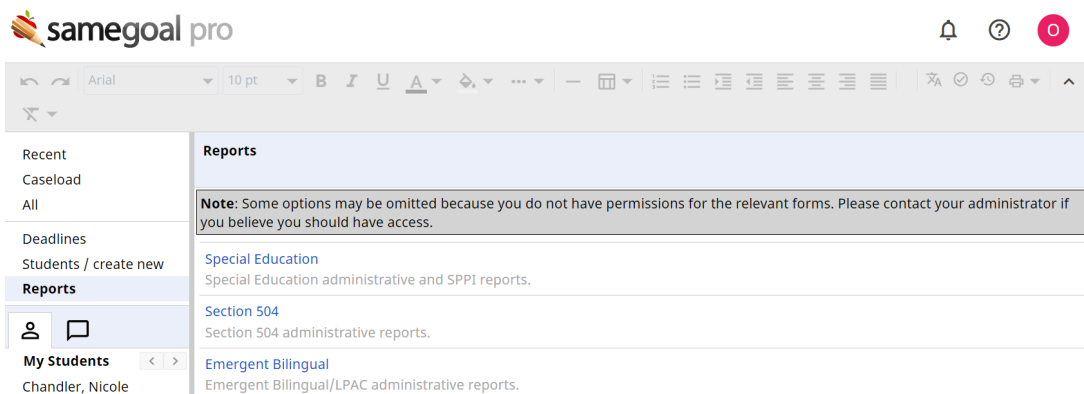


Non-Admin Reports are Live

Non-Admin Reports Are Live
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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.




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.

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