Knowledge Base Article

Article ID: **4205**
Subject: **Missing Pro Gold Reports**
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Applies to: **Pro Gold i2 3.xx**

Purpose: Access to reports can be limited in Pro Gold i2. When a user login is set up, a user must be given access to any of the Pro Gold i2 reports that the user will be able to retrieve. When a user logs in, the reports menu will only show the reports and report options that they have been given access to. No reports will appear in the report areas until the user account has been granted access to one or more reports.

Procedure: Follow the steps below to grant a user access to any Pro Gold i2 3.xx reports. **Note**: The steps must be followed for each user account that needs access to Pro Gold i2 3.xx reports.

- **Add Report Access to a User Account**
    - At the **Main Menu**, select the **Settings and Utilities** option
    - Select the **Company Defaults** icon
    - Select the **Security Tab**
    - Select the user account by using the **red arrow** buttons to scroll through the user accounts
    - To assign/modify report access, click the **Manage Reports** button
    - To give the user access to a report, click on the **green plus** button next to the desired report:
        - A check will appear in the checkbox next to the report to show that access has been given to the report
        - A report selection can be revoked by clicking on the **red "x"** next to the report
    - The bottom of the screen will show specific rules for the report:
        - Select specific options to restrict the user's access to options of the report
        - Select as many options as desired
        - Remove selected options by click on the **red "x"** next to the report rule
    - Select the **red "X"** in the upper right, to close the **Report Manager** screen and save the report settings
    - Login into the user account to verify the reports that were granted

References: Below is a link you can use to access Enhancement HelpNet Center resources, which includes the Knowledge Base Article (KBA) Library, Pro Gold i2 Documentation, and Training Webcasts:

http://secured.progoldi2.com/webcast.aspx

- The Enhancement HelpNet links are located on the right side of the web page.

Related articles: 4197, 4198

Keywords: Permissions, Report, Access, Missing Reports, Security, 4205