samegoal

Non-Admin Reports Coming Soon

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June 14, 2024

> **Related:**
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> - June 28, 2024: Non-Admin Reports Are Live

Currently only administrative users can run reports in SameGoal, but in the next couple of weeks, we will be releasing our **Non-Admin Reports** feature!

This new feature will give non-administrative users controlled access to reports. Their user roles will control which reports (if any) they can run, and when the results are returned users will only see data pulled from documents they have access to.

Although non-admin reports are not available yet, administrative users may begin updating user roles to include report permissions now in preparation for when the feature is released.

Steps *To update user roles to include report permissions:*

1. While logged in as an administrative user, navigate to **Settings** > **User Roles**.
2. Select a user role to update or add a new user role.
3. While on the user role page, switch to the **Reports** tab.
    - Any changes made to the user role will need to be saved before you can switch tabs.
4. Use the checkboxes on the left to select which reports users with this role should have access to. Changes on the **Reports** tab will save automatically.

Tip Non-administrative users without a user role will not have access to reports.

Tip Administrative reports such as state reporting reports and system-level reports will **not** be available to non-admin users.