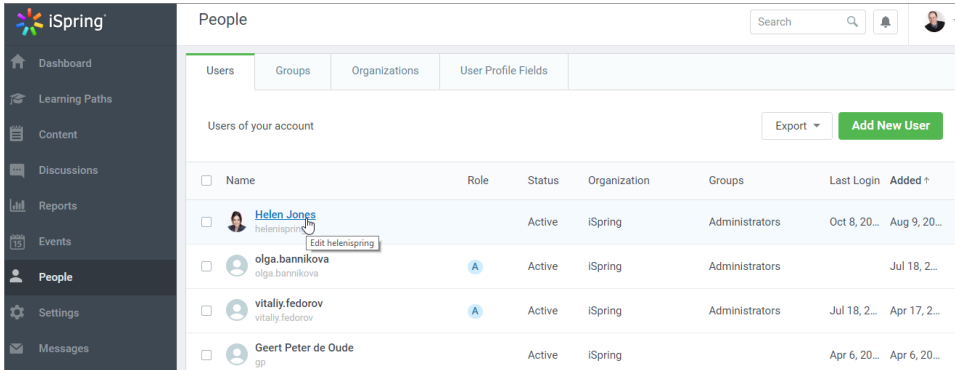


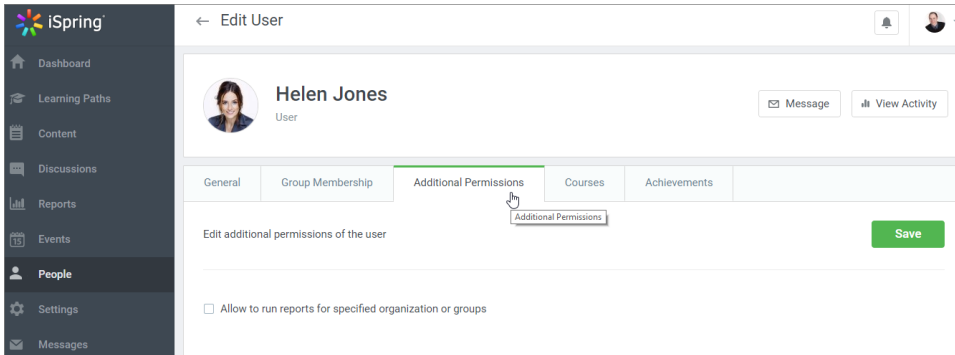
Allowing Users to Run Reports

You can allow regular users of iSpring Learn to run reports.

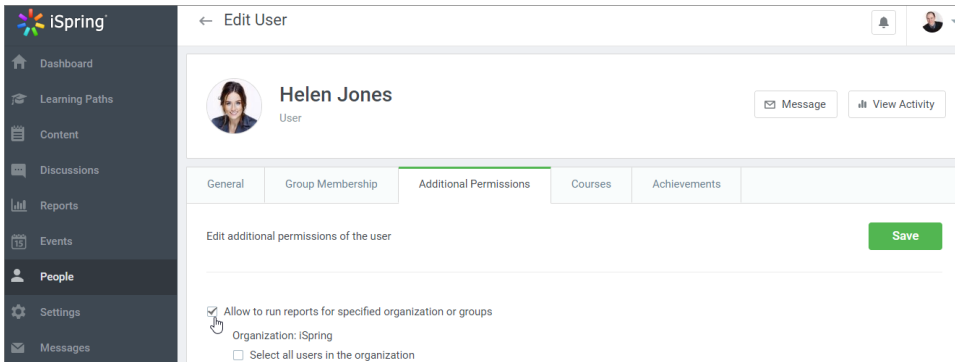
1. In the **People** section, open the **Users** tab. Click the name of users who will have access to the reports.



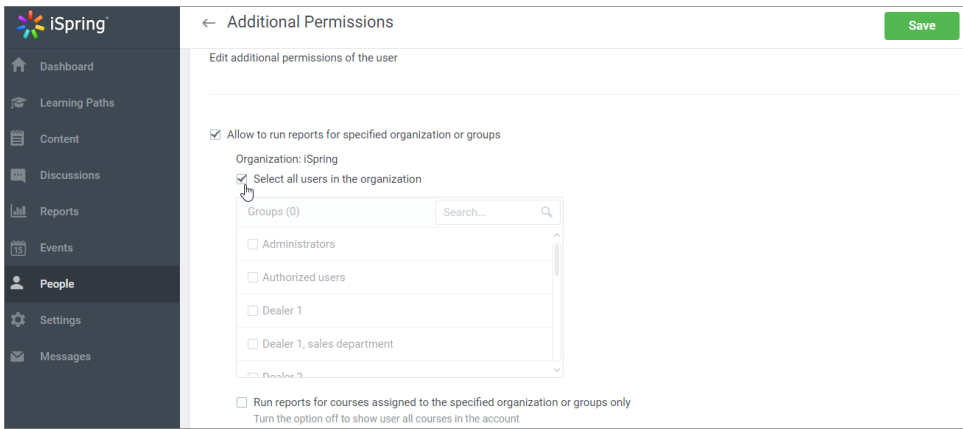
2. On the **Edit User** page, open the **Additional Permissions** tab.



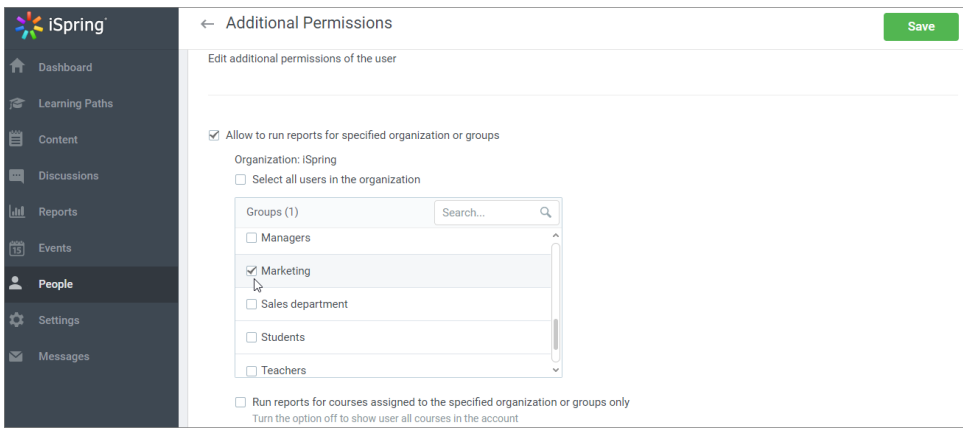
3. Check **Allow to run reports for specified organization or group**.



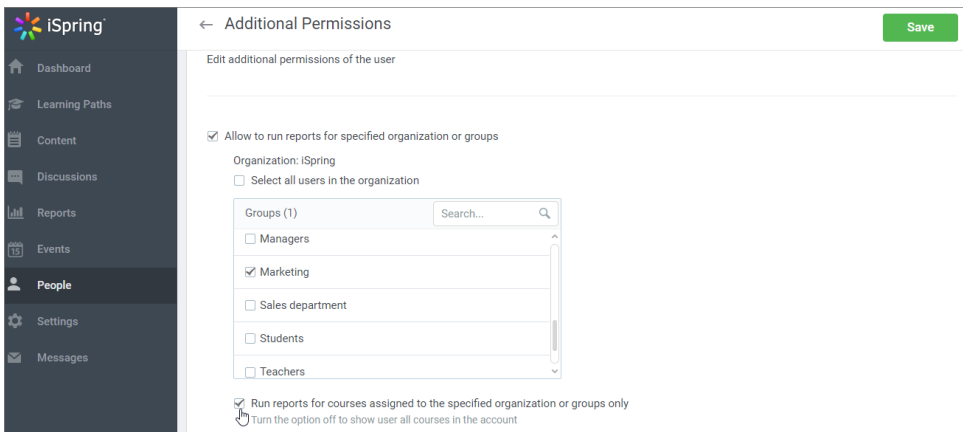
4. Select groups or users to be included in the report.
Check **Select all users in the organization** to allow running reports on users of the organization.



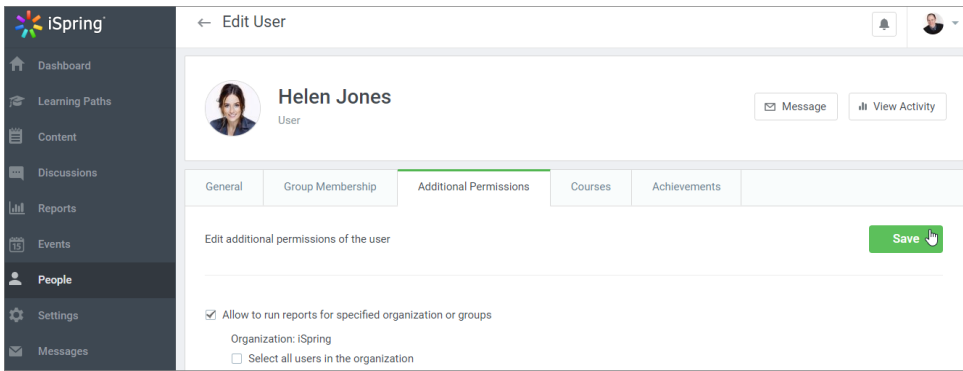
Select a group to allow students running reports on users that belong to it.



5. Check **Run reports for courses assigned to the specified organization or group**. In that case, in the reports, there will be only those courses that are available to users of the selected organization or group.



6. Click **Save**.



7. The user will see the **Reports** tab in the user portal. Now, they can generate reports for the whole organization or selected groups within their own organization.

