

# Business Insight

## Getting Started Guide

ImageNow Version: 6.7.x



perceptive software

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## Overview

Perceptive Software introduces Business Insight, ImageNow's complete reporting solution. This guide introduces how to use Business Insight so that you can begin working with reports. This guide is divided into five sections.

- The first section, "Welcome to Business Insight" introduces Business Insight and the reports feature to the ImageNow owner, ImageNow managers, and to ImageNow and WebNow client users.
- The second section, "Business Insight for ImageNow and WebNow client users" illustrates to ImageNow and WebNow client users how to view existing instances of reports, run reports, and save new instances of reports.
- The third section, "Business Insight for report and ImageNow managers" explains how report managers can perform management tasks and administer report-level privileges to reports.
- The fourth section, "Getting started with scheduling reports" explains the report scheduling concepts and procedures report managers can use to create report schedules.
- The reference section contains tables of toolbars, toolbar buttons, and server configuration tables associated with Business Insight.

More specialized topics about working with Business Insight reports are provided on the Perceptive Software website, in the Customer Portal, on the Product Documentation tab.

## Welcome to ImageNow Business Insight

In this section, you'll learn the benefits and features of Business Insight, gain an understanding of reports, familiarize yourself with the ImageNow report library, and determine the difference between reports and report instances. You can also use this section to obtain answers to commonly asked questions about Business Insight.

### What is Business Insight?

ImageNow Business Insight allows you to leverage your ImageNow data using a ready-to-run library of reports as well as the reports created by your Business Insight Author user. In Business Insight, you can view, run, schedule, and archive instances of the reports used in your enterprise. Flexible output allows you to run, view, and retain instances of a report as an HTML page, a PDF document, an XML file, or as a Microsoft Excel spreadsheet. You can then distribute instances of the report instantly using e-mail, shared file locations, or FTP.

With Business Insight, high-level dashboards, self-service report tools, and other flexible options enable your organization to evaluate and improve the efficiency of content-related routines. Business Insight allows you to:

- Make more informed business decisions with dashboards regarding ECM-supported processes.
- Improve process and workflow efficiencies through advanced analytic tools and reporting.
- Expedite audits across your enterprise and provide nonintrusive system transparency.
- Quickly identify deficiencies and discrepancies within your content and data repository.
- Manage and measure productivity using standard and consistent reporting.
- Provide all ImageNow users with the metrics they need for system-wide report access.

### What is a report?

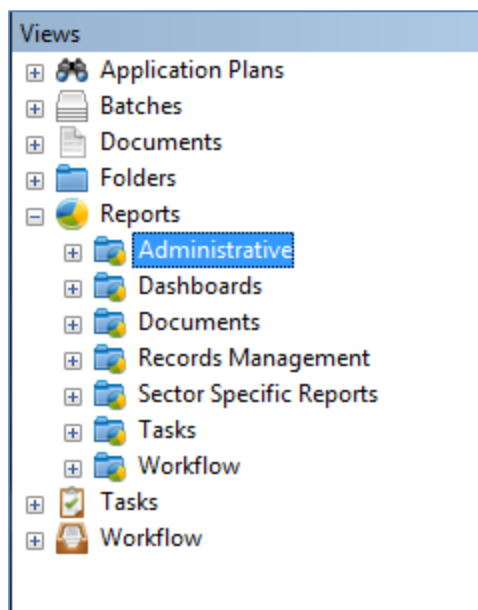
Business Insight reports contain ImageNow-specific information that you can run on demand, schedule to run on a specified interval, and deliver as viewable output to users in the ImageNow Explorer. In ImageNow, a library of reports allows you to analyze several components within your ImageNow system:

- Administrative reports enable you to leverage your ImageNow security, auditing, and configuration data in a graphical, visual representation.
- Dashboards enable you to view high-level graphical data within your ImageNow system.
- Reports for Documents enable you to view the properties of your ImageNow documents.
- Records Management Reports enable you to view the attributes of your retention policies and view documents in different phases of their retention lifecycles.
- Sector Specific reports enable you to view reports specifically tailored to your business sector.
- Reports for Tasks enable you to easily track task assignment, status, and deadlines.
- Workflow reports enable you to analyze the efficiency and identify bottlenecks in your workflow.
- A Business Insight license is required to view reports.

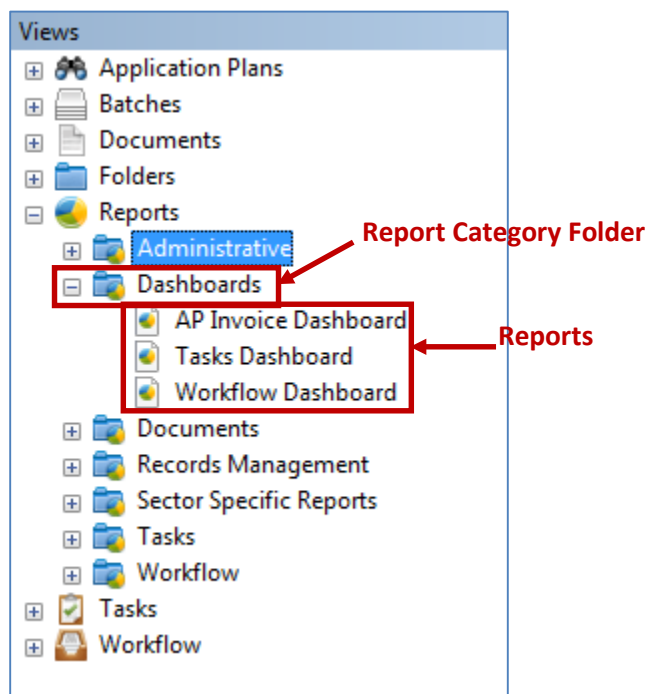
## Reports, report instances, and the ImageNow report library

The ImageNow report library is deployed with Business Insight and includes several categories of ready-to-run reports and sample report instances. A report instance is a single version of a report that can exist in HTML, PDF, XML, or as an Excel spreadsheet. In ImageNow, a report is an XML specification that includes two components:

- A set of data derived from your ImageNow database.
- A set of parameters that allow you to limit the data returned on an instance of the report.
- With a report, you can use a schedule to produce individual instances of the report, or run the report manually to produce an instance of the report. After you save a report instance, you can distribute it to the users in your ImageNow enterprise and make it available for viewing in the ImageNow Explorer.
- The list of reports available to you in the ImageNow report library appears in category folders in the Views pane of the ImageNow Explorer.



Expanding the report category folder lists the reports classified in the report category.



By default, when you implement Business Insight, each report in the ImageNow report library includes a sample report instance you can view in the ImageNow Explorer. You create new instances of the reports by running or scheduling the report.

## Report roles

ImageNow users take one of the following roles when interacting with reports:

**Report user:** This user can perform any report action allowed by his or her privileges. Report-level privileges allow report users to view report instances, run reports, and distribute report instances.

**Report manager:** This user can grant report-level privileges to users, schedule reports, and copy reports. To be a report manager, you must have the Manage Reports privilege. Report managers can perform any action a report user can perform for any report.

**Report author:** This user can create, import, modify, and delete reports. To be a report author, you must have a Business Insight Author license and be a configured report author in Management Console. A report author can perform any action a report user can perform for any report.

ImageNow owner or manager: This user can grant the Reports View privilege to users and groups.

**Note** This guide only addresses the ImageNow owner, ImageNow manager, report manager, and report user roles. For more information about getting started with report authoring, refer to the *Business Insight Report Authoring Getting Started Guide*, available on the Perceptive Software website.



## Security

Before a user can view a report, the ImageNow owner or manager must grant the Reports View privilege to the user and the reports manager must grant the user the View privilege for the report. Report managers can configure schedules for reports.

## Frequently asked questions


The following table lists frequently asked questions about Business Insight.

Question	Answer
Are reports created by the report author visible to everyone?	Yes, with the View privilege for the report assigned. You assign report-level viewing privileges the same way you assign privileges for the ImageNow report library.
I have the ImageNow report library, but I need a specific report. Can I create my own reports, or do I need to request a custom report?	Your Business Insight author can create reports to supplement the ones in the ImageNow report library. You can also request a custom report by contacting your Perceptive Software representative.
How many ImageNow users can view and run Business Insight reports?	All ImageNow users can view and run the reports for which they have the necessary privileges. The report manager can grant the Run and View privilege for each report to any number of users.
How many report managers can I designate?	Any user with the Manage Reports privilege can specify as many report managers as you need.
How many report authors can I designate?	Any user with the Manage Reports privilege can specify as many report authors as you have Business Insight Author licenses.
Can report managers assign report level privileges to a group?	No. At this time, report-level privileges and management privileges can only be assigned to users. Only the Reports View privilege can be assigned to a group.
If I e-mail a report to someone who does not have the View privilege for the report, can the user see the report?	If you specify the option to include a link to the report, the user cannot see the report if he or she does not have the View privilege for the report. If you specify the option to attach the report, the user can see the report regardless of privileges.
Can I create multiple schedules for a report?	No. Each report can only have one schedule. Copying the report allows you to define multiple schedules, by assigning a schedule to each additional copy.
Does ImageNow automatically refresh the report list when the report author creates a new report?	No. You must exit ImageNow and log back in to see the new reports.

Question	Answer
Does ImageNow automatically refresh the report instance in the ImageNow Explorer when a new version is available?	No. You must exit ImageNow and log back in to see the new report instance.
Does the author need to have SQL query knowledge to create reports?	No. With drag-and-drop authoring, any author user can create reports.
Can I view reports in WebNow?	Yes. You can view report instances in the WebNow Explorer the same way you view them in ImageNow Explorer.
Does the native viewing setting affect the way I view reports in WebNow?	No. You can view reports whether native viewing is enabled or disabled.

## Business Insight for ImageNow and WebNow client users

Before assigning users to reports, report managers need to understand the user's experience of viewing, running, and saving report instances. As a report manager, your goal is to make it easy for users that need to see reports to run and view report instances.

Report users access ImageNow reports by clicking the Reports  button on the ImageNow or WebNow toolbar.

### Basic tasks

As a report user, you can perform the following tasks in ImageNow or WebNow based on your granted privileges:

**Viewing a report** enables you to view the last scheduled instance of a report or view a historical instance of a report in the format in which the report instance was saved. To view the report, you must have the View privilege granted for the report.

**Running a report** enables you to specify the data to run a report for which you have the Run privilege at any time.

### View a report

The following steps explain how to view the last saved or scheduled instance of a report. You must have the View privilege for the report to complete this procedure.


1. In the **ImageNow** or **WebNow** toolbar, click **Reports**.
2. In the explorer grid, in the **Views** pane, do one of the following actions:
  - To view the administrative reports accessible to you, click **Administrative**.
  - To view the dashboard reports accessible to you, click **Dashboards**.
  - To view the document reports accessible to you, click **Documents**.

- To view the retention reports accessible to you, click **Records Management**.
- To view the report specific to your business sector, point to **Sector Specific Reports**, then click your business sector.
- To view the task reports accessible to you, click **Tasks**.
- To view the workflow reports accessible to you, click **Workflow**.
- To view the reports created by your Business Insight author, click the name of the folder that contains the report you want to view.

In the **ImageNow Explorer** or **WebNow Explorer**, in the **Views** pane, click the title of the report you want to view. The latest saved instance of the report appears.


## View a report in another format

The following steps explain how to view the report in a format other than the one specified by the schedule or the report run. You can only complete this procedure if you have the View privilege for the report. You can only view the report in the formats the report was saved in.

1. In **ImageNow Explorer** or **WebNow Explorer**, in the **Views** pane, click the title of the report you want to view. The latest saved instance of the report appears.
2. In the **Reports** toolbar, click the **Prior Versions**  button.
3. In the **Select Report Version** dialog box, under **File type**, select the report format and click **OK**. The report opens in **ImageNow** or **WebNow Explorer** in the specified format.


## View a prior version of a report

The following steps explain how to view a previously run version of a report. You must have the View privilege for the report to complete this procedure. You can only view the report in the formats the report was saved in.

1. In **ImageNow Explorer** or **WebNow Explorer**, in the **Views** pane, click the title of the report you want to view. The latest saved instance of the report appears.
2. In the **Reports** toolbar, click the **Prior Versions**  button.
3. In the **Select Report Version** dialog box, under **File type**, select the report format and click **OK**. The report opens in **ImageNow** or **WebNow Explorer** in the specified format.

## Run a report

The following steps explain how to run a report on demand in a specified format. You must have the Run privilege for the report to complete this procedure.

1. In **ImageNow Explorer** or **WebNow Explorer**, in the **Views** pane, click the title of the report. The latest saved instance of the report appears.
2. In the **Reports** toolbar, click the **Run**  button. The report prompts open in a separate browser window.
3. In the prompt pages, select the parameters to include on the report and then click **Finish**.

The report displays in the HTML format for this report. To generate the report in a different file format, in the **Reports** toolbar, click the **Format** button and select your preferred format from the list. You can also save this report to your system in its current output version unless the report is rendered in an Excel format.

**Note** For more information about completing the prompt pages for a specific report, refer to the *ImageNow Report Library Help* available on the Perceptive Software website.

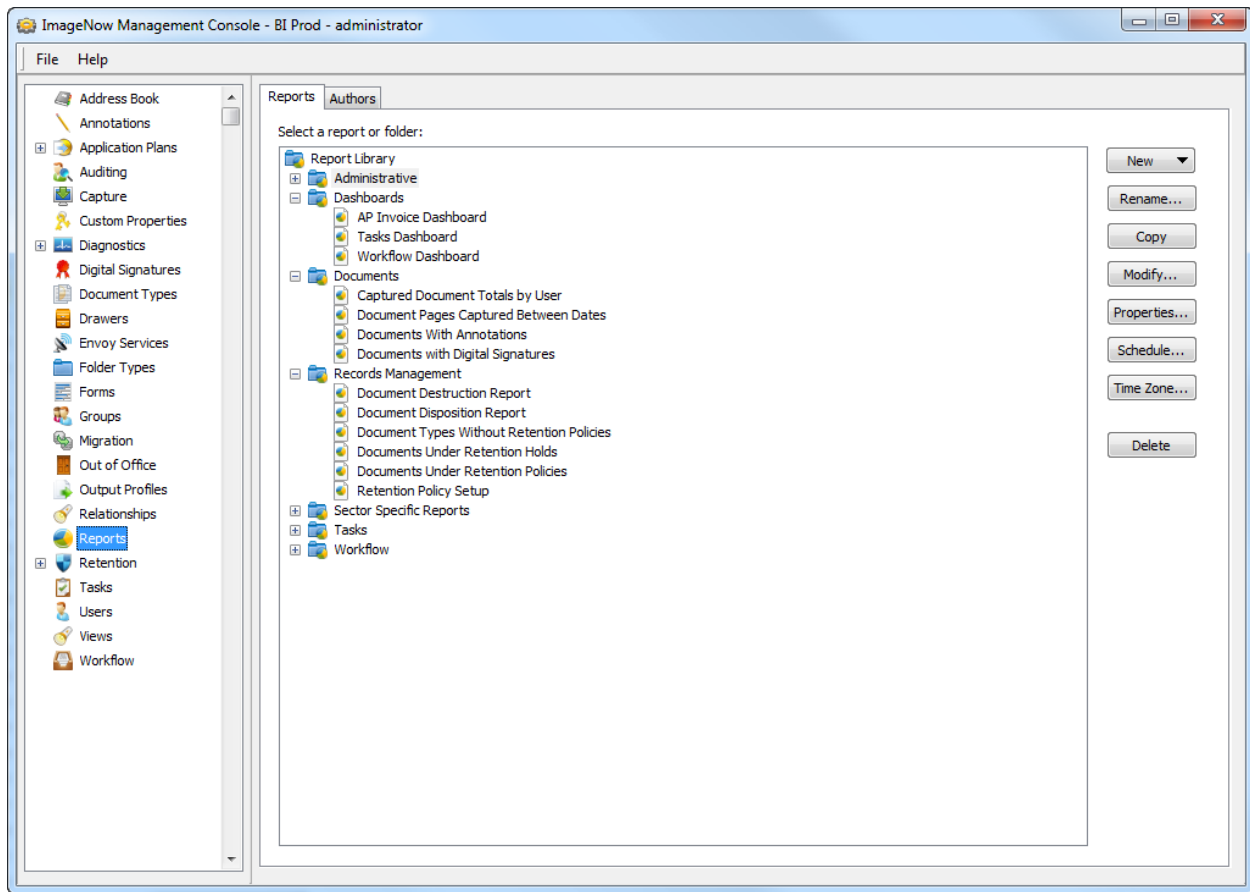
## Business Insight for managers

In this section, you learn how to use Business Insight as a report manager, an ImageNow manager, or an ImageNow owner. As an ImageNow owner or manager, you can grant access to the Reports button on the ImageNow or WebNow toolbar. As a report manager, you can grant report-level privileges to users, create report schedules, and copy, rename, and delete reports.

### Overview

The ImageNow Management Console gives ImageNow owners and managers and report managers the ability to manage access to reports. In Management Console, you can configure report authors, view the reports in your library, set up the schedules for those reports, make copies of reports, and manage user access and actions for the reports.

You can also configure user access for a report folder. When you do this, all reports in the report category inherit the security settings for the folder. When you access the Reports area of the ImageNow Management Console, the reports in your enterprise appear in the right pane. By default, all folders are expanded. You can collapse a folder by double-clicking it.




## Getting started with report management

Users assigned to the owner, manager, or report manager roles work in the ImageNow Management Console to administer reports. The order in which you perform report management tasks is not mandatory, but the report manager should check each step below to determine its order in the task hierarchy.

- Grant access to the Reports button on the ImageNow toolbar.
- Configure report authors.
- Grant the report management privilege to report managers.
- Grant report-level privileges for each report or folder.
- Optional. Copy any reports for which you want to define multiple schedules.
- Define schedules for reports.


For more information about the security privileges available for reports, refer to the “Report privilege definitions” section in the Reference area of this guide.

## Basic tasks for ImageNow owner or manager

As an ImageNow owner, you can grant access to report viewing in the ImageNow Explorer by enabling the Reports  button on the ImageNow toolbar. You can grant this privilege to a user or a group.

### Grant report viewing privileges

1. In **Management Console**, in the left pane, perform one of the following actions:
  - To grant report viewing privileges to a user, click **User**.
  - To grant report viewing privileges to a group, click **Group**.
2. In the right pane, click the **Security** tab and then perform one of the following actions:
  - In the **Select a user** or **Select a group** list, select a user and then click **Modify**.
  - In the **Search for users** or **Search for groups** box, type all or part of a user name, first or last name and then click **Search**. In the **Select a User** list, select the user you want and then click **Modify**.

**Note** To sort the list in ascending or descending order, click the associated column header.
3. In the **Security Settings - <Group or user name>** dialog box, in the left pane, click **Global Privileges**.
4. In the **Privilege** list, under **Reports**, select the **View** privilege.
5. Click the column to the left of the privilege so that  displays to grant the privilege, and then click **Apply**.
6. Click **OK** until you return to the **Management Console**.

## Basic tasks for report managers

As a report manager, you can perform any of the following tasks in the ImageNow Management Console:

**Grant report authoring privileges** for the number of users for which you have a Business Insight Author license.

**Grant report management privileges** for the users you want to have scheduling and report-level privilege control.

**Add and remove users** to and from reports and define the actions they can perform for each report in your library or remove users from reports.

**Copy a report** so you can define multiple schedules for any report. If you want to modify a report in the ImageNow library, you must create a copy of the report.

**Rename a report** so copies of the report are customized.

**Delete a report or folder** from the library. When you delete a report, the report, its schedule, and all saved instances of the report no longer exist.

For more information about the security privileges available for reports, refer to the “Report privilege definitions” section in the “Reference” section of this guide.

## Configure report authors

As a report manager, you can determine the users to designate as report authors. A Business Insight author can perform the following actions for reports in your ImageNow system:

- Create new reports using the ImageNow Business Insight Query Studio or Report Studio programs.
- Create a new report from an XML specification file or an ImageNow view.
- Modify existing reports in Query Studio or Report Studio.
- Copy and rename reports for customization.
- Delete reports and folders from your ImageNow system. When you delete a report, the report, its schedule, and all saved instances of the report no longer exist.


The Business Insight Author license is a concurrent use license that behaves like a per seat license. You can only configure the number of authors for which you have licenses. For example, if you have three Business Insight Author licenses, you can only add three users to the Authors tab in the Reports area of Management Console. If you attempt to add a fourth user, an error message appears.

1. In **Management Console**, in the left pane, click **Reports**.
2. In the right pane, on the **Authors** tab, check the number of author users you can add in the **Available Authors** area.
3. If authors are available, click **Add**.
4. In the **Select Users** box, type all or part of a user name, first or last name, and then click **Search**.
5. In the **Search results** list, select the user or users you want and click **OK** to return to the **Management Console**.

This guide does not cover the getting started tasks for the Business Insight report author. For more information about getting started with report authoring, refer to the *Business Insight Report Authoring Getting Started Guide*, available on the Perceptive Software website.



## Grant report management privileges

This privilege is necessary to grant users privileges to view, run, schedule, or save Business Insight reports, to view the Reports area of the ImageNow Management Console, and to author reports.

1. In **Management Console**, in the left pane, click **Users**.
2. In the right pane, on the **Security** tab, do the following substeps:
  - In the **Search for users** box, type all or part of a user name, first or last name, and then click **Search**.
  - In the **Select a User** list, select the user you want and then click **Modify**.
3. In the **Security Settings - <user name>** dialog box, in the left pane, click **Global Privileges**.
4. In the **Privilege** list, under **Manage**, click inside the **Reports** column so that  displays to grant the privilege.
5. Click **Apply** and then click **OK** until you return to the **Management Console**.

## Assign a user to a report

The following steps explain how to add a user to a report and set the user's privilege level. After you add a user to a report and grant the necessary privileges, the user can begin viewing and running the report.

1. In **Management Console**, in the left pane, click **Reports**.
2. In the right pane, on the **Reports** tab, select the report or folder of reports you want to assign and then click **Properties**.
3. In the **Report Properties** dialog box, in the left pane, click **Security**.
4. In the right pane, click **Add**.
5. In the **Select users** dialog box, do one of the following actions, and then click **OK**.
  - In the **Search for users** box, type all or part of a user name, first or last name, and then click **Search**. In the **Select a User** list, select the user you want and then click **Add**.
  - Select a user and then click **Add**.
6. Grant the report-level privileges for the actions the user can perform:
  - To allow the user to view and e-mail saved instances of the reports, click inside the **View** column so that  displays to grant the privilege.
  - To allow the user to run the reports and save new versions of the report, click inside the **Run** column so that  displays to grant the privilege.
7. In the **Report Properties** dialog box, click **OK**.



## Remove a user from a report

The following steps explain how to remove a user from a report.

1. In **Management Console**, in the left pane, click **Reports**.
2. In the right pane, on the **Reports** tab, select the report or folder of reports you want to assign and then click **Properties**.
3. In the **Report Properties** dialog box, in the left pane, click **Security**.
4. In the right pane, click **Remove**.
5. In the confirmation prompt that appears, click **OK**.

## Copy a report

The following steps explain how to create a specialized copy of a report. A copy of the report is created in the report folder.

1. In **Management Console**, in the left pane, click **Reports**.
2. In the right pane, on the **Reports** tab, select the report and then click **Copy**.

## Rename a report

After you copy a report, you must perform this procedure to rename the report.

1. In **Management Console**, in the left pane, click **Reports**.
2. In the right pane, on the **Reports** tab, select the report and then click **Rename**.
3. In the **Rename Report** dialog box, type a new name for the report and then click **OK**.

## Delete a report

As a report manager, you can delete a report from your ImageNow system. When you delete a report, all saved instances of the report and schedules assigned to the report are also deleted.

1. In **Management Console**, in the left pane, click **Reports**.
2. In the right pane, select the report and then click **Delete**.
3. In the **Delete Report** dialog box, click **Yes**.

## Getting started with scheduling reports

In ImageNow Management Console, report managers can configure reports to run on a specified schedule at a time and date. Using schedules, you can complete any of the following actions:

- Run reports when database resources are most available.
- Run reports on a daily, weekly, or monthly interval.

A report can only have one schedule associated with it. If you need to apply multiple schedules to a single report, copy the report. After you define a schedule for a report, the report runs at the scheduled interval and creates a report instance in the defined format and delivers it to you as specified according to the defined priority.

If you want to schedule a report that uses prompts, you must define the prompt values when you create the schedule or set the default prompt values for the report. Otherwise, all possible values appear on the report instances created by the schedule or, if the prompts are required, the schedule will fail. When you do not require the schedule anymore, you can modify or disable it. If you want to run the report on the last day of every month, entering the 31st as the last day of the month runs the report on the last day of the month regardless of the number of days in the month.

As report manager, you can view schedules, create schedules, modify schedules, and disable schedules. Trigger-based scheduling is not supported at this time.

## View a report schedule

The following steps explain how to view the schedule configured for a report.

1. In **Management Console**, in the left pane, click **Reports**.
2. In the right pane, select a report and click **Properties**.
3. In the **Report Properties** dialog box, in the left pane, click **Schedule**. The configured schedule appears in the right pane.
4. Click **OK** to return to **Management Console**.

## Schedule a report

The following steps explain how to create a schedule for a report to run on a defined interval and create a new instance of the report each time.

1. In **Management Console**, in the left pane, click **Reports**.
2. In the right pane, select a report and then click **Schedule**.
3. To set a priority for the schedule, under **Priority**, select the priority level.  
**Note** Schedules with a priority of 1 run first.
4. To set the date and time range for the schedule, do the following substeps:
  1. Under **Start**, do the following substeps:
    1. To set the starting date for the schedule, click the calendar icon and select the date.
    2. To set the time the schedule runs, type it below the date or use the dials to select the time.
  2. Optional. To define an ending date and time for the schedule, under **End**, do the following substeps:
    1. Select **End by**.  
**Note** If you do not want to define an ending date for the schedule, select **No end date**.
    2. To set the ending date, click the calendar icon and select the date.
    3. To set the ending time, type it below the date or use the dials to select the time.
5. To set the frequency of the schedule, under **Frequency**, set one of the following frequency options:
  - To set a schedule run by minute, hour, or day:
    1. Click the **By Day** tab.
    2. Perform one of the following actions:

- To run the report by minute, select **Every minutes** and then enter the number of minutes.
- To run the report on an hourly interval, select **Every hours** and then enter the number of hours.
- To run the report daily, select the **Every days** option and then enter the number of days.
- To set a weekly schedule run:
  1. Click the **By Week** tab.
  2. In the **Every weeks** on box, enter the number of weeks.
  3. Select the check boxes for the days of the week to run the report.
- To set a monthly schedule run:
  1. Click the **By Month** tab.
  2. Perform one of the following actions:
    - To run the report on a weekday interval each month, select the first option and then do the following substeps:
      1. In the week list, select the first, second, third, fourth, or fifth week.
      2. In the weekday list, select the weekday.
      3. In the month box, type the number of months.
    - To run the report on a specific day each month, select the second option and then do the following steps:
      1. In the day list, select the day.
      2. In the month box, type the number of months.

**Note** To run the report on the last day of each month, select the second option and then select 31 in the month box. This setting runs the report on the last day of the month regardless of the number of days in the month.

- To set a yearly schedule run:
  1. Click the **By Year** tab.
  2. Perform one of the following actions:
    - To run the report on a weekday interval of a month in a year, select the first option and then do the following steps:
      1. In the week list, select the first, second, third, fourth, or fifth week.
      2. In the weekday list, select the weekday.
      3. In the month list, select the month.
    - To run the report on a specific date each year, select the second option and then do the following steps:
      1. In the day list, select the day.
      2. In the month list, select the month.
- 6. Optional. To set the format and delivery options, under **Options**, select the **Override the default values** check box and then do the following substeps:
  1. To change the report format, do the following substeps:
    1. Under **Formats**, select the check boxes of the formats you want to use to create report instances when the schedule runs.
    2. For each selected format, set any format-specific options that apply.
  2. To change the delivery options, do the following substeps:
    1. Under **Delivery**, select the check box for each delivery method you want to use to deliver each format of the report instance when the schedule runs.
    2. For each selected delivery method, set the delivery-specific options that apply.
- 7. To set the parameters for the report, under **Prompt values**, select the **Override the default values** check box and then click **Set**.
- 8. Complete the selections for the prompt pages and then click **Finish**.
 

**Note** For more information about completing the parameters for a specific ImageNow report, refer to the *ImageNow Report Library Help*.
- 9. Click **OK** until you return to **Management Console**.

## Modify a schedule

1. In **Management Console**, in the left pane, select **Reports**.
2. In the right pane, select the report and click **Schedule**.
3. In the **Schedule** page, modify any of the schedule components.
4. Click **OK** until you return to the **Management Console**.

## Disable a schedule

1. In **Management Console**, in the left pane, click **Reports**.

2. In the right pane, select the report and then click **Schedule**.
3. In the **Schedule** page, select the **Disable this schedule** check box and then click **OK** until you return to the Management Console.


## Set the number of scheduled outputs to save

The following steps explain how to limit the number of prior versions of each report you want to be available for viewing in ImageNow or WebNow Explorer.

1. In **Management Console**, in the left pane, click **Reports**.
2. In the right pane, select a report and click **Properties**.
3. In the **Report Properties** dialog box, in the left pane, click **Properties**.
4. In the right pane, under **Versions**, set the number in the **Prior Versions** box.
5. Click **OK** to return to **Management Console**.





## Reference

### Reports toolbars

When Business Insight is installed on the ImageNow client computer, the Reports  button appears on the ImageNow and WebNow toolbars.

#### Report toolbar

The following toolbar appears in the ImageNow and WebNow Explorer when viewing a report.

Tool	Name	Description
	Run	Allows you to run a report.
	Prior versions	Allows you to view a previous version or format of a report.
	Import	Allows you to import a PDF or Excel version of a report as an ImageNow document.
	Report help	Allows you to view the product help page for a report in the ImageNow library or custom help page for a custom report.

## Report privilege definitions

In ImageNow, you assign privileges to control the actions that users can perform.

Report Privileges			
<p>This table lists all of the privileges associated with reports. These privileges include the following privilege types: Reports, Manage, and Report Security. This table also lists the privilege definition, dependency information, and the privilege location.</p>			
Type	Definition	Dependency	Location
<b>Reports</b>			
<p>You can assign Reports privileges if you are a user with management privileges, a manager, or the owner. You can assign Reports privileges to a user or group.</p>			
View	<p>The user can access the Reports button on the ImageNow toolbar.</p> <p>The user can view and run instances of Business Insight reports to which the user has access in the ImageNow Explorer.</p>	<p>User must have the View privilege for at least one report before the Reports toolbar button is active.</p>	<p>This privilege is located in the Users or Groups pane, on the Security tab, in the Security Settings dialog box, on the Global Privileges pane.</p>
<b>Manage</b>			
<p>You can assign Manage privileges if you have the Manage Reports privilege. You can only assign Manage privileges to a user.</p>			
Reports	<p>User can assign users and privileges to reports and report folders, schedule reports, copy and rename reports, and delete reports and report folders.</p>	<p>This privilege has no dependencies.</p> <p>ImageNow managers are not implicitly granted this privilege.</p>	<p>This privilege is located on the Users pane, on the Security tab, in the Security Settings dialog box, in the Global Privileges pane.</p>
<b>Report Security</b>			
<p>You can assign Report Security privileges if you have the Manage Reports privilege. You can only assign Report Security privileges to a user. If a user has the Manage Reports privilege, the user also has all report-level privileges granted for all reports.</p>			

Report Privileges			
Run	User can run the report from ImageNow or WebNow Explorer.	To view reports you run, you must have the View privilege for the report.	This privilege is located in the Security area of a report or a report folder.
View	The user can view an instance of a report produced by a run or a schedule in the ImageNow or WebNow Explorer.	This privilege has no dependencies.	This privilege is located in the Security area of a report or a report folder.



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