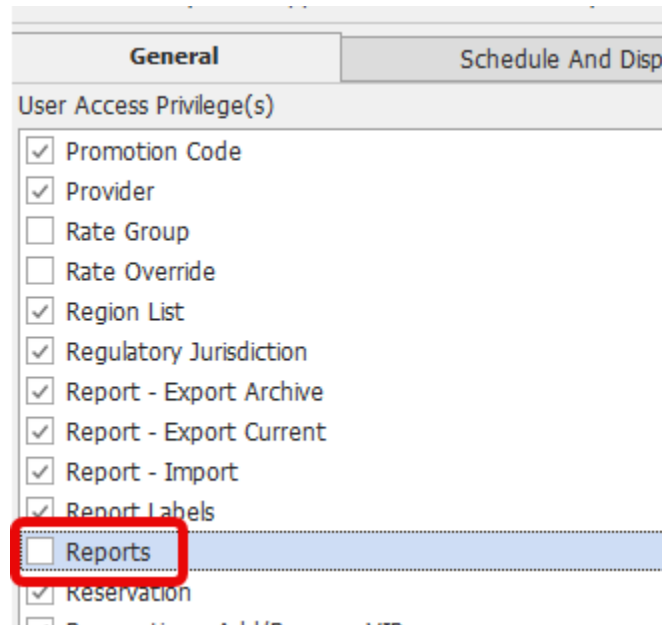


Tech Tip Tuesday—April 22, 2025

Restricting Reports

Livery Coach has many, many reports that can tell you all sorts of things about your business. As a result, some owners might want to restrict the reports option for some users.

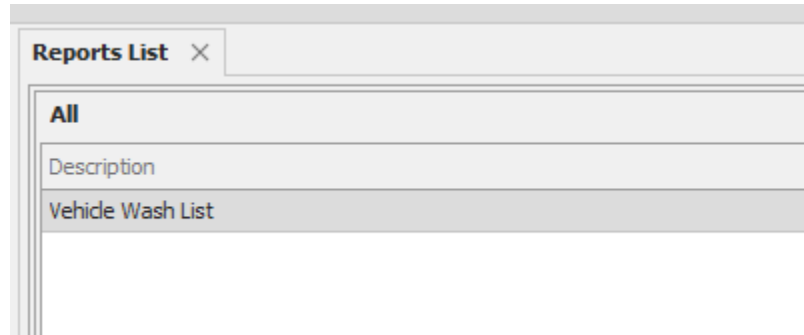
This is simple to do—simply navigate to Setup->Maintain->Security and uncheck the Reports privilege from that user.



But what if you need to give that user access only to SOME reports? For example, maybe you want to give your detailer access ONLY to the Vehicle Wash List? (You did know there was a Vehicle Wash List, didn't you?)

In that case, you want to start by making sure that your detailer doesn't have access to Reports in Security, as above. Then, navigate to Setup->Reports->List, select the report for which you want to give a specific user access, and then click Edit.

Now, when that user navigates to the Reports list, he/she will see ONLY the report(s) that are assigned to that user.



The screenshot shows a window titled "Reports List" with a close button (X). Below the title bar, there is a section labeled "All". Underneath, there is a table with a header row "Description" and one data row "Vehicle Wash List".

Description
Vehicle Wash List

Please note that restricting Reports will not affect the ability to send Confirmations, Receipts, and run some reports in Find Trips.