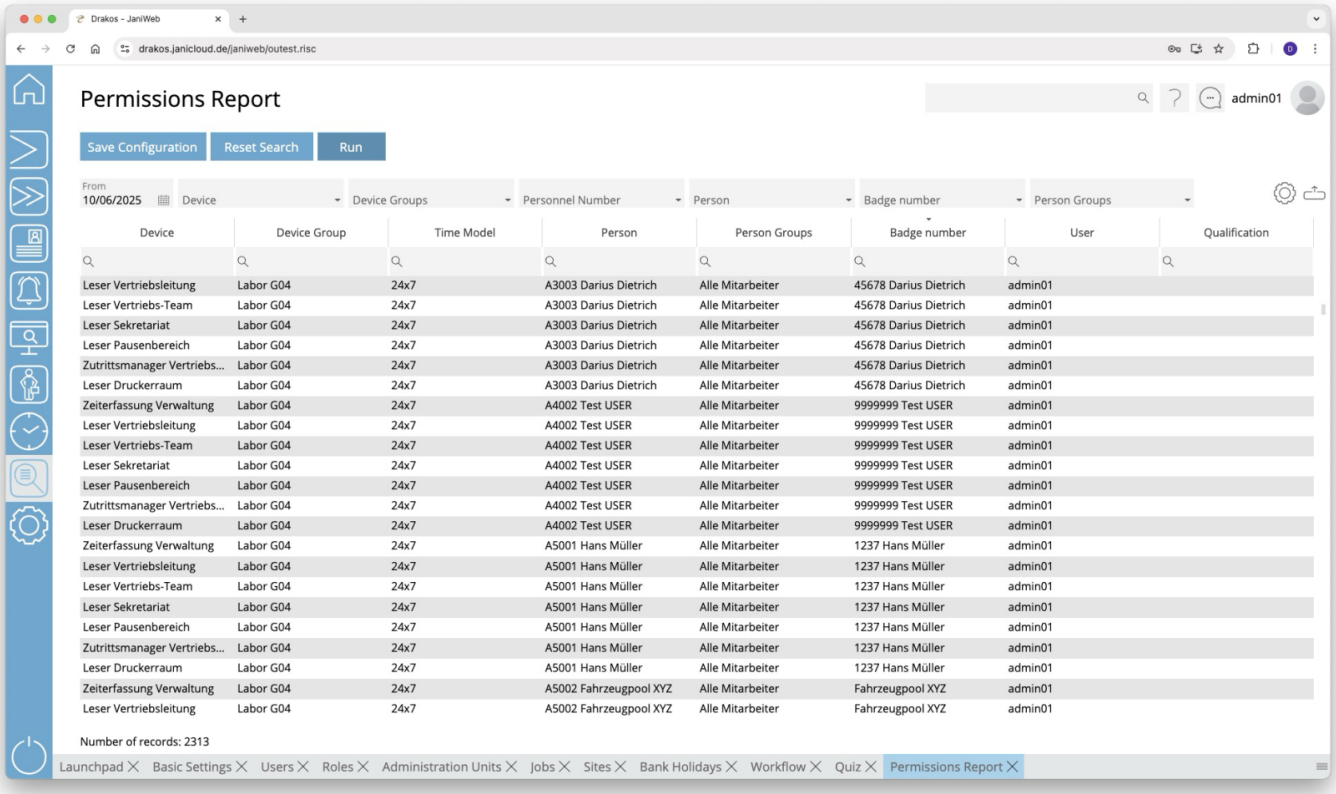
Permissions

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



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.

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.

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