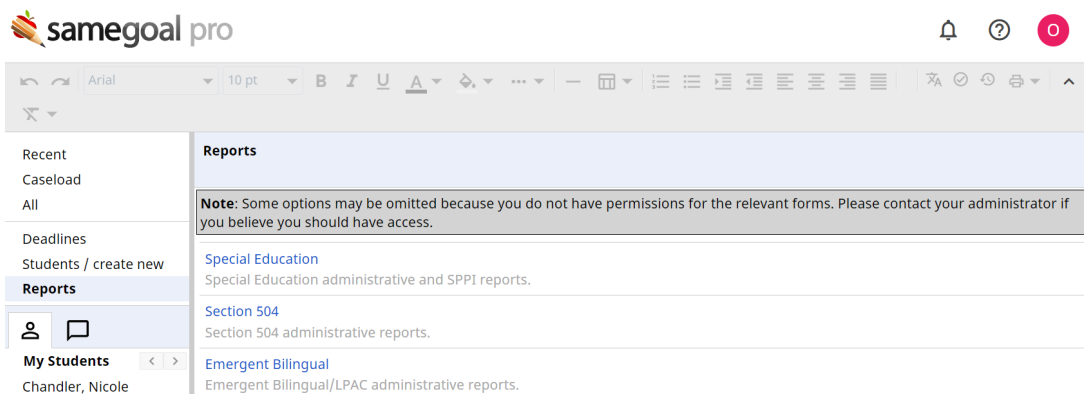


## Non-Admin Reports are Live

*Non-Admin Reports Are Live*  
June 28, 2024

Previously only administrative users were able to run reports in SameGoal, but now reports are available to non-admin users as well!

In addition to specifying which forms a user can access, user roles will now also determine which reports they will be available to run. When a non-admin user runs a report, the results that are returned will only be pulled from students/documents that user has access to. Therefore, it is possible to run a report and not see any results.



The screenshot shows the SameGoal Pro web interface. At the top left is the SameGoal logo. The top right has a notification bell, a help icon, and a user profile icon. Below the header is a rich text editor toolbar with options for font (Arial, 10 pt), bold, italic, underline, text color, and background color. On the left is a navigation menu with sections: Recent (Caseload, All), Deadlines, Students / create new, Reports (selected), and My Students (Chandler, Nicole). The main content area is titled 'Reports' and contains a note: 'Note: Some options may be omitted because you do not have permissions for the relevant forms. Please contact your administrator if you believe you should have access.' Below the note are three report categories: 'Special Education' (Special Education administrative and SPPI reports), 'Section 504' (Section 504 administrative reports), and 'Emergent Bilingual' (Emergent Bilingual/LPAC administrative reports).


## Running reports

**Steps** *To run a report:*

1. Visit **Reports** in the left menu.
2. A list of available reports available to you will be displayed by category. Click through to find the report you'd like to run.
3. Select the settings you would like for your report.
4. Generate the report by clicking the **Run Report** button.

For more information on running reports, please see the report section of the user guide.

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 **Tip** If you would like to be able to run reports but none are available to you, reach out to an administrative user.