

### **GEMS How-To Create Reports**

1	Overview			
2	Applic	Application Reports		
_	2.1	Application Test User Reports		
	2.2	Application REDIAM Reports		
3	Orgar	Organization Reports		
	3.1	Whole market User Reports		
	3.2	Organization User Reports		
4	Role F	Role Report		

#### Create Report

#### Overview

- If you want to generate statistics to particular applications, roles or organizations you can generate this reports within GEMS.
- In the table below you can find the responsible administrators who could create the needed reports.

Tasks	Responsible Admin Role in GEMS
Create application reports (users to an application)	Application Admin, HelpDesk Admin (Application)
Create organization reports (all user with/without roles)	Market- or Organization Admin, HelpDesk Admin (Market), Business Partner Admin, Global Community Admin, Supplier Organization Admin,
Create role reports	Role Owner, HelpDesk Admin (Application)

### **GEMS How-To Create Reports**

- **Application Reports** 
  - **Application Test User Reports** 2.1
  - **Application REDIAM Reports**
- 3 **Organization Reports** 
  - Whole market User Reports 3.1
  - **Organization User Reports** 3.2
- Role Report

### Create Reports User Report - Overview

- Following Reports can be generated for Users:
  - Create a list of all user of an organization with roles (market helpdesk admin, market admin, organization admin)
  - Create a list of all users of a market with roles (market helpdesk admin, market admin)
  - Create a list of users belonging to roles of the Application in scope (market helpdesk admin)
  - Create a list of users for different roles visible in your market (market helpdesk admin)

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  - 3.2 Organization User Reports
- 4 Role Report

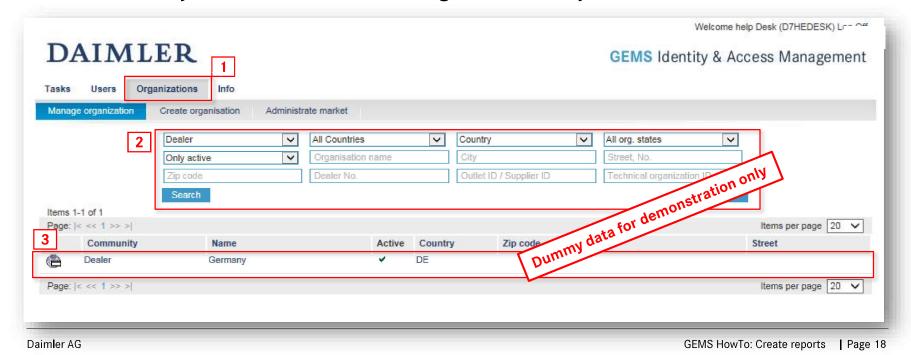
## Create Reports Search for organization

- As a Market Administrator or market helpdesk administrator, you can create a list of all users in your market under **Organizations** (1) tab and search for the "Dealer" country (2) in order to create a user list of the whole market.

  Use all filter fields or the \* wildcard if needed.
- Note: within "Dealer" Country you have also all corporate customers users in the list

   if you are responsible for this user community as well.

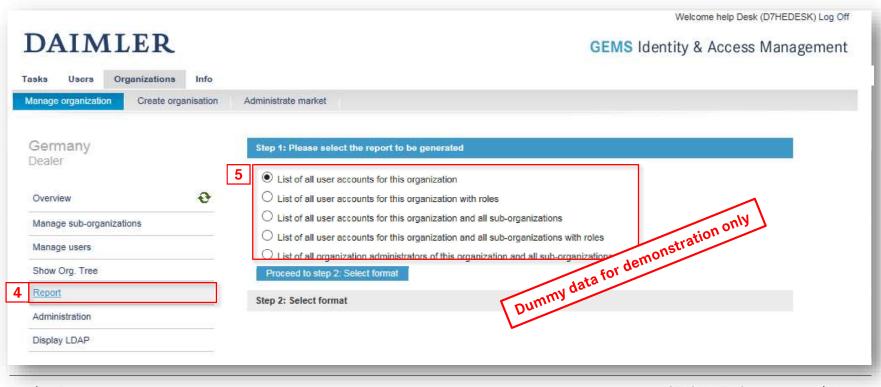
   With this list you can also filter for all organizations of your market.



#### **Create Reports**

#### Choose type and format of report

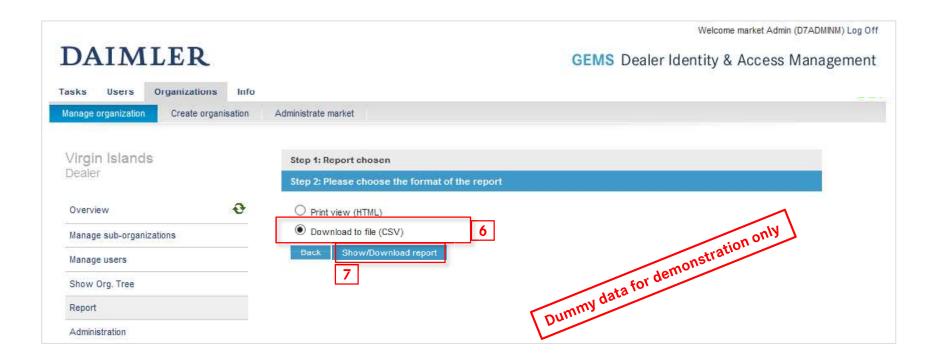
- Navigate to *Report* (4).
- Select the needed report from the **list** (5) and continue to the next step.



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# Create report Download report

- In this step you have to select the **format** (6) of the report. Choose either HTML (for showing the list in the browser) or CSV (for download).
- Click on Show/Download report (7).

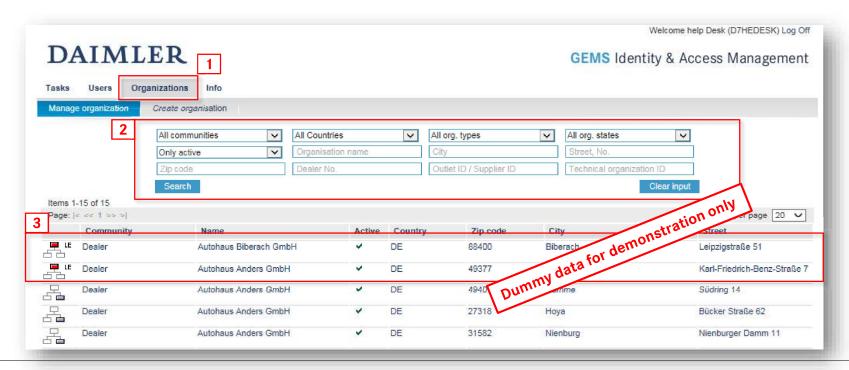


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## Create Reports Search for organization

- As an organization administrator or market helpdesk administrator, you can create a list of all users in your organization under **Organizations** (1) tab and search for the organization you want to create the report.
  Use all filter fields or the \* wildcard if needed (2).
- Click on one of the organizations to open the organization window (3).



#### Create Reports

#### Choose type and format of report

- Navigate to *Report* (4).
- Select the needed report from the **list** (5) and continue to the next step.
- In the last step choose the format of your report and finish the process as shown earlier.

