

## How to....

### Set up your access prior to creating your own reports

#### Issue

You want to create your own reports using the report designer and need to set your access rights.

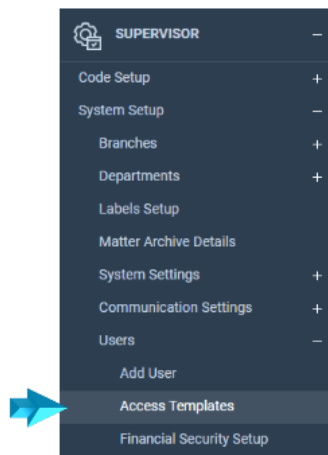
#### Method

**\*\*\* In order to log in to the Osprey Approach Report Designer, your user must be linked to the Supervisor Access template \*\*\***

Before using the Report Writer, you will firstly need to check the Supervisor access template to ensure that relevant report options are checked. These options enable access to any saved reports created in the report writer and will also enable a supervisor to create report categories/headings.

Go to the Supervisor area of Osprey and then select 'System Settings'. When the menu appears, click on 'Users' and then 'Access Templates'.

This will open a list of the areas of Osprey which can then be edited to allow access for users linked to a specific template.



Edit the 'Supervisor' template and scroll toward the bottom of the list of Supervisor check boxes. Ensure the areas displayed below are checked:



In order to allow users access to any saved reports, ensure that the following options are checked against any relevant access template under the Reports area.

