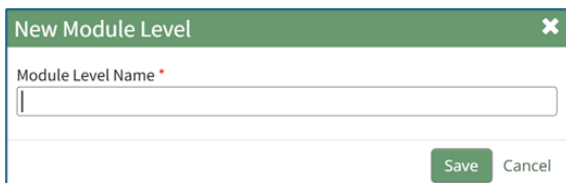


Add a New Module Level (Reports Module)

To add a new module level in the Reports Module, go to the Settings Page and select the “New Module Level” button.



This opens the New Module Level Modal.



Input a name for the new module level and select the “Save” button.

The new module level will now be shown in the module level table on the Settings Page. Module levels created by your organization can be customized. Select the bulleted list icon to add permissions to the new module level.

Permissions for Executive Assistant

admin

manage-roles

add-role

assign-hidden-roles

assign-role-Kastrack Admin

assign-role-Kastrack Admin a

assign-role-test

assign-roles

delete-role

edit-role

role-permissions

unassign-role

view-roles

download-report

manage-charts

delete-chart

edit-chart

list-chart

view-chart

manage-reports

add-report

delete-report

edit-report

edit-SQL

edit-system-reports

list-manage-reports

share-with-all-accounts

share-with-any-certification-role

share-with-any-user

view-report

run-report

Save

Cancel

Click the checkboxes for the permissions you would like to be granted to the new module level.

Select "Save" when done adding permissions.

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