

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.

The screenshot shows the iSpring 'People' section with the 'Users' tab selected. A table lists users of the account. A tooltip 'Edit helenispring' is visible over the user 'Helen Jones'.

| <input type="checkbox"/> | Name | Role | Status | Organization | Groups | Last Login | Added |
|--------------------------|--|------|--------|--------------|----------------|--------------|--------------|
| <input type="checkbox"/> | Helen Jones helenispring | | Active | iSpring | Administrators | Oct 8, 20... | Aug 9, 20... |
| <input type="checkbox"/> | olga.bannikova olga.bannikova | A | Active | iSpring | Administrators | | Jul 18, 2... |
| <input type="checkbox"/> | vitaliy.fedorov vitaliy.fedorov | A | Active | iSpring | Administrators | Jul 18, 2... | Apr 17, 2... |
| <input type="checkbox"/> | Geert Peter de Oude gp | | Active | iSpring | | Apr 6, 20... | Apr 6, 20... |

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

The screenshot shows the 'Edit User' page for Helen Jones. The 'Additional Permissions' tab is selected. A tooltip 'Additional Permissions' is visible over the tab.

Edit additional permissions of the user

☐ Allow to run reports for specified organization or groups

Save

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

The screenshot shows the 'Edit User' page for Helen Jones. The 'Additional Permissions' tab is selected. The checkbox 'Allow to run reports for specified organization or groups' is checked. A tooltip 'Additional Permissions' is visible over the tab.

Edit additional permissions of the user

☒ Allow to run reports for specified organization or groups

☐ Organization: iSpring

☐ Select all users in the organization

Save

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.

← Additional Permissions Save

Edit additional permissions of the user

☒ Allow to run reports for specified organization or groups

Organization: iSpring

☒ Select all users in the organization

Groups (0)

- ☐ Administrators
- ☐ Authorized users
- ☐ Dealer 1
- ☐ Dealer 1, sales department
- ☐ Dealer 2

☐ Run reports for courses assigned to the specified organization or groups only
Turn the option off to show user all courses in the account

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

← Additional Permissions Save

Edit additional permissions of the user

☒ Allow to run reports for specified organization or groups

Organization: iSpring

☐ Select all users in the organization

Groups (1)

- ☐ Managers
- ☒ Marketing
- ☐ Sales department
- ☐ Students
- ☐ Teachers

☐ Run reports for courses assigned to the specified organization or groups only
Turn the option off to show user all courses in the account

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.

← Additional Permissions Save

Edit additional permissions of the user

☒ Allow to run reports for specified organization or groups

Organization: iSpring

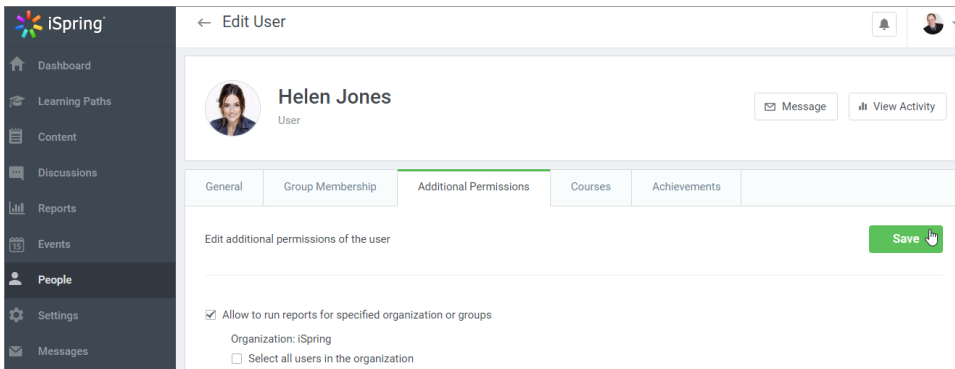
☐ Select all users in the organization

Groups (1)

- ☐ Managers
- ☒ Marketing
- ☐ Sales department
- ☐ Students
- ☐ Teachers

☒ Run reports for courses assigned to the specified organization or groups only
Turn the option off to show user all courses in the account

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.

