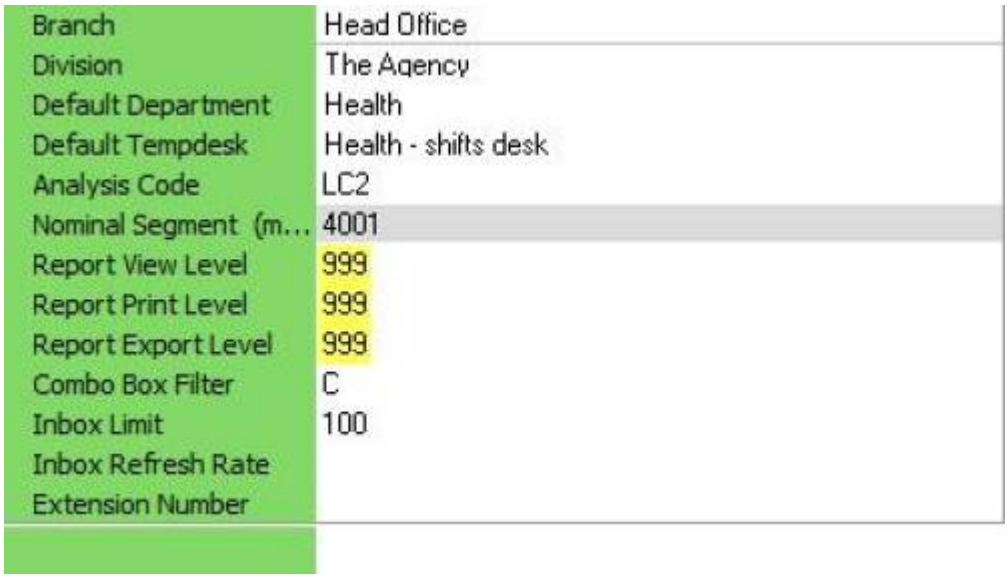
Reporting Access Levels

Set User levels in the User Record (Maintenance → Users)

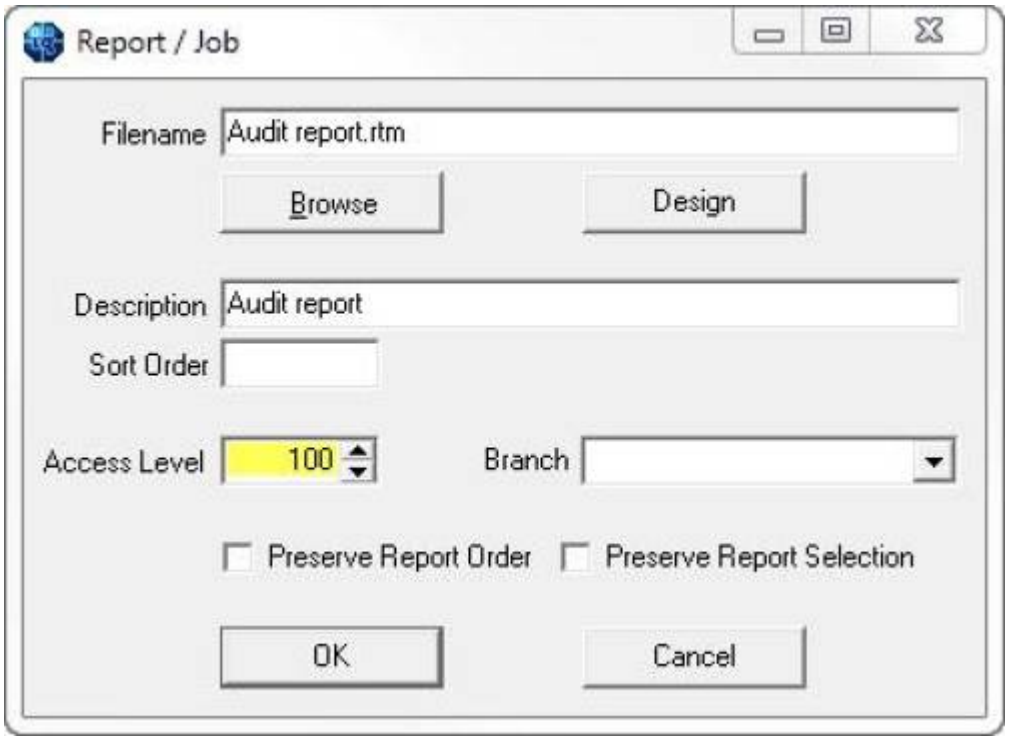


Levels are set for being able to view reports, print and export. Only reports set at the access level equal to or less than the rights of the user will be accessible by that user.

Suggestion of Report Levels to give:

User	View	Print	Export	Comment
New Consultant	50	0	0	Lowest possible rights - can only see reports that have had no or very low access level set
Consultant	100	50	0	Can View reports up to 100 but not able to print any of those that have access level set at over 50 and can't export any.
Senior Consultant	200	100	50	Can view reports with access level set up to 200 but not able to print over 100 or export over 50.
Administration	200	200	200	Can view, print and export reports with access level up to 200
Managers	400	400	400	Can view, print and export reports with access level up to 400
Directors	600	600	600	Can view, print and export reports with access level up to 600
System Administrator	999	999	999	Highest possible rights, can do everything.

Set the Access Level of the report depending on the sensitivity of the report. This can be done when adding the report, or if the report is already on IQX select the report and click to EDIT.



Assuming the User Levels from the table above:

- a new consultant would not be able to view this report
- a consultant would be able to view it but not print it or export it
- a Senior Consultant would be able to view and print but not export it
- All other users would be able to view print and export as their rights are set higher than the access level of the report.

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