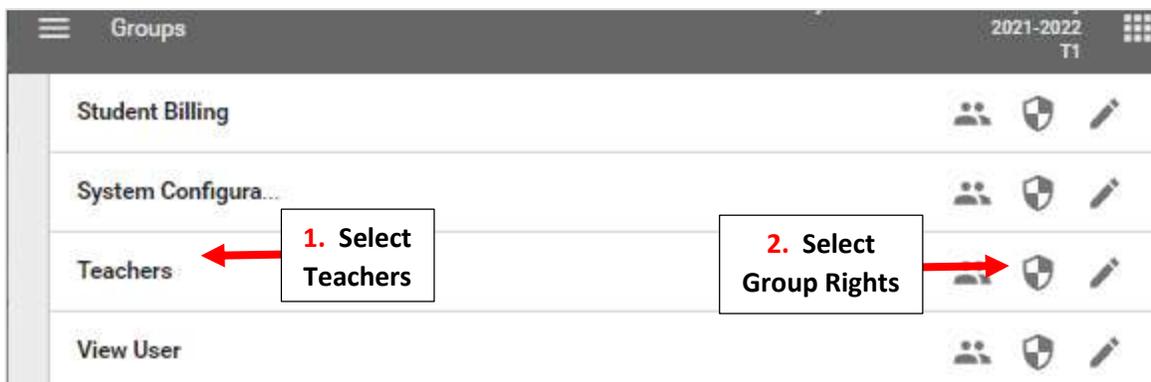


Permissions for Staff Access to Student COVID Screening Report

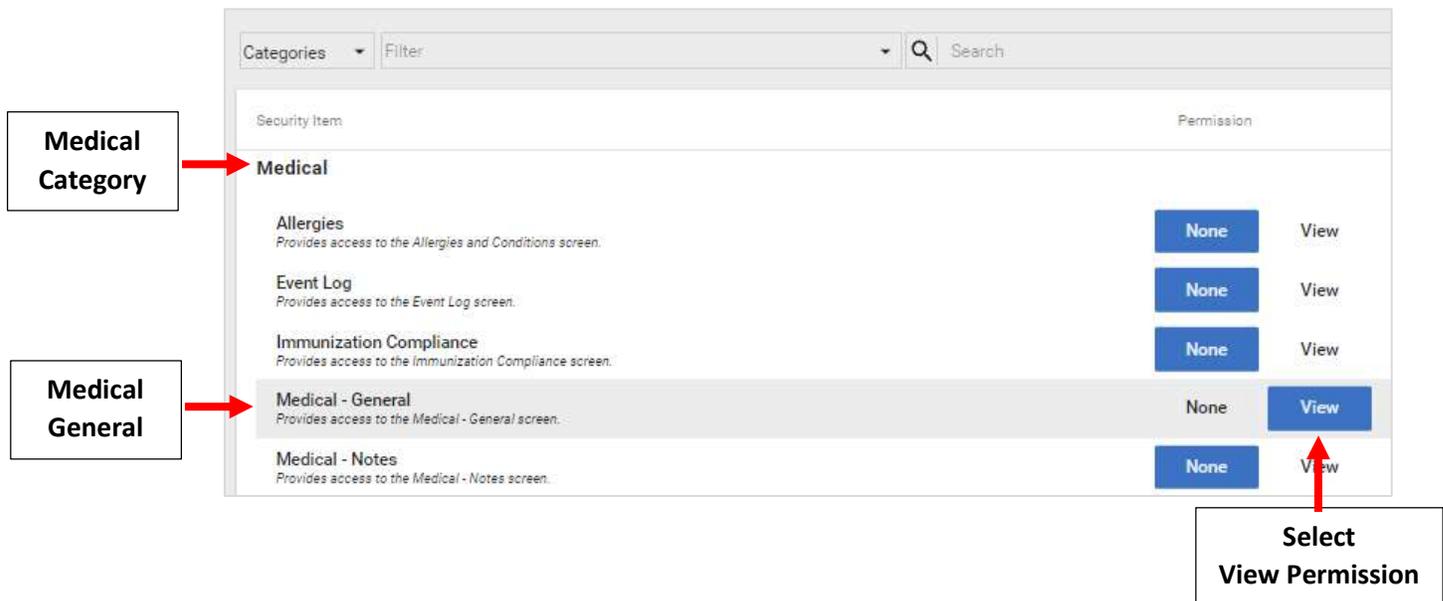
Once logged into FACTS please select **Security > Groups** from the Left Side Menu



Select **Teachers > Group Rights**



Navigate to **Medical** Category and select the **View** Permission for **Medical - General**. Changes will **Save** Automatically



Select the **Reports Category** and Enter **COVID** into the search field. Change Permission to **“Use”**. Changes will **Save Automatically**. **COVID Report** will now show in Report Manager

The screenshot shows a web application interface with a top navigation bar and a main content area. The top bar includes a back arrow, a dropdown menu labeled 'Teachers', and several icons. Below this is a search bar with a dropdown menu labeled 'Reports', a search input field containing 'COVID', and a 'Remove All Permissions' button. The main content area is titled 'ADMINISTRATION' and contains a table with three rows. The first row is 'COVID Data Report - Staff' with 'None' and 'Use' buttons. The second row is 'COVID Data Report - Student' with 'None' and 'Use' buttons. The third row is 'COVID Web Form - Configuration' with 'None' and 'Use' buttons. Three red arrows point to the 'Reports' dropdown, the search input field, and the 'Use' button for 'COVID Data Report - Student'. Three callout boxes with red text and black borders point to these elements: '1. Select Reports', '2. Enter COVID', and '3. Select Use Permission'.

Security Item	Permission
COVID Data Report - Staff	<input type="button" value="None"/> <input type="button" value="Use"/>
COVID Data Report - Student	<input type="button" value="None"/> <input checked="" type="button" value="Use"/>
COVID Web Form - Configuration	<input type="button" value="None"/> <input type="button" value="Use"/>