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Workforce Management Web for Supervisors Help

[Audit Reports](#)

Audit Reports

Audit reports track the actions performed by supervisors while working in the Calendar and Master Schedule.

The Audit reports are:

- [Calendar Audit Report](#)
- [Schedule Audit Report](#)
- [Configuration Audit Report](#)

To create a report, click that report's link (above) and follow the steps.

For a complete list of all WFM reports, see the [Reports List](#).

Report Security Restrictions

In order to create and print these reports, permission must be assigned. See the [Configuration > Roles](#) topics for more information about security privileges.

Date Restrictions

For reports whose wizard includes a **Date Range** screen:

- If you select weekly or monthly granularity, the **Start Date** and **End Date** selectors may be constrained to particular days (to the week's start and end days, or to the selected month's first and last days).
- If you enter dates that do not match these constraints and click **Next**, an error message alerts you to change your selection.