

## Overview

The Enterprise user can only be used by customers that have several Centres on OneFile.

The enterprise user is an extension of the Centre Monitor account which allows them to report on several Centres through one account.

## Preparation

Your organisation must be marked with the “Enterprise License” setting. This must be done by a OneFile Administrator. Centre Managers with the “Users: Assign enterprise access” role enabled can set up Centre Monitors as an Enterprise user.

## User Restrictions

Only Centre Monitors can be assigned “Enterprise User” access.

## Details

### How to assign Enterprise User access to a Centre Monitor

1. Open the Centre Monitor’s **Account**.
2. Enable the **Enterprise user** access in the “Login details” section.
3. Select which Centres on OneFile they should have access to.
4. Click the **Save** button.



Login details	
Group: Centre Monitor	<input checked="" type="checkbox"/> Enterprise user
	<input checked="" type="checkbox"/> Business
	<input checked="" type="checkbox"/> Child Care
	<input checked="" type="checkbox"/> Engineering
	<input checked="" type="checkbox"/> Health & Fitness

### What can the Centre Monitor now see?

When the Centre Monitor logs in, they will now see a new section titled **Centres**, containing just the Centres that were selected on the Account page.

The Centre Monitor is able to click onto the icon of the Centre they would like to view.

The users of the selected Centre will now be visible when clicking on the **Users** icon.

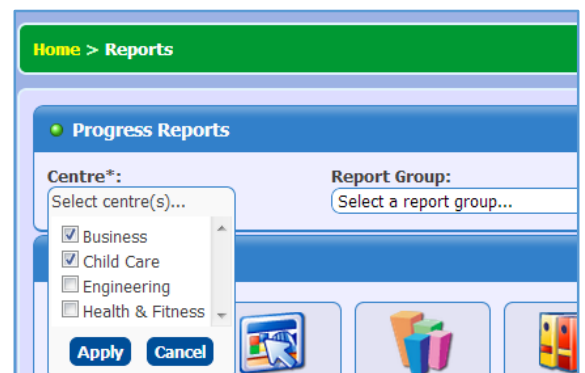


Home			
Centres (4)			
Search: <input type="text"/>	Sort by Name <input type="text"/>		

## Reporting

Enterprise Users can also generate reports for learners across multiple Centres from the one account.

The ability to report on learners across multiple Centres will only appear on learner-based reports.



Home > Reports	
Progress Reports	
Centre*: Select centre(s)...	Report Group: Select a report group...
<input checked="" type="checkbox"/> Business	
<input checked="" type="checkbox"/> Child Care	
<input type="checkbox"/> Engineering	
<input type="checkbox"/> Health & Fitness	
<input type="button" value="Apply"/>	<input type="button" value="Cancel"/>