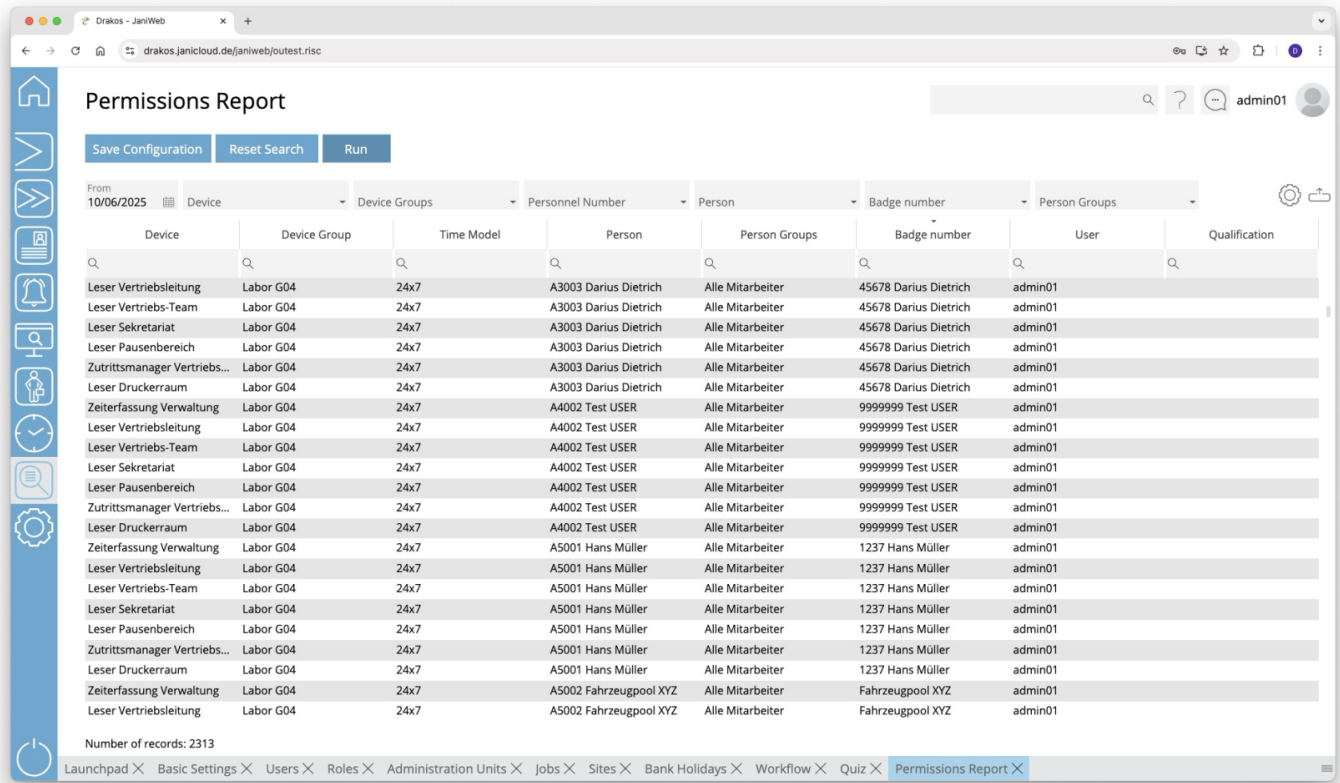


# Permissions

Use the *Permissions* menu to determine which persons are authorized to access which devices and at what times.



Permissions Report

Save Configuration Reset Search Run

From: 10/06/2025 Device Device Groups Personnel Number Person Badge number Person Groups

Device	Device Group	Time Model	Person	Person Groups	Badge number	User	Qualification
Leser Vertriebsleitung	Labor G04	24x7	A3003 Darius Dietrich	Alle Mitarbeiter	45678 Darius Dietrich	admin01	
Leser Vertriebs-Team	Labor G04	24x7	A3003 Darius Dietrich	Alle Mitarbeiter	45678 Darius Dietrich	admin01	
Leser Sekretariat	Labor G04	24x7	A3003 Darius Dietrich	Alle Mitarbeiter	45678 Darius Dietrich	admin01	
Leser Pausenbereich	Labor G04	24x7	A3003 Darius Dietrich	Alle Mitarbeiter	45678 Darius Dietrich	admin01	
Zutrittsmanager Vertriebs...	Labor G04	24x7	A3003 Darius Dietrich	Alle Mitarbeiter	45678 Darius Dietrich	admin01	
Leser Druckerraum	Labor G04	24x7	A3003 Darius Dietrich	Alle Mitarbeiter	45678 Darius Dietrich	admin01	
Zeiterfassung Verwaltung	Labor G04	24x7	A4002 Test USER	Alle Mitarbeiter	9999999 Test USER	admin01	
Leser Vertriebsleitung	Labor G04	24x7	A4002 Test USER	Alle Mitarbeiter	9999999 Test USER	admin01	
Leser Vertriebs-Team	Labor G04	24x7	A4002 Test USER	Alle Mitarbeiter	9999999 Test USER	admin01	
Leser Sekretariat	Labor G04	24x7	A4002 Test USER	Alle Mitarbeiter	9999999 Test USER	admin01	
Leser Pausenbereich	Labor G04	24x7	A4002 Test USER	Alle Mitarbeiter	9999999 Test USER	admin01	
Zutrittsmanager Vertriebs...	Labor G04	24x7	A4002 Test USER	Alle Mitarbeiter	9999999 Test USER	admin01	
Leser Druckerraum	Labor G04	24x7	A4002 Test USER	Alle Mitarbeiter	9999999 Test USER	admin01	
Zeiterfassung Verwaltung	Labor G04	24x7	A5001 Hans Müller	Alle Mitarbeiter	1237 Hans Müller	admin01	
Leser Vertriebsleitung	Labor G04	24x7	A5001 Hans Müller	Alle Mitarbeiter	1237 Hans Müller	admin01	
Leser Vertriebs-Team	Labor G04	24x7	A5001 Hans Müller	Alle Mitarbeiter	1237 Hans Müller	admin01	
Leser Sekretariat	Labor G04	24x7	A5001 Hans Müller	Alle Mitarbeiter	1237 Hans Müller	admin01	
Leser Pausenbereich	Labor G04	24x7	A5001 Hans Müller	Alle Mitarbeiter	1237 Hans Müller	admin01	
Zutrittsmanager Vertriebs...	Labor G04	24x7	A5001 Hans Müller	Alle Mitarbeiter	1237 Hans Müller	admin01	
Leser Druckerraum	Labor G04	24x7	A5001 Hans Müller	Alle Mitarbeiter	1237 Hans Müller	admin01	
Zeiterfassung Verwaltung	Labor G04	24x7	A5002 Fahrzeugpool XYZ	Alle Mitarbeiter	Fahrzeugpool XYZ	admin01	
Leser Vertriebsleitung	Labor G04	24x7	A5002 Fahrzeugpool XYZ	Alle Mitarbeiter	Fahrzeugpool XYZ	admin01	

Number of records: 2313

Launchpad X Basic Settings X Users X Roles X Administration Units X Jobs X Sites X Bank Holidays X Workflow X Quiz X Permissions Report X

## Creating the report

- Select the date for which you want to generate the report.
- (Optional) Use the additional fields to narrow the report. For example, you can find out which persons are authorized on a particular device or on which devices a particular person is authorized. You can also display permissions for a badge number or person group.
- Press *Run* to start the report.

## Further options with the report

- **Select columns to display:** Press the gear icon. Select which columns you want to display and in which order. Arrange the columns using the mouse or the arrow icons.

Press *Apply* to adopt the changes.

- **Search in columns:** Enter text or numbers in the search field (magnifying glass icon) of a column to search for names, personnel numbers, or other criteria. The entries take effect immediately: the list only displays hits.
- **Export the entire list:** Press the download icon. Select the format in which you want to export the list. The export files are downloaded or displayed depending on the browser/operating system settings. For details on the available export formats, see the [General > Export Formats](#) chapter of this manual.
- **Save report:** For details on saving reports, see the chapter [General > Custom Reports](#).

## Color highlighting

In the report, individual permissions can be highlighted in the following colors:

- **Blue:** The permission has been assigned by a third-party system (e.g. SAP (Janitor)).

## Button *Reset Selection*

Press *Reset Selection* to reset all fields to their initial value.

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### TIPS

- The column *User* shows which user has assigned the permission.
- Double-click the column *Time Model* of a row to display a weekly plan for the corresponding time model.
- Double-click the column *Device Group* of a row to display the devices contained in the group.