

# **Managing Report Security**

Setting Security at the Category Level

- 1. Login as admin.
- 2. Select Reports > Standard Reports > Utilities > Set Reports Properties





4. You can manage access to all reports in the category by Granting to the Security Group.

Security for Category:	s Students	int
Specify which security gro Deniec - ALSDE ADMI	N Districts	this category: ot Touch)
Grante - District Adm	in Locations	Security - Do Not Touch)
Deniec - English Lang	ui Staff	ator -(Model Security - Do Not Touch)
Deniec - English Lang	u, General Ed Students	(Model Security - Do Not Touch)
Deniec - English Lang	uage Learners View Onl	y -(Model Security - Do Not Touch)
Deniec - Gifted and T	alented Administrator -(	Model Security - Do Not Touch)
Deniec - Gifted and T	alented Teacher -(Mode	Security - Do Not Touch)
Deniec ~ Gifted and T	alented View Only -(Mod	lel Security - Do Not Touch)
Deniec - Principals/Co	ounselors/Staff -(Model :	Security - Do Not Touch)
Deniec~ Response to	Intervention Administra	tor -(Model Security - Do Not Touch)
Deniec - Response to	Intervention Teacher -(1	Model Security - Do Not Touch)
Deniec - Response to	Intervention View Only	-(Model Security - Do Not Touch)
Deniec v Section 504	Administrator -(Model S	ecurity - Do Not Touch)
Deniec Section 504	View Only -(Model Secur	ity - Do Not Touch)
Deniec - Security Adn	ninistrators (Location-wi	de) -(Model Security - Do Not Touch)
Grante - Security Adm	ninistrators (System-wid	e) -(Model Security - Do Not Touch)
Deniec - Special Educ	ation Administrator -(Mo	odel Security - Do Not Touch)
Deniec - Special Educ	ation Viewer -{Model Se	curity - Do Not Touch)
Deniec - Transfer Not	ifications	
		Accept Cancel



### Setting Security at the Report Level

- 1. Login as admin.
- 2. Navigate and select the report.
- 3. Select Edit Report
- 4. Click Security.
- 5. Make sure the appropriate Security Group is enabled.

Enable Access for:

- All Security Groups Below
- ALSDE ADMIN (model Security Do Not Touch)
- Descrict Admin (System Wide) -(Model Security Do Not Touch) \*\*\*
- English Language Learners Administrator -(Model Security Do Not Touch)
- English Language Learners Teachers -(Model Security Do Not Touch)
- English Language Learners View Only -(Model Security Do Not Touch)

## Downloading a Report Definition

- 1. Login as admin.
- 2. Select Reports > Standard Reports > Utilities > Download a Report Definition.

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#### Utilities 🗸

Move Reports to Specified Category Apply Option to Reports

Set Reports Properties

**Delete Reports** 

Upload Report Definition(s)

Download Report Definition(s)

Regenerate All Standard Reports

## View Performance Data

# 3. Check to select the report(s) and click Download Marked Reports.

# Public Student Reports

Child Count Active No IntegrationIDT

Eligibility by Ethnicity

Eligibility by Gender

Eligibility by Grade

IEP Workflow Compliance - Annual Rev

IEP Workflow Compliance - Reevaluation

Special Education Information

Public General Ed Student Reports

Public Document Reports

Download Marked Reports Exit

Uploading a Report Definition

1. Login as admin.

2. Select Reports > Standard Reports > Utilities > Upload a Report Definition



Utilities 🗸
Move Reports to Specified Categor
Apply Option to Reports
Set Reports Properties
Delete Reports
Upload Report Definition(s)
Download Report Definition(s)
Regenerate All Standard Reports
/iew Performance Data

- 3. Complete the security flags as appropriate.
- 4. Click Select and select the report to upload.



- 5. The report will be uploaded by default into Imported Reports Category.
- 6. You can choose to move the report to a different category.
- 7. Make sure to review the report security to make sure it is appropriate for your LEA.

