Public Report Management Privilege

> This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Public Report Management (New v6.63 Feature)

Administrators can now assign user groups a new privilege called, "Can manage public reports," found in the Reports category. This new privilege grants users within a user group the ability to remove a report from its public status. Additionally, "My Report" and "Public" report badges are added to reports to easily convey status. Pre-6.63, only report authors could change the public status of a report.

How to Enable the Public Report Management Privilege

1. From Administration, in the Main Menu click **Users and Groups**.

2. In the Main Menu, click **Groups**.

3. Click **Edit** for a group entry listing.

   a. The Allowed Action screen appears.

4. In the Reports category, click the **Can manage public reports** checkbox.

5. Click **Update Group**.

Reports Interface

Reports now include "Public" or "My Report" badges to convey public or private status, respectively. In addition, search functionality now returns matching results in real time.

Available functionality includes:
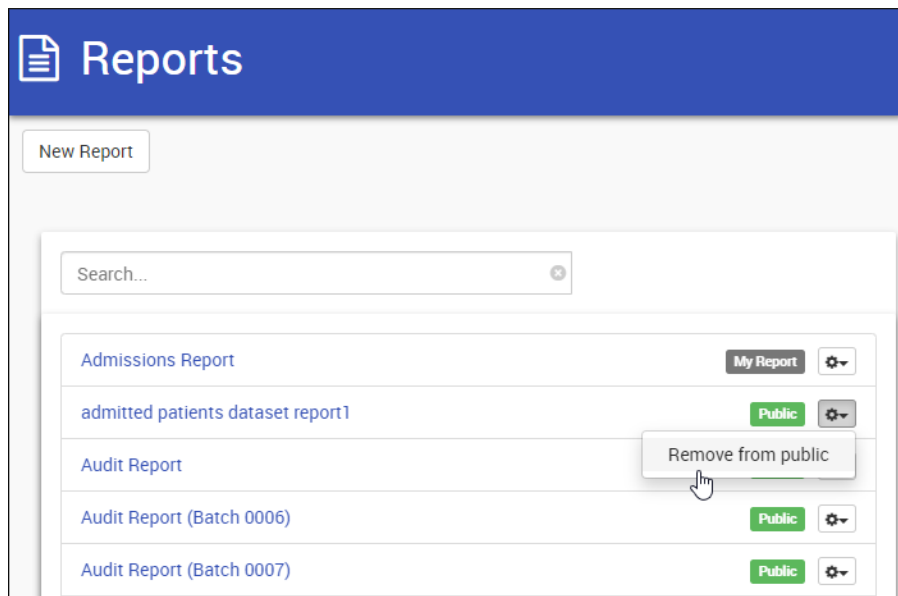
My Report (not public)

- Delete

- Export

My Report (that is also public)

- Delete

- Export

- Remove from Public: Removes the public status.

Public Report

- Remove from Public (if the user has been granted the "Can manage public reports" privilege). A warning

  message appears conveying that anyone who is not the author will lose access to the report.

Report Information

When a report is run, the author's name, creation date and last update date will display.

⊙ Audit Reports

Report Title

Audit Report

Author	Bobby Smith
Created	27/03/2019 at 09:17 AM
Updated	05/06/2019 at 10:12 PM