# Osprey Approach: Setting Access Permissions in Reports (New)

This help guide was last updated on
Jun 5th, 2024

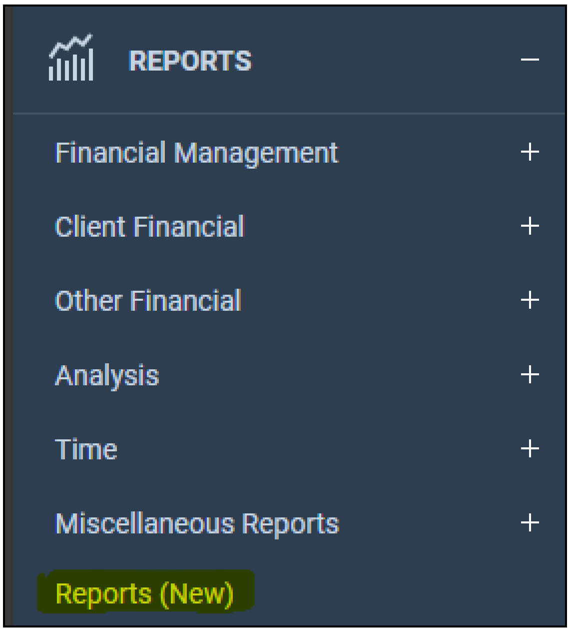
The latest version is always online at
https://support.ospreyapproach.com/?p=68052

# This guide will take you through setting access permissions on your reports library

By default, every user whose access template allows them to see **Reports (New)** will be able to run all of the reports in there.

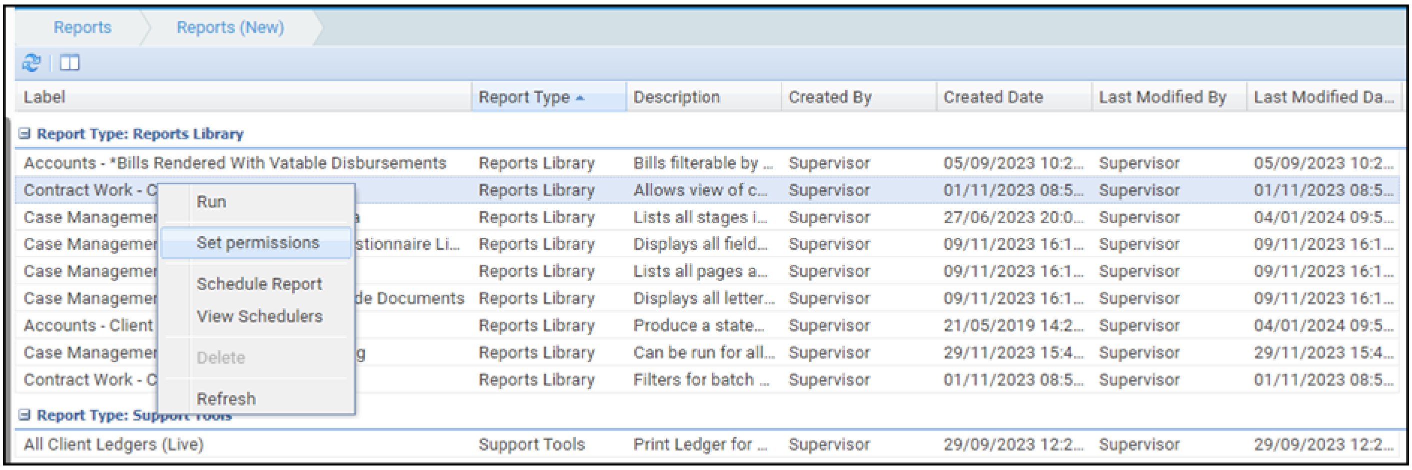
You may wish to limit access to certain reports in the **Reports (New)** section of Osprey

Firstly, navigate to **Reports (New)**

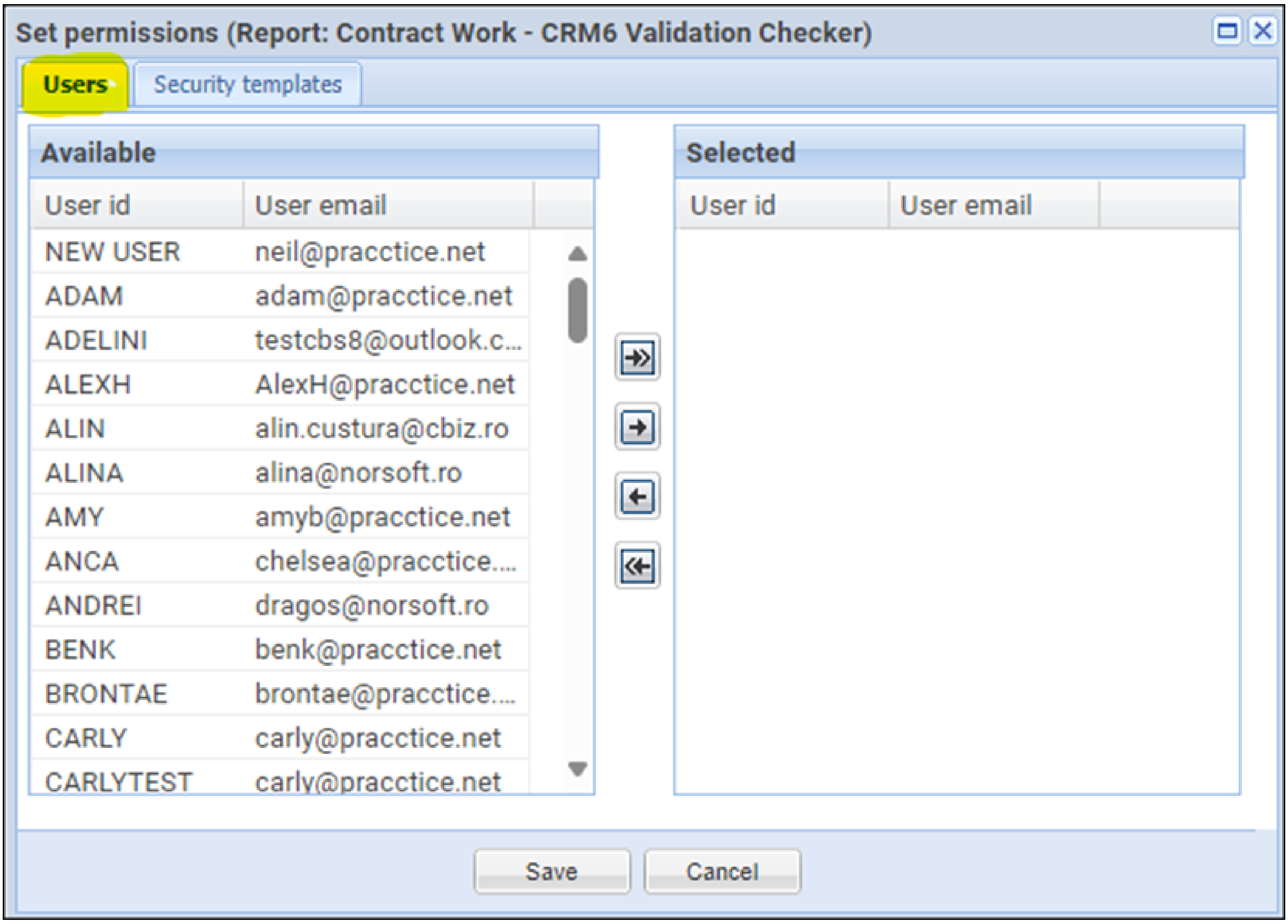



You will then see all the reports available to you.

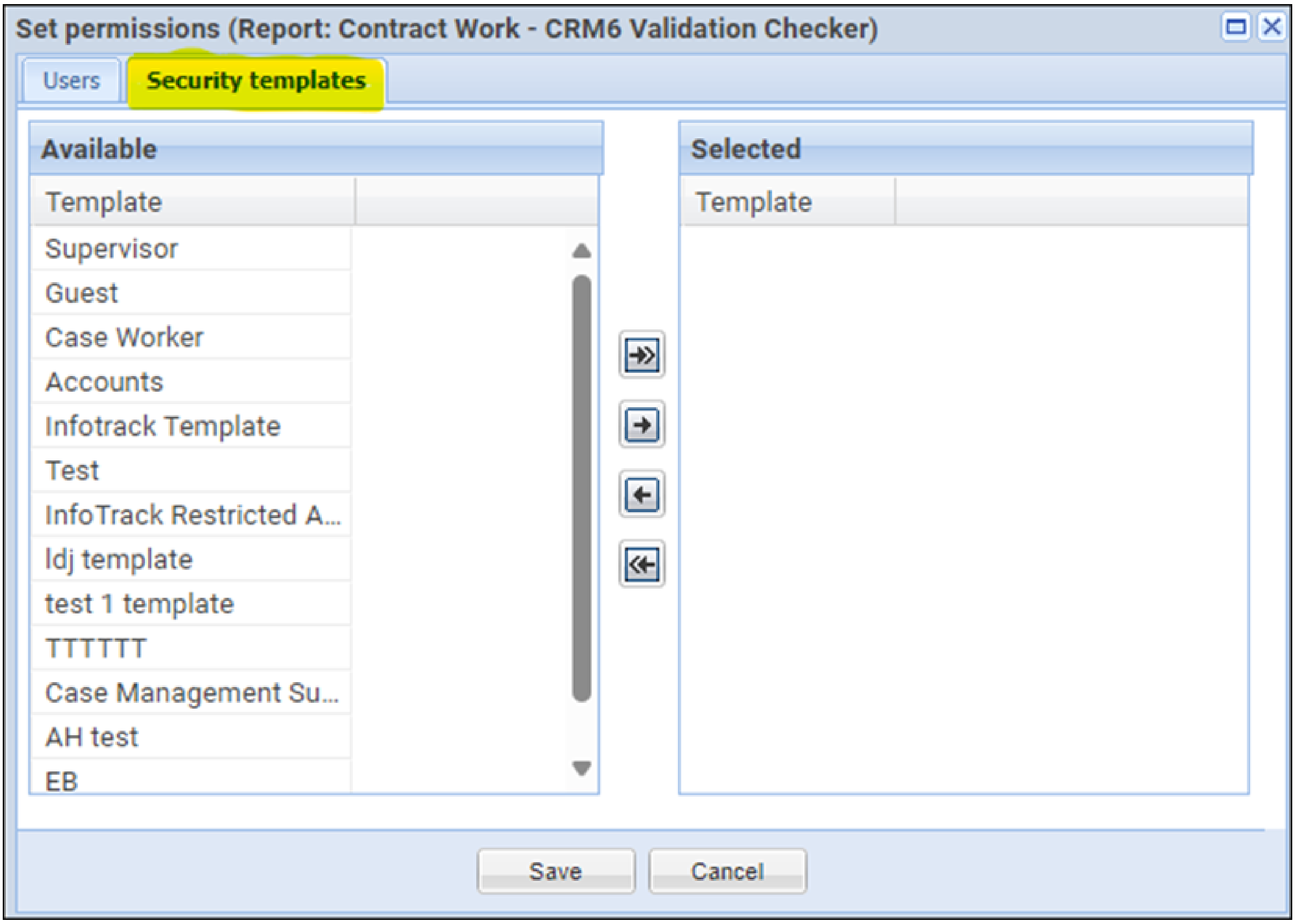
Right click on a report that you want to amend access too and select **Set permissions**




A box will open that will allow you to set access to the report via **Users**

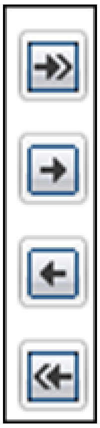



Or via **Security Templates**




The double arrow pointing to the right, at the top will move over all users or templates into the **Selected** window and grant them all access to the report.

The single arrow pointing to the right, allows you to click on one user or template and move them to the **Selected** window, granting them access to the report.



The left pointing arrows allow you to remove access permissions for users or templates.

Once you have set the required access permissions, click **Save** at the bottom of the box.


Save
Cancel