

# Reporting Overview

The RIW System provides several powerful reporting tools to help organisations to manage their workforce. Your user permission may dictate your access to data, in line with RIW strict data privacy requirements.

## What reports are available to an RIW System user permission?

The [RIW User Role Permission Matrix](#) outlines each role available in the RIW System and the available reporting functionality.

## How do I find instructions on how to run a report?

The [Reporting RIW Knowledge Centre](#) is where you can find detailed instructions on how to run custom or existing reports. You can easily find existing report instructions by typing the report name into the search box.

## How do I create a custom report?

Custom reports can be created by Network Managers and Employer Admins (including the read only or no payment permissions). Refer to [How does a company create a custom report?](#) for more information.

## How do I run an existing report?

Existing, or standard reports, are pre-defined reports available in the RIW System. For an overview, refer to [How does a company run an existing report?](#) To find out what exactly an existing report delivers, refer to this guide or type the existing report name into the search box in the [RIW Knowledge Centre](#).

## What is Microsoft Power BI, and how can I integrate it with RIW?

[Microsoft Power BI](#) easily connects to the RIW System, allowing modelling and visualisation of Rail Industry Worker data. You can create dynamic reports that enable you to analyse, share, and promote insights across your organisation while maintaining data accuracy, consistency, and security. You can read more about the type of data you can interrogate at [What is the RIW System Microsoft Power BI integration?](#)

If you are interested in Microsoft Power BI integration, users must have their own Microsoft Power BI licence and complete the [E-Learning for Microsoft Power BI course](#), which costs \$25+GST. Once the course has been completed, RIW System Microsoft Power BI integration will be granted. You can follow our instructions on [Connecting a new user to Microsoft Power BI reporting](#) for more detail.

# Competency Management Reports

[Expiring Competencies Report](#) provides a list of all competencies due to expire for a worker who has a current relationship with the company. Filters can be applied to display competencies expiring between a date range or to specific workers as part of a crew.

[Person Role Competency Status Matrix](#) will provide a snapshot of all workers with a relationship with the organisation and the status of their competencies.

# Job Role Reports

[Job Role Validity Report](#) provides a list of all workers who have a current relationship with the organisation and whether the job roles on their profile are valid, or if invalid, the reason for invalidity.

[Role Library and Corresponding Competency Grouping Report](#) provides a list of all job roles in their RIW System and their corresponding competency requirements.

[Next Key Expiry Report for Valid Job Roles](#) can be used to view when a job role is coming up for expiry and what is expiring.

# Site Management

[People Who Swiped Into Site](#) will display all Rail Industry Workers and visitors who swiped into a site between two defined dates.

# Administrative Reports

[Card Application Progress Report](#) will display all Rail Industry Worker cards applied for in a defined period, their production status and delivery details.

[Company Contact Report](#) provides the employer name and primary contact for all Rail Industry Workers that have a current relationship with the Network or Project.

[Outstanding Worker100pt ID Check](#) lists the ID check status for all primary employees managed by an organisation.

[Primary Employer Workers](#) will provide a list of all primarily employed Rail Industry Workers employed by an organisation and their contact details.

[Permission Access Agreement Report for Employer Admin](#) will display the Permission Access Agreement (PAA) approval status for primarily employed Rail Industry Workers in the organisation. The [PAA](#) must be accepted by a Rail Industry Worker when they first log into their myRIW account and accept an employment request.

[Virtual Card Uptake Report](#) lists all Rail Industry Workers who have a relationship with the organisation and whether they have a virtual RIW card loaded to their Vircarda wallet.