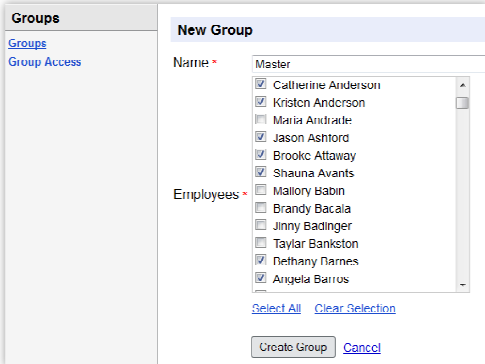


### Report Groups

Groups are controlled by the system Administrator. Groups are used for tabs in the Whiteboard and they also enable report access to a defined group of users.

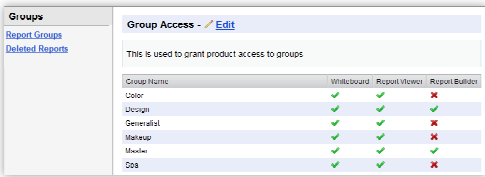
If you are a Whiteboard user, and already have set up groups:

1. Log into SalonBiz Reports.
2. Click Admin.
3. To edit or view any existing group click the appropriate link.
4. Edit which reports they have access to.
5. Click the Save Changes button.



If you have not defined your groups:

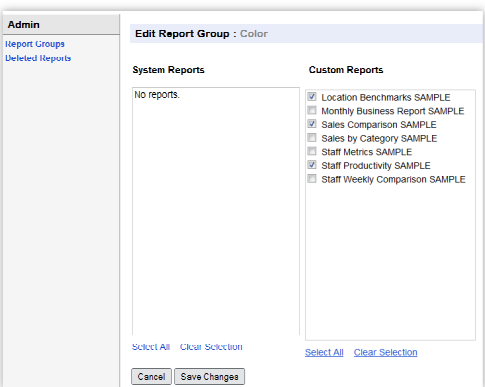
1. Click the Groups link, this will direct you to the Central Group Admin page where you can define groups and their members.
2. Click the New Group button.
3. Name the Group.
4. Select which staff you would like in the group.
5. Click the Create Group button.



### Group Access

Group Access grants permission to the groups.

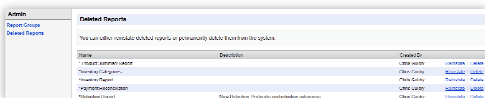
1. After you create a group, you can then give them access to the Report Viewer, Builder and/or Standard Reports by clicking Group Access and then Edit.
2. Make the edits and then click the Save Changes button.



### Assign Groups

After you assign group access, you can assign which reports each group has access to.

1. Click Admin.
2. Click the Edit link of the group you wish to set up.
3. Select which reports they have access to
4. Click the Save Changes button.



### Deleted Reports

Reports Admin gives you the option to permanently remove deleted reports or reinstate them.

1. From the Reports Admin screen, click Deleted Reports.
2. Select which reports to remove by clicking the Delete link
3. Select which of the reports you would like available on the Viewer screen by clicking the Reinstate link.