

# **Portal Preferences Reports Tool Rights**

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Since generating a report doesn't add or change existing data, **only Read rights are required**. Write/Add/Delete rights, if granted, have no impact. This article contains screenshots of what the Portal Preferences report tools and generated reports look like, with summaries of what each report is used for.



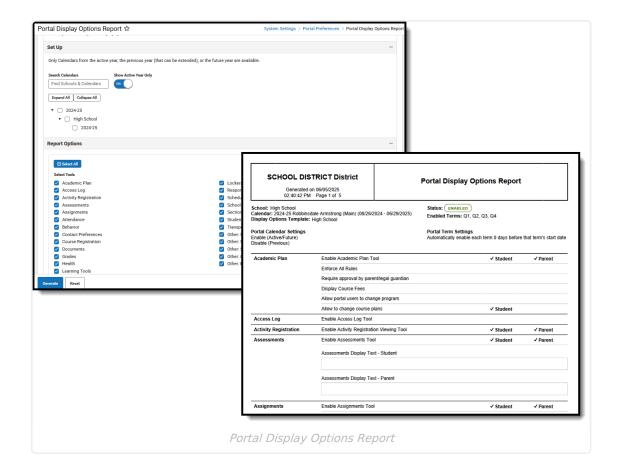
#### **Portal Display Options Report**

The Display Options Report lists the display options for the selected calendars. <u>Display Options</u> are the various tools and additional data that can be enabled on <u>Campus Student</u> and/or <u>Campus Parent</u>. Display options are managed via templates, which then have calendars assigned to them.

See the Portal Display Options Report article for information on generating the report.

▶ Click here to expand...





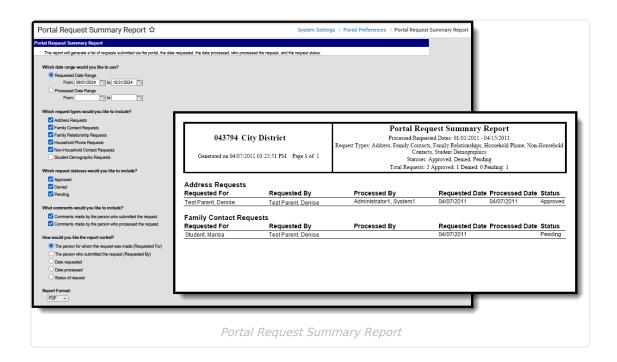
# **Portal Request Summary Report**

The Portal Request Summary Report lists requests submitted via the portal, the person who requested the update, the person for whom the request was made, who processed the request, the date it was requested, the date it was processed and the status of the request.

See the Portal Request Summary Report article for information on generating the report.

▶ Click here to expand...





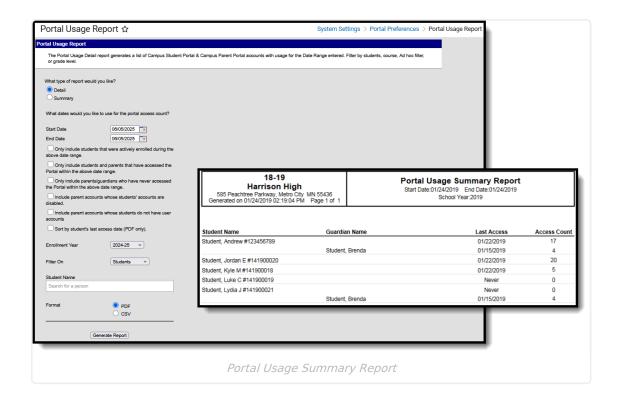
## **Portal Usage Report**

The Portal Usage Report describes usage of the Portal, <u>Campus Student</u>, or <u>Campus Parent</u> by students and guardians and is available in Summary and Detail versions.

See the Portal Usage Report article for information on generating the report.

▶ Click here to expand...





## **Suggested User Groups**

Typically, users of these tools have already been assigned one or more Product Security Roles that grant administrative-level access; therefore, a user group assignment is not necessary.

If your district's needs are different, you may choose to create a group that meets those needs.

See <u>User Groups and Suggested Roles</u> for more information.