



Give Access to the Reports Application

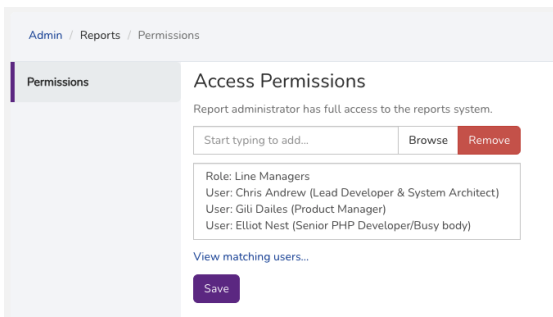
Step 1: Navigate to Admin > Reports

If you don't have access to the Reports admin panel you need to ask your System Administrator to provide you with access to Report Admin Panel.

[Learn more about setting system administrator.](#)

Step 2: Select users, groups or role

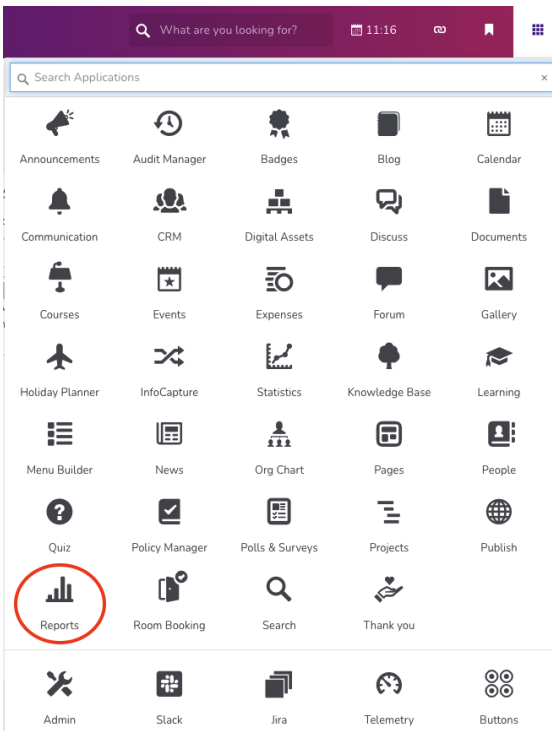
Select a user, a group or roles to be given access to the report application. Report administrator will have full access to the reports system.



Click **Save** when you're done

Step 3: Accessing Report App

These users will be able to access the Report application from the Application menu



If this application is not visible, there is a possibility that the **Report** application may be hidden in

[Admin > Menu Builder > Applications](#)

Click **Toggle visibility** to reveal and check the permission.



Last modified on 6 December 2023 by [Hannah Door](#)

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Tags: [administrator](#), [permissions](#), [report](#)