



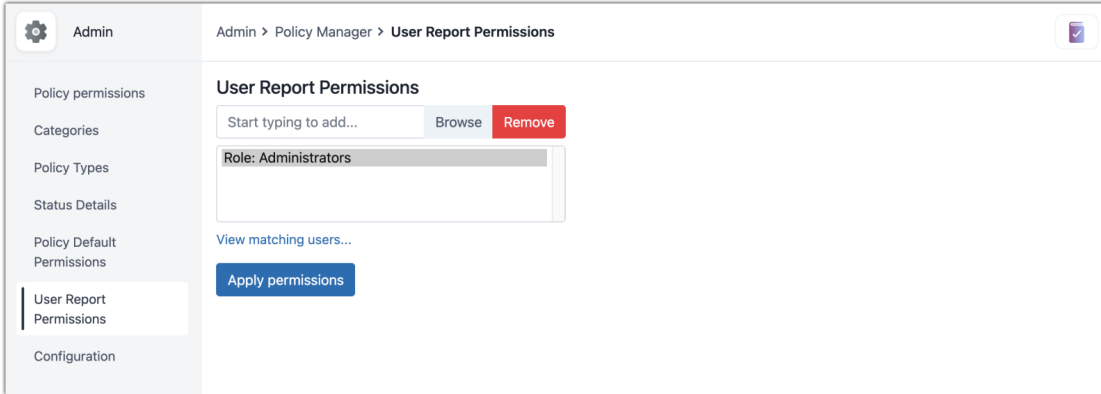
## Policy Manager: Reports

Two reports are available in Policy Manager - User Acceptance & User Approval

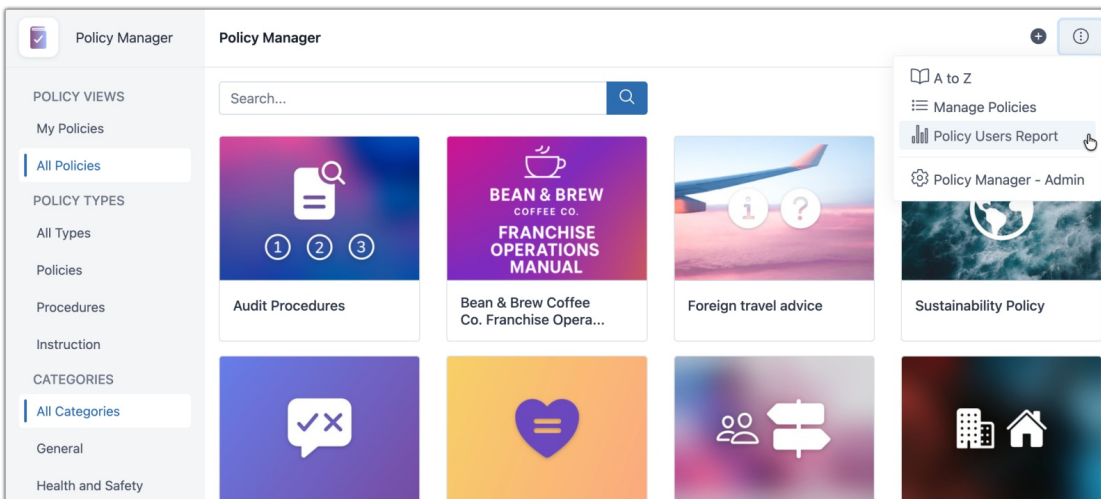
This guide will describe each report and how to run it.

### How to open the reports area

Only users with the specific report permission can access these, as set by application administrators of Policy Manager on [the admin side](#) (Applications > Admin > Policy Manager > User report permissions)



Both reports are accessed by clicking on the 'Policy Users report' tab under the 3-dot menu on the front end of Policy Manager:



## Acceptance report

This report will provide output on user acceptance across policies, categories and statuses.

Select a specific user or role/group and choose to see their acceptance or those pending.

Use the filters to change the results given and download this to CSV if required.

**Policy Manager**

Acceptance Report | Approval Report

Approved Status: Accepted | Status: - Active -

Categories: Select categories... | Type: - No Type -

User list: Start typing to add... | Browse | Remove

User: Claromentis Administrator

View matching users...

Search | Reset | Export to CSV

Name	Job Title	Reference	Policy Title	Categories	Status	Accepted Status	Date Accepted
Claromentis Administrator	System Administrator	POL-0003	Sustainability Policy	General	Distribution	✓	2 April 2026
Claromentis Administrator	System Administrator	INS-0001	Induction Process Instruction	HR	Distribution	✓	21 July 2016
Claromentis Administrator	System Administrator	POL-0001	Health and Safety Policy	Health and Safety	Distribution	✓	11 May 2017

## Approval Report

Only applicable if your team have set up an approval process in Policy Manager.

**Policy Manager**

Acceptance Report | Approval Report

Approved Status: - All - | Status: - All -

Categories: | Type: - No Type -

User list: Start typing to add... | Browse | Remove

User: Claromentis Administrator

View matching users...

Search | Reset | Export to CSV

Name	Job Title	Reference	Policy Title	Categories	Status	Approved Status	Date Approved
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This report will provide output on user approval across policies, categories and statuses.

Select a specific user or role/group and choose to see their approvals or those pending.

Use the filters to change the results given and download this to CSV if required.

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Tags: [policy manager](#), [policy](#), [report](#)