How to Give Staff Access to WooCommerce Reports

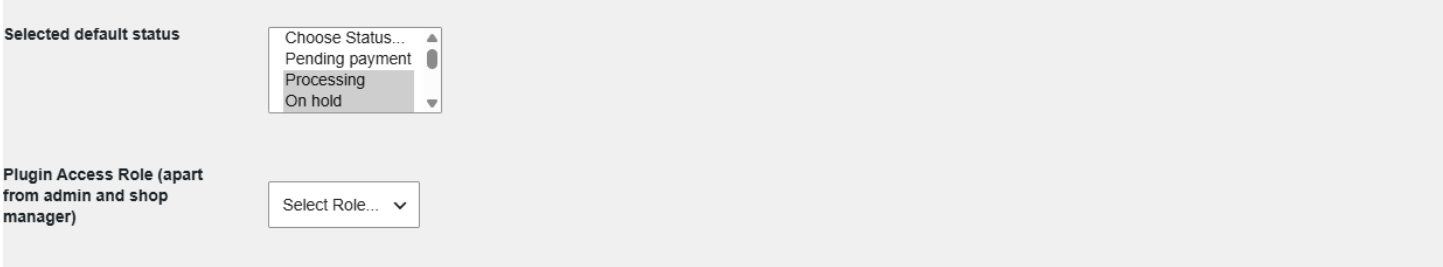
How to · https://wpfactory.com/docs/woocommerce-reports-user-role-access/

By default only administrators and shop managers can open the reports page. WooCommerce Advanced Reporting and Statistics lets you grant one extra user role access, so an accountant, analyst or store manager can view reports without full admin rights.

Grant access to a role

1. Go to **WPFactory > Reporting & Statistics**.
2. Open the **Settings** tab, then **General Settings**.
3. In **Plugin Access Role (apart from admin and shop manager)**, select the role you want to allow, for example Editor.
4. Click **Save changes**.

Users in that role will now see **Reporting & Statistics** under the WPFactory menu and can open the reports.



Options reference

Label	Option ID	Default
Plugin Access Role (apart from admin and shop manager)	`webdWoocommerceReportingStatisticsProaccessRole`	None (admins and shop managers only)

Good to know

- You can grant access to **one** extra role at a time. Administrators and shop managers always keep access.
- Granting access adds a capability to the chosen role. If you later clear the field and save, that capability is removed again.
- Anyone with access can view all sales and customer data in the reports, so choose the role carefully.

Troubleshooting

- **The user still cannot see the page:** confirm you saved the setting, and that the user is actually in the selected role. Ask them to reload the dashboard.
- **You want to revoke access:** set the field back to "Select Role..." and save.



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