



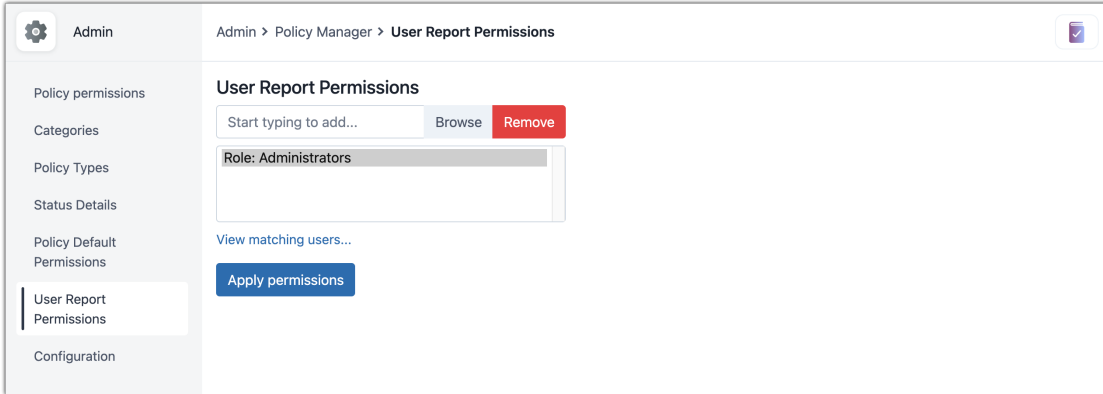
## Policy Manager: Reports

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

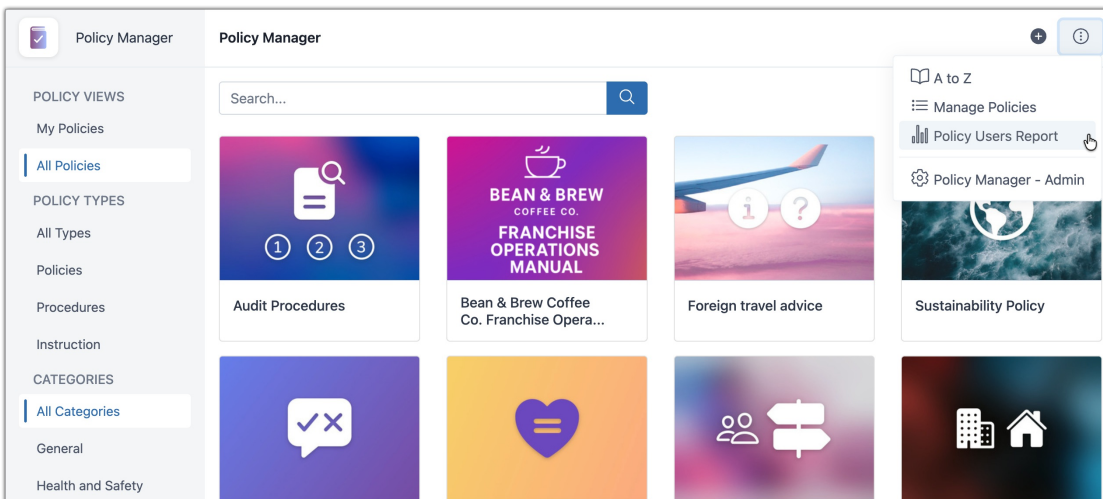
This guide will describe each report and how to run it.

### 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 |
|------|-----------|-----------|--------------|------------|--------|-----------------|---------------|
|------|-----------|-----------|--------------|------------|--------|-----------------|---------------|

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](#)