

Report Writer Permissions

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| Q - Report Writer [Application] | <p>Launch the Report Writer application and:</p> <ul style="list-style-type: none"> • May not delete or change a report they do not own. • May create reports based on the specific data sources that have been shared with their role. • May Opt out of Reports shared to them in their general Reports List. • May copy a report (provided the specific data source for that report has been shared to their role). |
| Q - Report Writer [Data Sources] | <ul style="list-style-type: none"> • This permission allows a user to give themselves and others access to create reports based on ANY view or stored procedure in the database. • Access to specific data sources is given to users based on their ROLE. • Permission to Q – Report Writer [Data Sources] should only be given very selectively. • Deleting a data source deletes all reports that use that data source. |
| Q - Report Writer [Share faculty] | <ul style="list-style-type: none"> • Enables the user to select by school, or from All Schools, 'All Faculty' or specific faculty members with which to share the report. |
| Q - Report Writer [Share School] | <ul style="list-style-type: none"> • Enables the user to select 'All Schools' or specific schools with which to share the report. |
| Q - Report Writer [Share Role] | <ul style="list-style-type: none"> • This item is the equivalent of '<i>Share with My Role</i>' which enables users to select specific faculty, by school, that have the same web permission role as themselves. Only System Admin Users have an extra ability to 'Share with Any Role'. |
| System Administrators | <ul style="list-style-type: none"> • Automatically inherit full Report Writer permissions, but are only able to access reports that have been shared with them. • With access to a report, they are able to change or delete the report; • Have the ability to share a report with 'Any Role' and select specific roles. |

Setup

| For a user to: | The following are needed: |
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| Run a report | <ul style="list-style-type: none"> Share the report with the user. Application level permissions are not needed to run Report Writer reports. |
| Copy a report and modify for themselves only | <ul style="list-style-type: none"> Share the report with the user; Share the data source used by the report with the user's web permission role; Provide permission to the Report Writer application. |
| Copy a report, modify the report, and share the modified copy with others | <ul style="list-style-type: none"> Share the report with the user; Share the data source used by the report with the user's web permission role; Provide permission to the Report Writer application; Provide permission to Share reports using one or more of these 'Share' permission items: School, Faculty, and Role. |
| Create new reports for themselves only | <ul style="list-style-type: none"> Share the data source used by the report with the user's web permission role; Provide permission to the Report Writer application. |
| Create new reports and share them with others | <ul style="list-style-type: none"> Share specific data source(s) with the user's web permission role that you want the user to access as the basis for their reports; Provide permission to the Report Writer application; Provide permission to Share reports using one or more of these 'Share' permission items: School, Faculty, and Role |
| Manage reports | <ul style="list-style-type: none"> Provide permission to the Report Writer application; Provide permission to Report Writer Data Sources Tab. <i>Permission to Data Sources should be given very selectively.</i> Provide permission to Share reports using one or more of the 'Share' permission items: School, Faculty, and Role. If the user is also a System Admin, they will inherit the ability to 'Share with Any Role'. |