

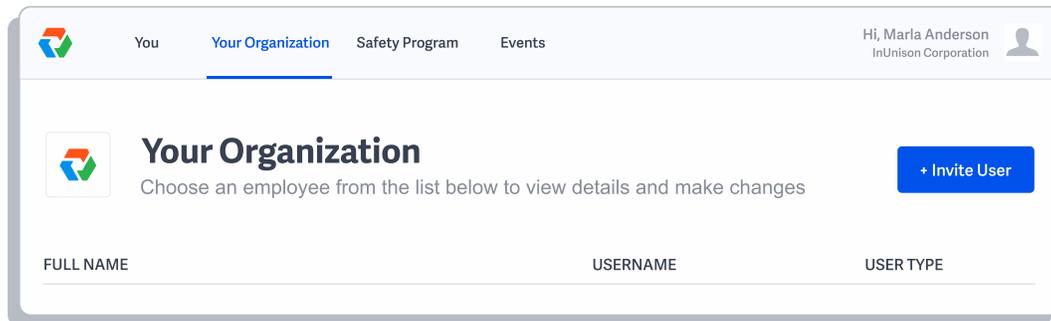
Add a User to a Reporting Group

Overview

Employees and contractors can be assigned to Reporting Groups based on your corporate structure. In order to assign a user to a Reporting Group, you must ensure that Reporting Groups are turned on and group names have been assigned.

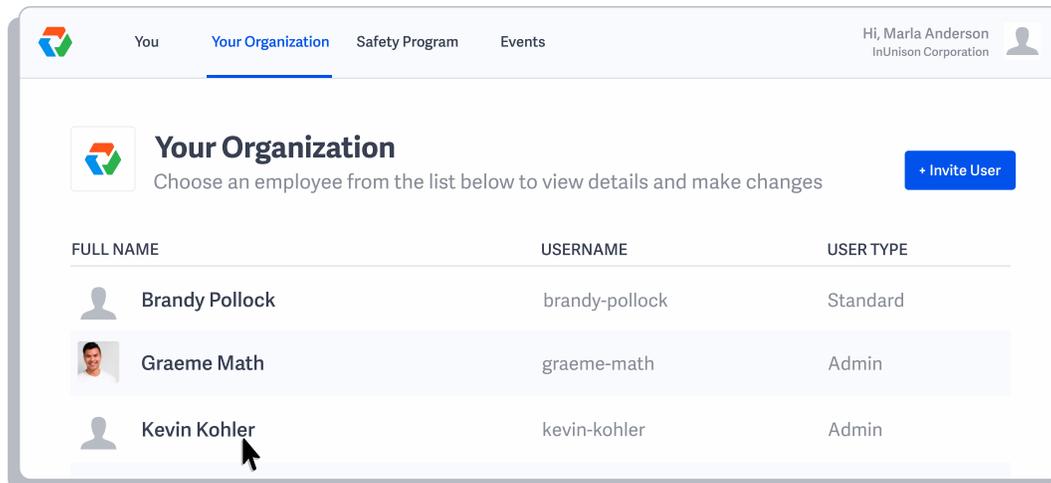
Step 1

Log in to <https://inunison.io> and click on “Your Organization”.



Step 2

Once in your organization, click on the user that you would like to add to a Reporting Group.



Step 3

Once the user's profile is open, click on the dropdown menu titled Reporting Group.

Edit employee information ×



Full Name
Kevin Kohler

Username
kevin-kohler

Reporting Group

Please choose ▼

User type

Standard Manager Admin

[Remove](#)

Step 4

Choose the Reporting Group that you would like to assign the user to and click Save.

Edit employee information ×



Full Name
Kevin Kohler

Username
kevin-kohler

Reporting Group

Client Success ▼

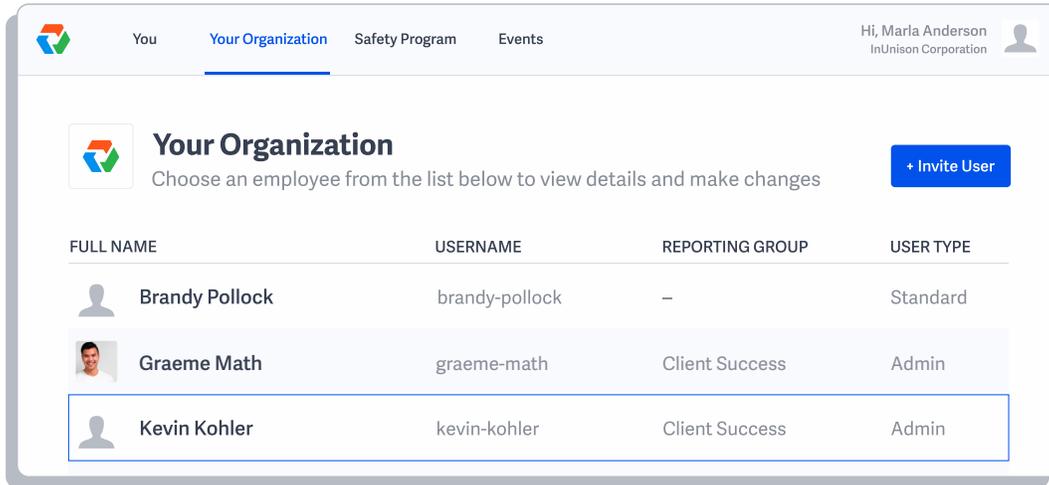
Client Success ✓

Sales and Marketing

[Remove](#)

Step 5

You can view the Reporting Group that the user is assigned to on the Your Organization page.



FULL NAME	USERNAME	REPORTING GROUP	USER TYPE
 Brandy Pollock	brandy-pollock	-	Standard
 Graeme Math	graeme-math	Client Success	Admin
 Kevin Kohler	kevin-kohler	Client Success	Admin

You have now successfully added a user to a Reporting Group.

If you have any questions, comments, concerns or suggestions, please contact us. We want you to succeed and are here to help!