

Reference Guide

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.
- 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.

🔒 User Grou	p Proces	ses Editor				1.41.51
<u>C</u> ollapse	•					
Select a Gro	up					
Looking For						
Search by	Group Name		•			
🛷 Select						
Group Name		Description		Active Members	Total Members	
CSS ADMIN		CSS ADMIN		1	1	
CSS CASEW	ORKER	CSS CASEWORKER		1	1	
CSS GROUP		CSS General Access		1	1	



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.
- 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.

Related Reference Guides:

- RG_Permissions_User Group Processes
- RG_Online_Common_Reports

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

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