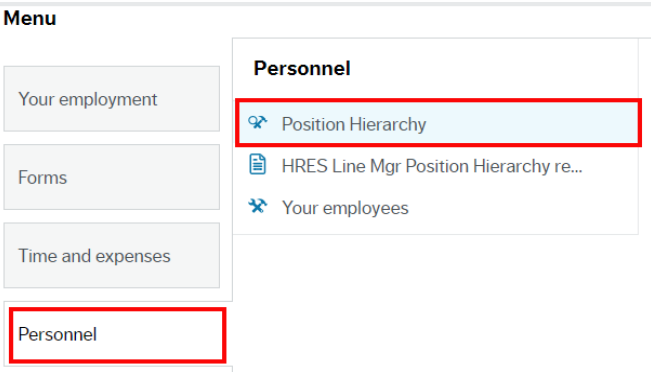

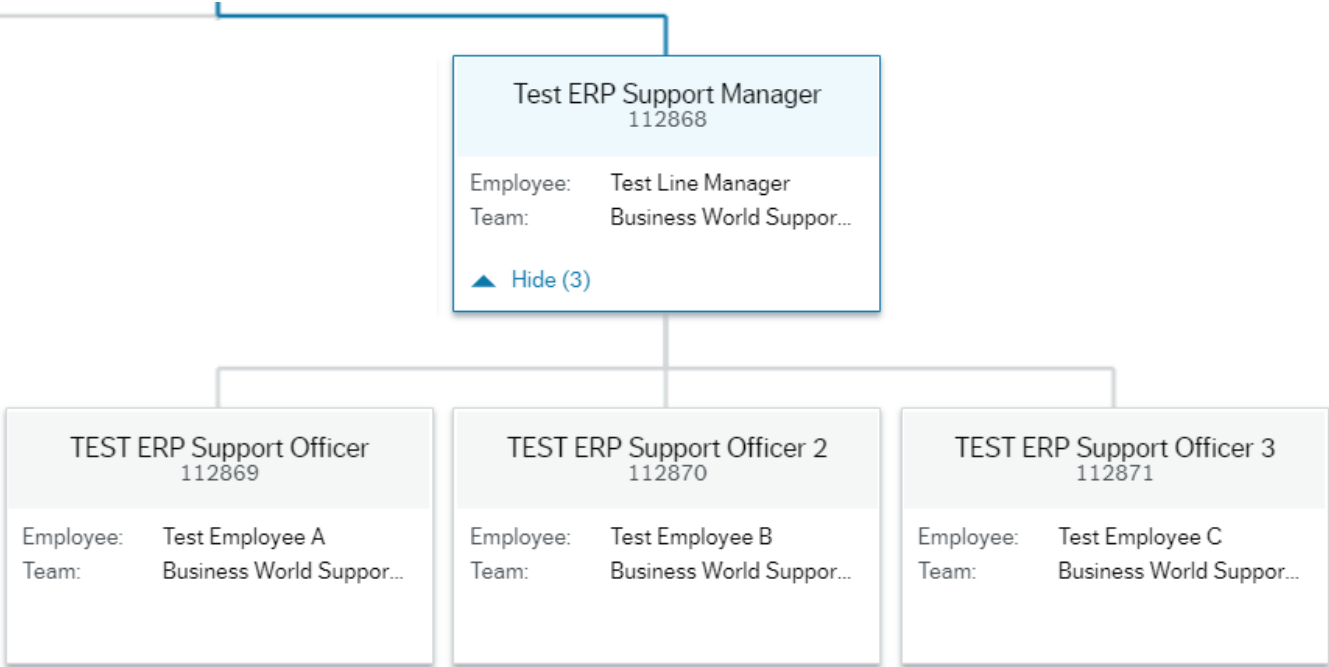


## How to view the pictorial Position Hierarchy

The pictorial hierarchy allows line managers within Business World to view the pictorial version of the position hierarchy for all council & partner organisations.

The user can view Position Title, Position Number, Employee Name and Team for each level of the position hierarchy.

1	 <p>The screenshot shows a 'Menu' on the left with options: 'Your employment', 'Forms', 'Time and expenses', and 'Personnel'. The 'Personnel' option is highlighted with a red box. To the right, a 'Personnel' sub-menu is open, listing 'Position Hierarchy' (highlighted with a red box), 'HRES Line Mgr Position Hierarchy re...', and 'Your employees'.</p>	<p>To access the pictorial view of the pictorial view of the Position Hierarchy navigate to the personnel menu option &amp; click on <b>Position Hierarchy</b>.</p>
2	 <p>The screenshot shows two boxes representing the top level of the hierarchy for 'Renfrewshire Council T0.01'. The top box has a 'Show (1)' button with a downward arrow, and the bottom box has a 'Hide (1)' button with an upward arrow. Both buttons are highlighted with red boxes.</p>	<p>This will open a new window with the top level of the position hierarchy for Renfrewshire Council and all partner organisations.</p> <p>To navigate through the different levels of the position hierarchy you can use the <b>show</b> and <b>hide</b> buttons.</p>
3	 <p>The diagram shows a hierarchical structure. At the top is a box for 'Test ERP Support Manager 112868'. Below it, three boxes represent 'TEST ERP Support Officer' roles: 'TEST ERP Support Officer 112869', 'TEST ERP Support Officer 2 112870', and 'TEST ERP Support Officer 3 112871'. Each box includes employee and team information. The top manager box also has a 'Hide (3)' button.</p> <pre> graph TD     Manager["Test ERP Support Manager 112868 Employee: Test Line Manager Team: Business World Support..."]     Officer1["TEST ERP Support Officer 112869 Employee: Test Employee A Team: Business World Support..."]     Officer2["TEST ERP Support Officer 2 112870 Employee: Test Employee B Team: Business World Support..."]     Officer3["TEST ERP Support Officer 3 112871 Employee: Test Employee C Team: Business World Support..."]     Manager --- Officer1     Manager --- Officer2     Manager --- Officer3     </pre>	