

# 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

Employee Number

Username

Category

Employee Name

Search Clear Add New User Delete Send Welcome Notification to New Users

Actions	Username	Name	Schema	Disabled	Locked	Category	Delete
<a href="#">Action</a>	Captain Kurk	Captain Kurk	[1] Company (1)				<input type="checkbox"/>

[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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