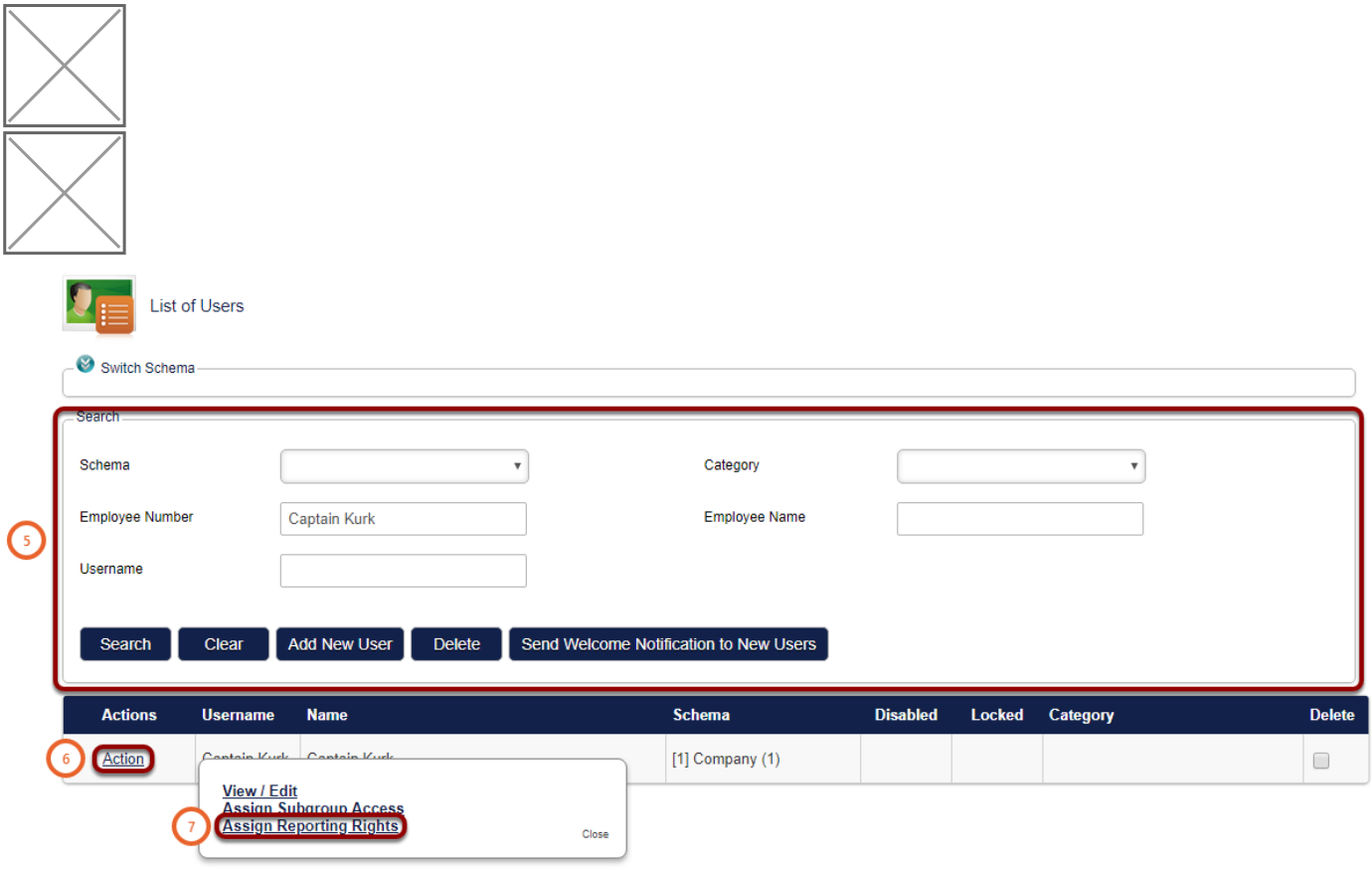
How To Assign Reporting Rights

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).



What to do?

- Click on the plus button (1) on the category were 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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