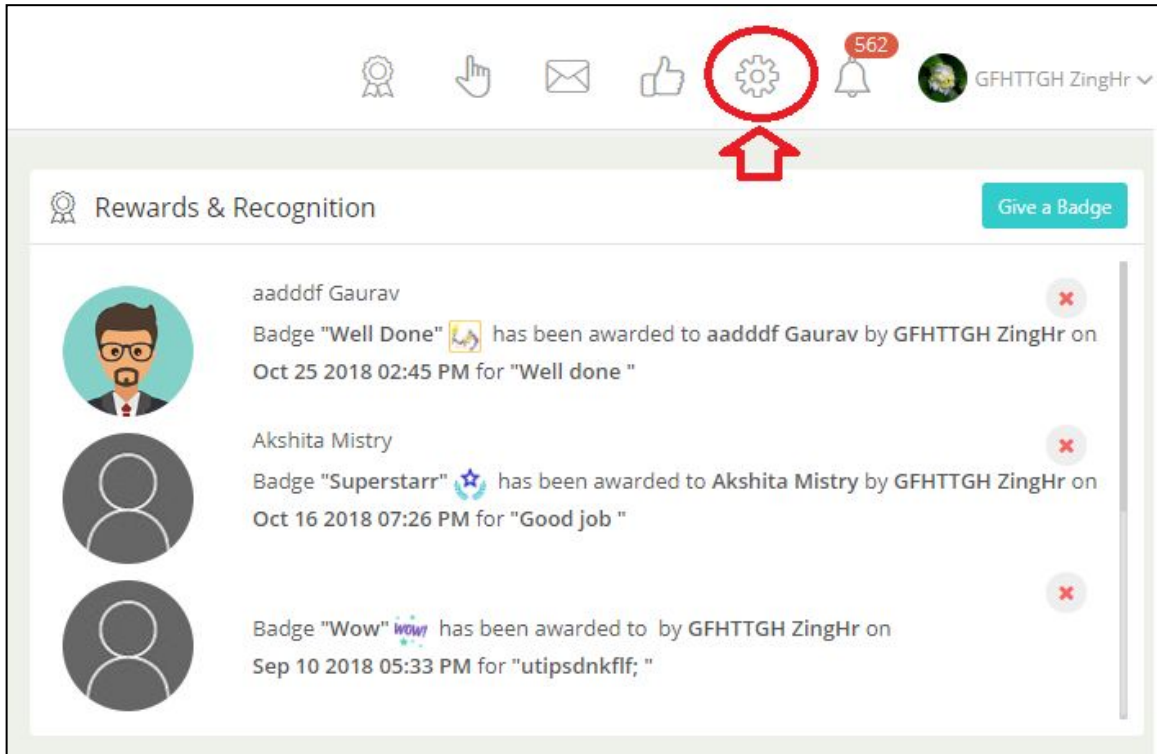


## How to assign Report rights.

You can follow the below steps for assign the 'Report Rights' on Zing HR :

1. Log in to your Zing HR account.
2. On the home screen click on the Setup circle as per shown below.



3. On the new screen please click on 'Organisation'.



4. Click on Packet definition tab.

1 COMPANY DETAILS    2 ORG LEVELS & ATTRIBUTES    3 ROLES DEFINITION    **4 PACKETS DEFINITION**    5 GROUP DEFINITION

Reports    Screens

Report Type    Subordinate View    Packet Details

Additional Reports

ekstest	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bank Master 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chirag	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ClaimCustomReport	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
claims transaction customised report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
claimscustomisedreportretesting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
claimscustomisedreportshwezha	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save

5. Select the report name which comes under the 'Report Type' and Click on 'EDIT' button as per shown in below.

Report Type	Subordinate View	Packet Details
Additional Reports		
akstest	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bank Master 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chirag	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ClaimCustomReport	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
claims transaction customised report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
claimscustomisedreportretesting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
claimscustomisedreportshwetha	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

6. Enter the employee name in 'Employee' dropdown.

Bank Master 1

Reports: Bank Master 1

Employee: ch

Superuser Access:

- nav321 : Chamm
- AKS444 : Chanda
- AKS333 : Chandrashekhar
- 22693 : Chang Veneziano
- AU-587 : Change

Attributes

Company

- All
- Energyis Infotech India Pvt Ltd
- ZingHR
- Common
- AdminTesting

test

Function

Group

Band

Vertical

Customer

Section

Store

Country

7. Define different attributes as per your organization requirement and click on the 'Save' button.

Bank Master 1

Reports: Bank Master 1 x

Employee: ch x

Superuser Access: ☐ (If checked, entire organization data will be visible to this user)

**Attributes**

<b>Company</b>	<b>Division</b>	<b>Department</b>	<b>Location</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
All	test	<b>Function</b>	<b>Group</b>
Cnergyis Infotech India Pvt Ltd	<input type="text"/>	<input type="text"/>	<input type="text"/>
ZingHR	<b>Band</b>	<b>Vertical</b>	<b>Customer</b>
Common	<input type="text"/>	<input type="text"/>	<input type="text"/>
AdminTesting	<b>Section</b>	<b>Store</b>	<b>Country</b>
West	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Business</b>	<b>Branch</b>	<b>Position</b>	<b>Cost Center</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>AksTest</b>	testaks1	www	AS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Note** - We can select multiple reports and Multiple user in one go if the attribute wise rights to the user are the same.

- User can provide rights according to the below 3 points.
  - Subordinate View / Packet Wise / Super User Access**
- After providing rights to the user the selected report will reflect in the report screen.
- According to report access user can extract the data.
- If required, user can also be able to view the data before exporting to excel.