

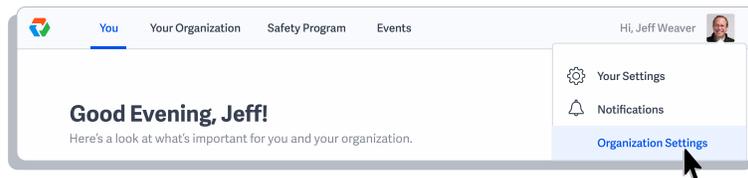
# Creating Reporting Groups

## Overview

Reporting Groups are created to assign users to certain groups to categorize employees. The categories are based on your organizational structure and may include groups such as Operations, Senior Management, Field Workers, etc.

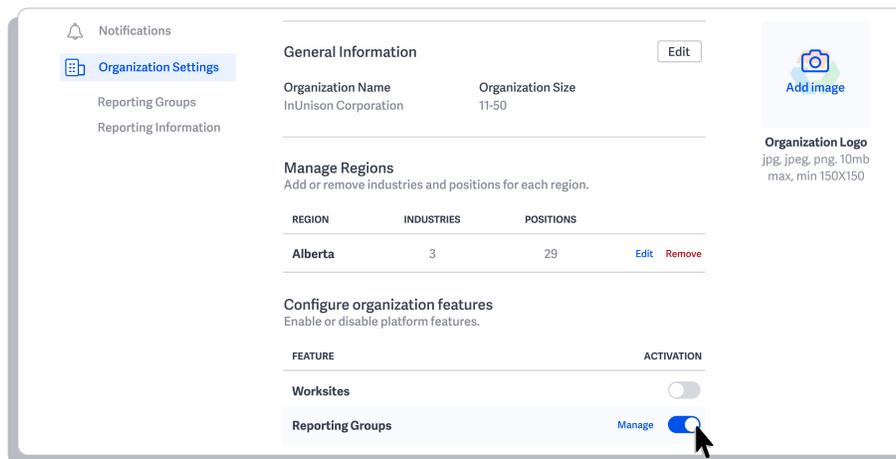
## Step 1

Log in to <https://inunison.io> and click on “your profile” in the top right corner of the screen, then select “Organization Settings”.



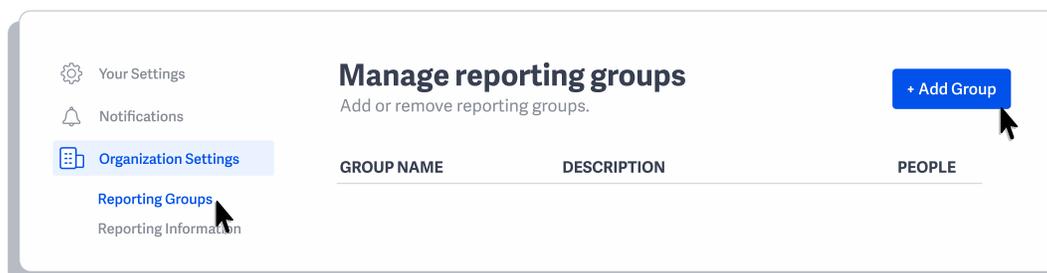
## Step 2

Slide the “Reporting Groups” button to the right, to activate.



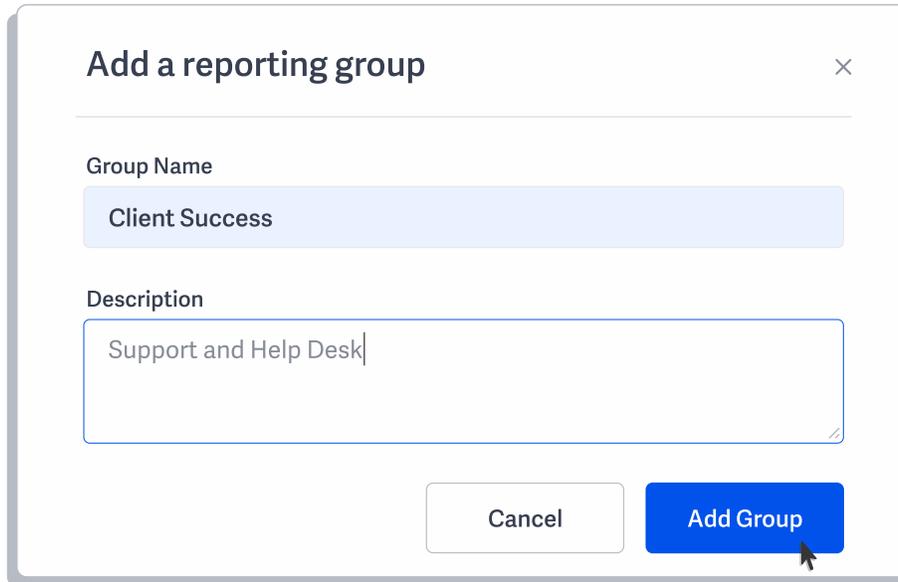
## Step 3

Select “Reporting Groups” on the left settings menu and click the blue “+ Add Group” button.



## Step 4

Create “Group Name” and “Description” of the group, then select the blue “Add Group” button.



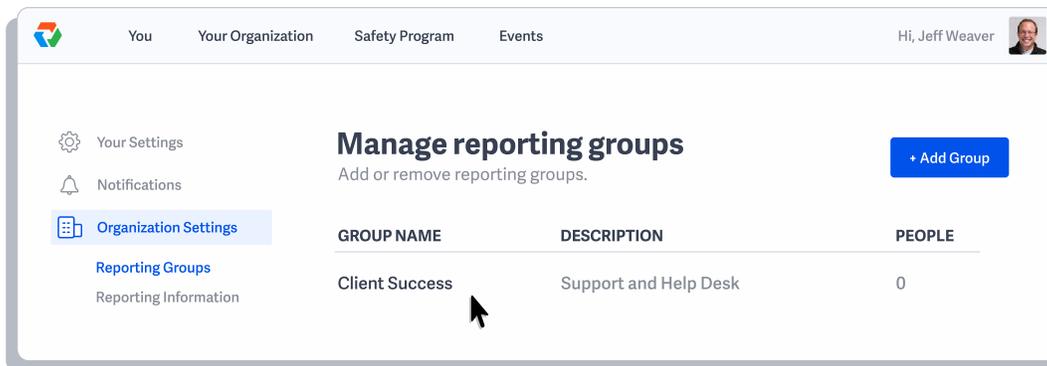
**Add a reporting group** ×

Group Name  
Client Success

Description  
Support and Help Desk

Cancel Add Group

The information will be populated, and you will see this...



You Your Organization Safety Program Events Hi, Jeff Weaver

Your Settings  
Notifications  
Organization Settings  
Reporting Groups  
Reporting Information

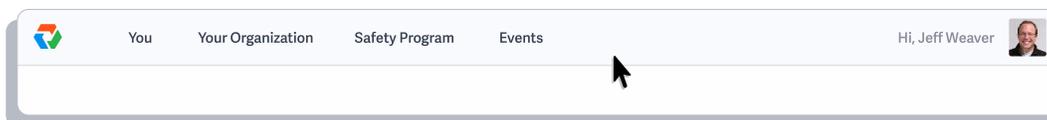
### Manage reporting groups

Add or remove reporting groups. [+ Add Group](#)

GROUP NAME	DESCRIPTION	PEOPLE
Client Success	Support and Help Desk	0

## Step 5

Select anything on the main header to return back to the system.



You Your Organization Safety Program Events Hi, Jeff Weaver

You have now successfully completed creating 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!