

Report Security

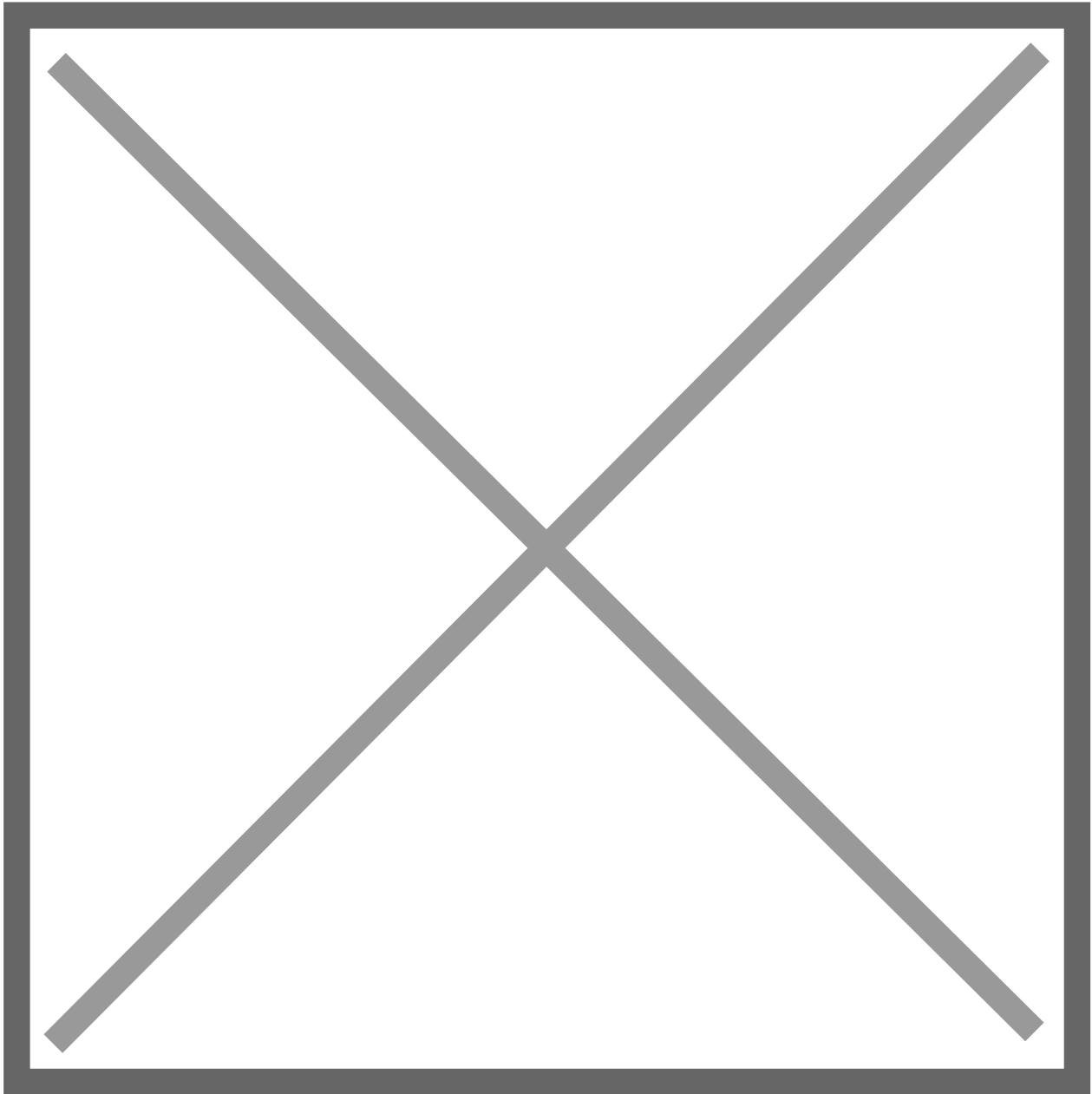
Video training manual 2016 - [Click Here](#)

System Configuration> Security> Report Security

This is where the permissions for reports are set

On the permissions button	You will allow or restrict certain user roles to access certain reports.
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Click on Permissions button.



Search	To search by selected criteria: User Role, Category and Report Description.
User Role	The security role of the user where the administrator will select which reports the user has access to.
Select All	Selects all reports
Unselect All	Unselects all reports
Add Security Role	Allows the administrator to create a new security permissions role for a particular user/ group of users.
Print	Allows the administrator to print the role list

The Administrator will have an option to print All reports, print only the selected reports or to group the reports by selected on top

Revision #2

Created 17 July 2023 23:33:34 by Paige

Updated 18 December 2023 17:48:45 by Paige