

Sharing permissions // Reports

	B Basic User	S Standard User	E Experienced User	X Expert User	A Administrator
Reports					
View shared reports		X	X	X	X
Edit filters and settings			X	X	X
Create shared reports				X	X
Manage shared reports					X

Permissions Sharing permissions are in the Reporting section on the Roles and Permissions tab located on the Users screen.

Reporting: Report Administrator The **Manage** permission allows a user to edit or delete reports created by any user. This permission also provides the ability to update sharing settings for all shared reports.

Reporting: Shared Reports: View, Create, Edit The **View** permission allows you to run reports shared with you (using the configured settings). **Create** includes the ability to configure and share reports with other users. **Edit** allows you to modify reports shared with you.

One example of a default role with matching permissions	*All default roles have the ability to view shared reports.	Facility Manager: View Only	Facility Manager	Administrator: Accounting	Administrator: Full Access
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