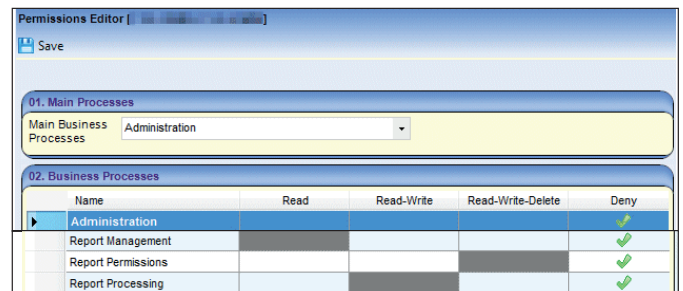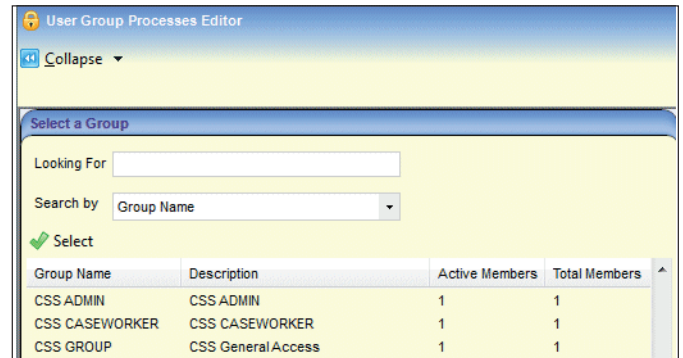# Permissions
Report Permissions

Report Permissions are used to control the level of access a user group has to specific report areas and reports within One. Permissions to access and run reports in the v4 Client and v4 Online are granted by a System Administrator via **v4 Client | User Group Processes** and **v4 Client | Report Definition Repository**.

V4 Client reports are accessed via the **Reports** link in the **Links** panel. V4 Online reports are accessed via the **Reports** area.

Assigning Report Permissions in User Group Processes

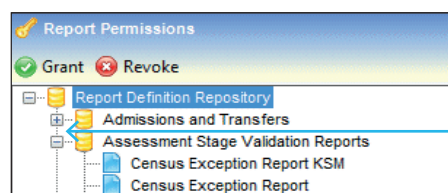To assign report permissions to User Group Processes:

1. Select **Tools | Permissions | User Group Processes** to display the **User Group Processes Editor** page.

2. On the **Select a Group** panel, enter at least one letter in the **Looking For** field.

3. Select the **Search By** option to display the group list; the list is ordered according to the **Search By** criteria.

4. Highlight a group and click the **Select** button to display the **Permissions Editor** panels.

5. Select **Administration** from the **Main Business Processes** drop-down to display the **Business Processes** list.

6. Click in a cell to assign **Read**, **Read-Write** or **Read-Write-Delete** permissions for each of the report business processes.

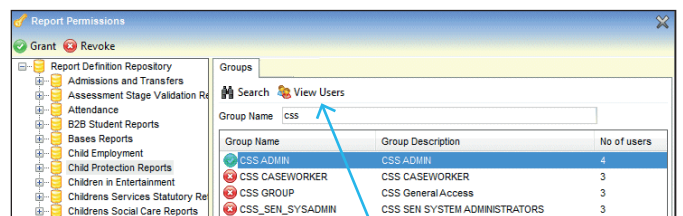7. Click the **Save** button to save the permissions.

Assigning Report Permissions in the Report Definition Repository

To assign report permissions in the Report Definition Repository:

1. Select **Tools | Permissions | Report Permissions** to display the **Report Permissions** page.

2. Select the report folder for which you wish to grant the user group permission to run.

Click the plus and minus buttons to open and close the navigation tree.

3. On the **Groups** tab, enter at least one letter in the **Group Name** field then click the **Search** button to display the group list according to the search criteria.

4. Highlight the user group, then click the **Grant** button; the cross changes to a tick to indicate the permissions have been assigned.

5. Click the cross at the top of the page to close the **Report Permissions** page; there is no save button.

Click the **View Users** button to view the list of users in the selected group.

Related Reference Guides:
- RG_Permissions_User Group Processes
- RG_Online_Common_Reports

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