



# Report access matrix.

	User Types (privileges)			Other
	User	Business Analyst	Pro-master	Training Admin
<b>Monitor Activity and Changes</b>				
Process Changes Not Yet Viewed (by process)		•	•	
Process Changes Not Yet Viewed (by user)		•	•	
Process Views		•	•	
Process Views By User		•	•	
<b>Monitor Improvement Activity</b>				
Process Improvements/Feedback	•	•	•	
Process Improvements/Feedback (detail)	•	•	•	
Process Improvements/Feedback (requiring a response)	•	•	•	
<b>Useful Process Reports</b>				
Archived & Deleted Processes		•	•	
Glossary List	•	•	•	
Process Activities By Role and Responsibility	•	•	•	
Process Change Log		•	•	
Process Cost Savings Report	•	•	•	
Process List	•	•	•	
Process Performance Targets		•	•	
Process Review Dates	•	•	•	
Process Search		•	•	
Process Time Savings Report	•	•	•	
Process Triggers, Inputs and Outputs		•	•	
Todo List	•	•	•	
Unpublished / In Progress Process List	•	•	•	
<b>Track Process Approvals</b>				
Process Approval Workflow Status		•	•	
Processes Awaiting Approval by Approver		•	•	
<b>Monitor Risks (requires Risk Add On)</b>				
Overdue / Non-Compliant Risks	•	•	•	
Risks with Signoffs Due	•	•	•	
Risks with Treatment Changes to Review	•	•	•	
Top 10 Risk Scores	•	•	•	
<b>System Architecture</b>				
System Map		•	•	
System Owners		•	•	
<b>Useful Document Reports</b>				
Deleted Documents		•	•	
Document List	•	•	•	

Linked Documents and Web Links		•	•	
<b>Useful Process Variation Reports</b>				
Process Variation Time / Cost Savings Report	•	•	•	
Process Variations Report			•	
<b>Lean Reports</b>				
Lean Map		•	•	
<b>Monitor Training Records (requires Training Add on)</b>				
Process Change Acknowledgements		•	•	•
Scheduled Training		•	•	•
Training Records		•	•	•
Training Unit Status		•	•	•
<b>Exports</b>				
Ownership & User Rights		•	•	