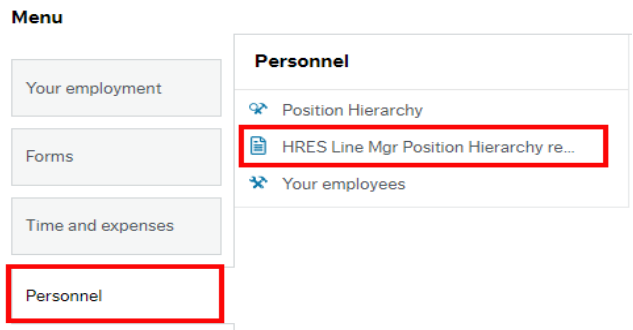
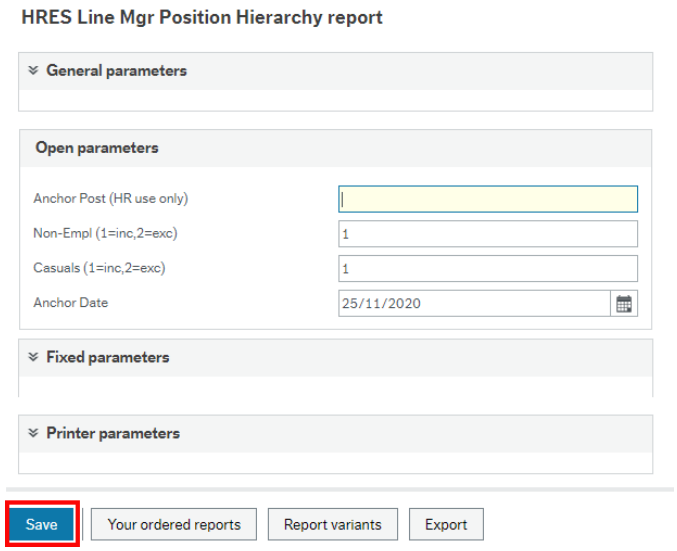
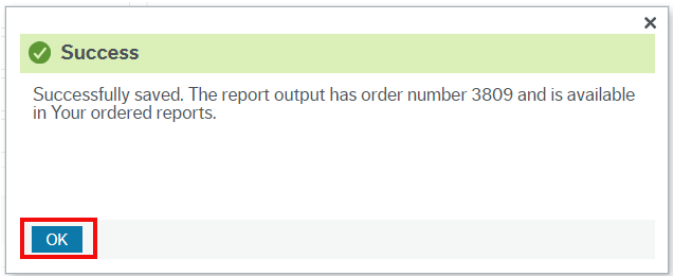
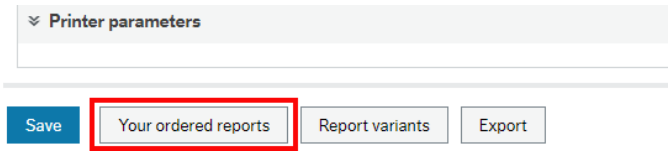
How to run the HRES Position Hierarchy report

This user guide will show the steps for how to run the Position Hierarchy Report in Business World. This report will allow line managers to view details of all positions which report to them in the position hierarchy.

1		To access the HRES report navigate to the personnel menu option. Then click on **HRES Line Mgr Position Hierarchy report.**
2		The **'HRES Line Mgr Position Hierarchy report'** window will then appear on screen. To run the report, click on the blue **Save** button at the bottom of the screen
3		A success message will appear on screen with your unique report order number. Click ok to **close** the message.
6		Click on **Your order reports** at the bottom of the screen.

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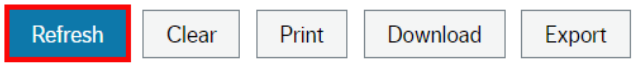
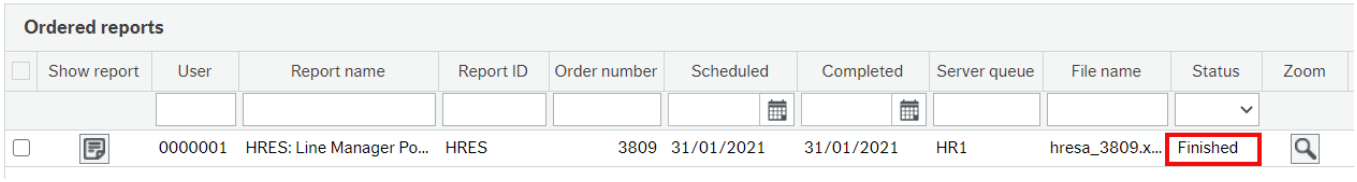
The report status will show as:

- **Waiting** – If the system is in the process of running another report at that time.
- **Running** – If the report is running but not yet complete.
- **Finished** – If the report is complete & ready to be viewed.



If the report is showing as waiting or running, click on the **refresh** at the bottom of the screen until the status changes to **finished.**



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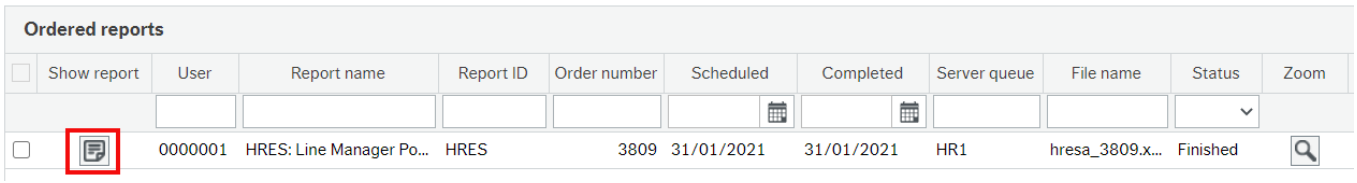
Once the report status is finished click on the **show report icon** highlighted below.



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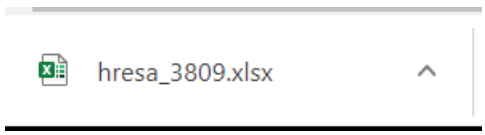

An excel download will appear at the bottom left of the screen. Double click to open.

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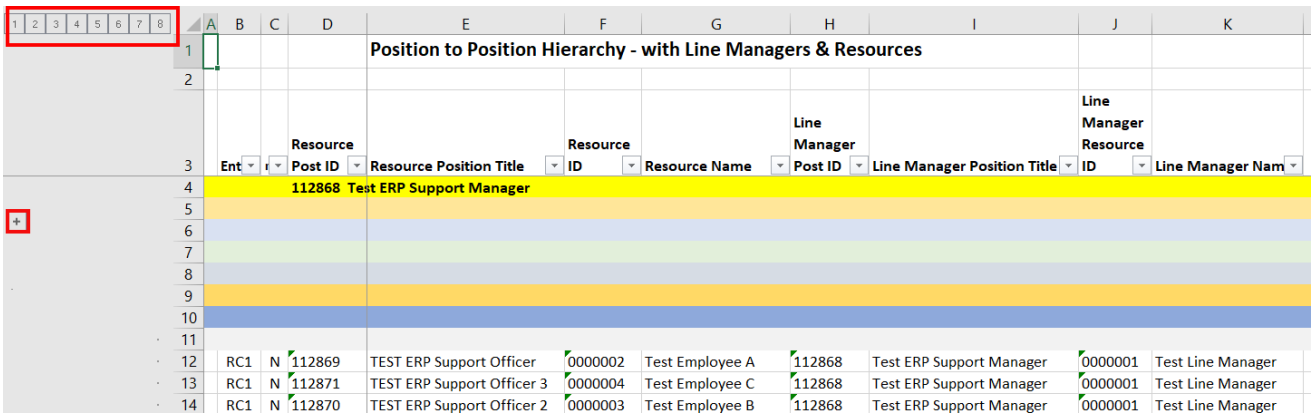
The report will then open in excel. The report will default to your position level. You can use the levels highlighted at the top left to navigate through the hierarchy levels, or you can click on the highlighted plus button to expand all levels at once.



	A	B	C	D	E	F	G	H	I	J	K
1					Position to Position Hierarchy - with Line Managers & Resources						
2											
3	Ent			Resource Post ID	Resource Position Title	Resource ID	Resource Name	Line Manager Post ID	Line Manager Position Title	Line Manager Resource ID	Line Manager Nam
4				112868	Test ERP Support Manager						
5											
6											
7											
8											
9											
10											
11											
12	RC1	N	112869		TEST ERP Support Officer	0000002	Test Employee A	112868	Test ERP Support Manager	0000001	Test Line Manager
13	RC1	N	112871		TEST ERP Support Officer 3	0000004	Test Employee C	112868	Test ERP Support Manager	0000001	Test Line Manager
14	RC1	N	112870		TEST ERP Support Officer 2	0000003	Test Employee B	112868	Test ERP Support Manager	0000001	Test Line Manager

The expanded levels will show the resource and position information for the positions which report to you in the Position Hierarchy.

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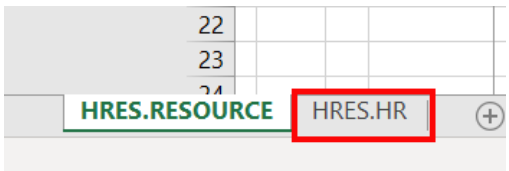

You can now also access the HR tab of the HRES report, this will provide further position information.