

User -> Group Report

Based on our requirement, we can generate different types of reports from the report center. Process to generate few important reports are described below.

Group Employees/Permissions:

In Order to list down the group of employees and permissions related to specific users please follow below procedure.

1. Go to the report center
2. Select RbP: User to Group-Employee - Filter
3. Here we will have options to generate report based on different filter options like Group Name, First Name, Last Name, Department Name
 - a. By selecting the group name, we can see the report of list of users belonging to that specific permission group
 - b. By Selecting specific user name, we can list down the granted permissions of that user
4. Click and generate report and download the report the report in required format (pdf, excel, csv.. etc)