

Running Reports

Account Owner, Administrators and Publishers can check on the progress of the regular users in the Reports tab. For more information about user roles in iSpring LMS, check [User Roles and Permissions](#).

You can allow students (Users) to run reports on the Edit User page.

The screenshot shows the 'Edit User' interface for a user named 'bob.dylan@citrix.com'. The 'Additional Permissions' tab is active. A checkbox labeled 'Allow to run reports for specified organization or groups' is checked and highlighted with a red border. Below this, the organization is set to 'Citrix Inc.' and there is an option to 'Select all users in the organization'. A search box for groups is present, showing 'Groups (1)' and a search input field. The 'Trainers' group is selected and checked.

1. On the Edit User page, go to to the **Additional Permissions** tab.
2. Check the option '**Allow to run reports for specified organizations and groups**'
3. Select individual groups or all users of an organization to be included in the report.
4. Click the **Save** button.

Now, users can generate reports for the selected groups within their own organization.