Manage Users - Reporting Rights

When required, only certain reports can be made available to a user. In order to link the relevant reports to a user’s account, follow these steps:

- Open the List of Users screen and select the user to assign reporting access for.
- Select **Reporting Rights** from the side menu bar to display the list of reports a user can have access to.



Select all the reports using the check boxes and click **Save Permissions.**



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