Reports ⚒

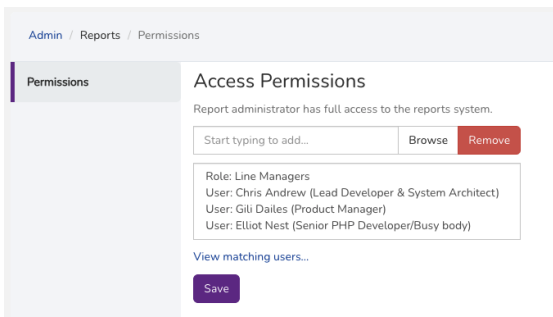| Courses	Policy Manager	Learning	Projects	Quiz

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.

Admin / Reports / Permissions

Permissions

Access Permissions

Report administrator has full access to the reports system.

| Start typing to add... | Browse | Remove |

Role: Line Managers
User: Chris Andrew (Lead Developer & System Architect)
User: Gili Dailes (Product Manager)
User: Elliot Nest (Senior PHP Developer/Busy body)

View matching users...

Save

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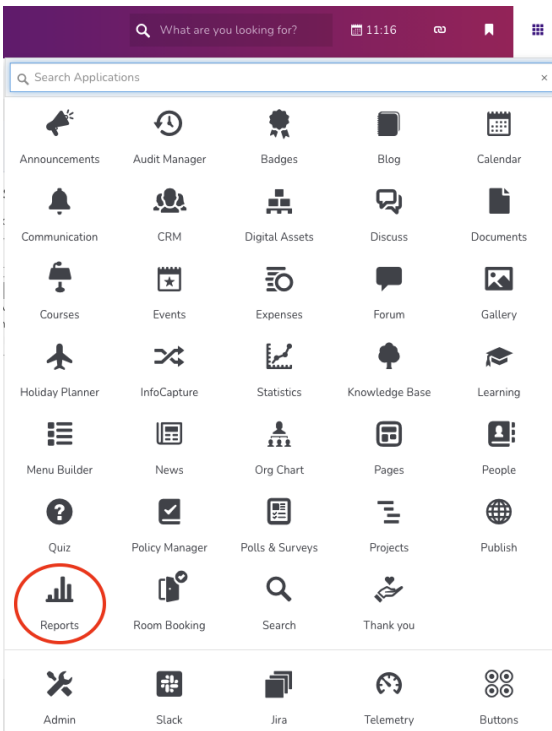
If this application is not visible, there is a possibility that the **Report** application may be hidden in

Admin > Menu Builder > Applications

Click Toggle visibility to reveal and check the permission.

Last modified on 6 December 2023 by Hannah Door

Created on 1 April 2021 by Michael Christian
Tags: administrator, permissions, report