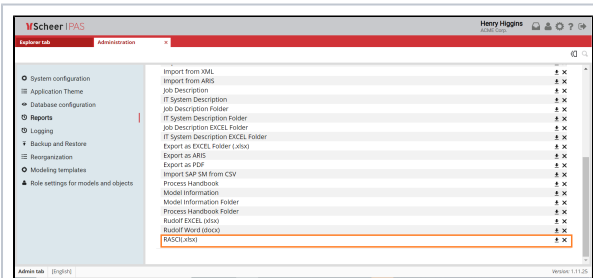# RACI(.xlsx) Report

RACI(.xlsx) Report Overview

RACI report is a standard report that exports targeted model as **RACI matrix** in form of a EXCEL(.xlsx) file.

The RACI matrix displays the various **roles and responsibilities** of key stakeholders in a project, service, process, or task.

The RACI matrix is an **acronym** of four key categories of stakeholder: responsible, accountable, consulted, and informed.

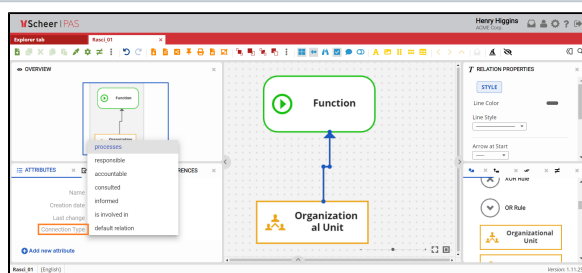After you create a model, you can generate a RACI report based on the data in the model.

This report mostly targets the type of relationship between **Function** object type and **process participants** (e.g. Group, Role, Position, Organizational Unit object types).

Relation-Type based RACI Report

RACI report is by default **relation-type based**.

This means that the roles and responsibilities of stakeholders are derived from the type of relation that exists between the stakeholder and the project, service, process or task.

To create this report, you need to specify in the model the **Connection Type** that exists between linked objects.

ℹ️ For the report to gen

erate the selected connection type, there must be a matched property within the config object in Administration Tab. For mor

ed etails, visit the **Customize config property** section.

Attribute-Value based RACI Report Settings

In addition to the relation-type based RACI report, there is also an **attribute-value based** RACI report.
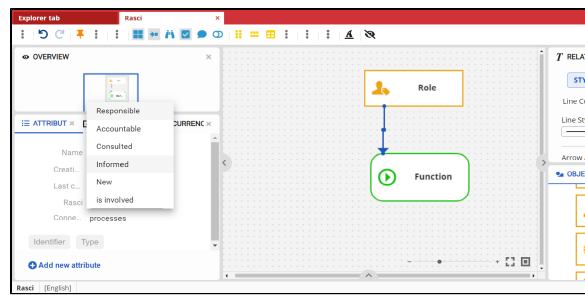
In an attribute-value based RACI report, the type of relation that exists among objects is defined as an **attribute on the relation** itself.

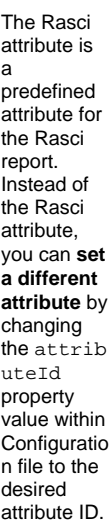To set the RACI report to **attribute-value based**, changes must be made within the Administration tab.

Within the Reports section of the Administration tab find the RACI report. Inside Configuration file, set the `active` property of `relationTypeConfig` to false, and of `attributeValueConfig` to true. Click the **Submit** button to save the changes.

ⓘ

> ℹ️ Note that only users with admin permissions can access the **Administration tab.**

After these changes were made, within the model, click on the relation between linked objects. Inside the Attributes panel click the **add new Attribute** button and find the **Rasci** attribute. When you have added this attribute, select the appropriate value from the list to describe the type of relation that exists between linked objects.

The Rasci attribute is a predefined attribute for the Rasci report. Instead of the Rasci attribute, you can **set a different attribute** by changing the `attributeId` property value within Configuration file to the desired attribute ID.

> For more details on how to find the attribute ID, visit the Reorganization page.

Generating RACI Report

	A	B	C
1		Role	
2	Function	Informed	
3			
4			
5			

To generate a RACI report, click Report on Model Toolbar and select RASCI report as format.

Excel file is downloaded to your computer. To see the structure of the RACI matrix open Excel file.

On the left side of the matrix is a list of all the tasks that are to be done for a particular project or process. At the top, each column represents a stakeholder of the project or process.

Customize `config` property

By default, both types of RACI report (attribute-value based and relation-type based) within **config** property have predefined four key responsibilities most typically used: **Responsible, Accountable, Consulted, and Informed.**

You can add new types of responsibility by adding a new property within a config object.

ⓘ Note that only users with admin permissions can access the Administration tab and make these changes.

In the case of the **attribute-value based RACI report** to add a new property, you need to:

- Add property within the *config* object (the value on the left of the colon must be one of the existing relation connection types, and the value on the right of the colon may be the value of your choice (for example: "IsPredecessorOf" : "Custom Name").
- Add a new option for the *Rasci attribute* within Attributes Panel. Fill in **value** field and add English and German **translation**. The option **value** must match the value you added within the config object to the left of the colon (in this case: "IsPredecessorOf"). The Rasci report displays the value you entered for the selected content language (English or German).

In the case of the **relation-type based RACI report** to add a new property, you need to:

- Add property within the *config* object (the value on the left of the colon must be one of the existing relation connection types, and the value on the right of the colon is the value that will be displayed in the report.