Executive User (Reports Only)

An **Executive user** is a user who is only able to **view** all **completed Reports** for all the Sites and Departments the user has access to.

Using the **Template Tag** feature you are able to further **restrict** this user so a **executive** user is only able to see **Audits** with a **specific template tag**.

To set this up fellow the steps below:

1. Navigate to **Templates**
2. Select a **Template** you wish to add a **Tag**.
3. Ensure the **Template** is in **Draft Mode.**
4. On the l**eft hand side** of the **Template** you will see a Template Tags section.
5. Select "**Edit**".
6. Enter in a **Keyword/Tag**.
7. Select "**Save**".
8. **Publish** the Template.

Now that we have added a **Template Tag to a Template** we will now change the **Executive User permissions** to only be for this Template.

1. Navigate to **Users**.
2. Select the **Executive User**.
3. In the **user settings** scroll down to the "**Reports Template Tags**".
4. Select the **dropdown** and the **Template Tag** we have added should be.
5. Select the **Tag**.
6. Scroll down to the bottom of the page and select "**Update**".

PLEASE NOTE:
The **executive user** is unable to **edit** or **close reports.**