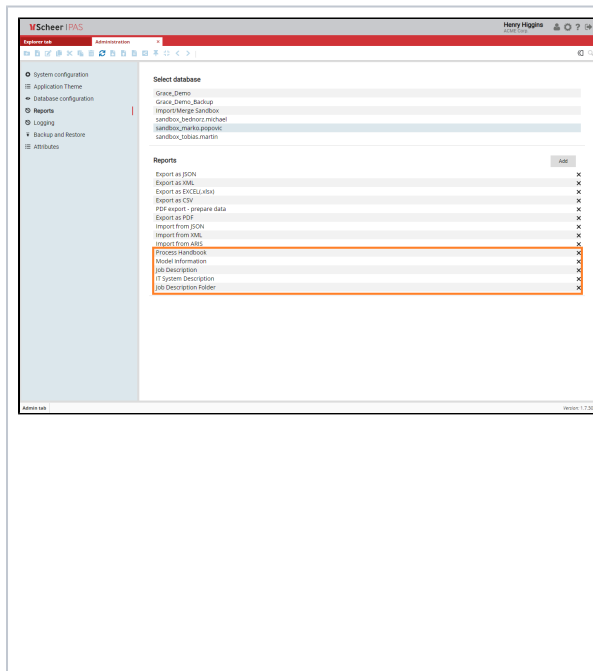# Standard Reports

Available Standard Reports

Seven **Standard Reports** are available:

1. **Process Handbook**
2. **Model Information**
3. **Job Description**
4. **IT System Description**
5. **RASCI(.xlsx)**
6. **Start Review Process**
7. **Convert EPC to BPMN**

You can edit these standard reports in the **Reports** menu in the **Administration Tab**.

All the reports are generated as **docx, pdf or xlsx** file, including the information edited on the **Reports** page.

> If you edit the report, it will be overridden with the next release. You should do a copy first, so that your edited report is not overridden.

Process Handbook

- Generates a basic manual for the targeted model.
- Provides general information about the targeted model, its relationship to other processes through assignments, start and end nodes of the process.
- Provides information about targeted object types inside of a model as well as relevant data for those objects.
- Each activity object comes with associated objects which include: **Organization, Input, Output** and **IT.**
- For each type of object a dedicated section with detailed description and additionally linked information is generated.
- Optionally, the report can be provided with a generated image of a model.
- **Process Handbook Folder** generates a Process Handbook report for all folder items (models) to Word.

Model Information

- Creates a report containing basic information about the targeted model itself as well as objects created inside of it.
- Objects are displayed with all of their attributes as well as with their relations.
- Relations for each object are described with a target object name, target object type and relation type.
- Optionally, the report can be provided with a generated image of a model.
- **Model Information Folder** generates a Model Information report for all folder items (models) to Word.

Job Description

- This report targets specific object types inside of a targeted model.
- Targeted object types in this case are **Organization Unit** and **Role** object types.
- Each of those objects comes with relevant relations associated with it:
  - Functions
  - Participation
  - Additional Executors
  - Additional Participants
  - Input
  - Output
  - It Systems
  - Improvement Potential

- **Job Description Folder** generates a Job Description report for all folder items (models) to Word.
- **Job Description EXCEL Folder** generates a Job Description report for all folder items (models) to EXCEL.

IT System Description

- This report targets objects of an **Application System** type inside of a targeted model.
- Objects that fit this condition come with additional information about them, this information includes:
    - Activity
    - System
    - Additional Systems
    - Input
    - Output
- **IT System Description Folder** generates an IT System Description report for all folder items (models) to Word.
- **IT System Description EXCEL Folder** generates an IT System Description report for all folder items (models) to EXCEL.