

User Permissions for Key Metrics on the Executive Dashboard

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Several User Permissions related to [Key Metrics on the Executive Dashboard](#) determine what actions a User can take.

User Permissions play a crucial role in protecting your data by controlling who can access, modify, or perform specific actions in your system. Review [Protect Your Account - User Permission Guidelines](#) for more information.

To adjust a User's permissions, go to the **Gear icon > Settings > Users & Permissions > User IDs** (click on a UserID) > **User Permissions** (left menu) to set the permissions. Note: If a User is logged in when changes are made to their permissions, they'll have to log out and back in for the changes to take effect.

View the Key Metrics Widget

Category	User Permission	Enables access to
General	Dashboard - Metrics	Key Metrics widget on the Executive Dashboard.

Access Related Reports

Several of the reports are accessible with only the *Dashboard - Metrics* permission. Other reports require specific permissions to access; these permissions are listed below.

Category	User Permission	Enables access to
Reports	Drop History	Select Total Drops last 15 days metric to view the Drop History report.
	Parent Portal Log	Select Portal Enrollments last x days metric to view the Parent Portal Log report.
	Online Registrations	Use the Online Registrations metric to Online Registrations report.
	Process Registrations	Select the Class Registrations to be processed metric to view the Process Class Registrations report.
Staff	List Staff	Use the Active Instructors of # metric to view the Active Staff report.

See [Permissions for Jackrabbit Users](#) for more information.
