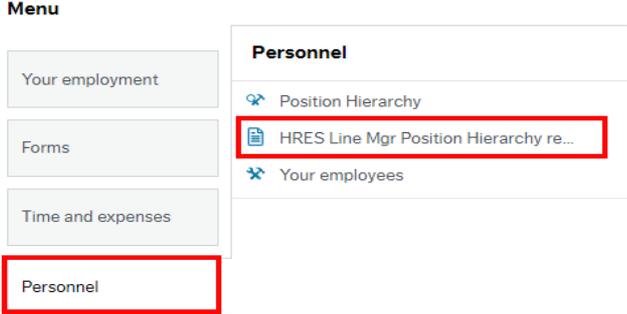
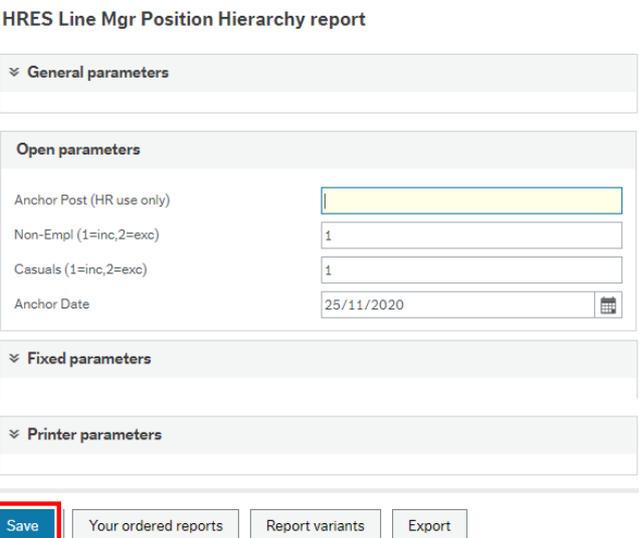
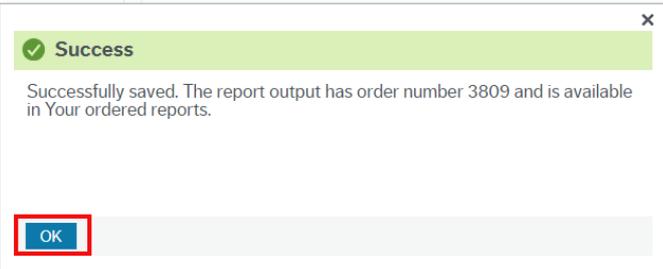
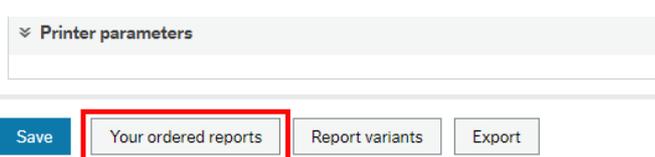


## How to run the HRES Position Hierarchy report

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	 <p>The screenshot shows the 'Menu' section with 'Personnel' highlighted in a red box. Under the 'Personnel' sub-menu, 'HRES Line Mgr Position Hierarchy re...' is highlighted in a red box.</p>	<p>To access the HRES report navigate to the personnel menu option. Then click on <b>HRES Line Mgr Position Hierarchy report</b>.</p>
2	 <p>The screenshot shows the 'HRES Line Mgr Position Hierarchy report' configuration screen. It includes sections for 'General parameters', 'Open parameters' (with fields for Anchor Post, Non-Empl, Casuals, and Anchor Date), 'Fixed parameters', and 'Printer parameters'. At the bottom, the 'Save' button is highlighted in a red box.</p>	<p>The <b>'HRES Line Mgr Position Hierarchy report'</b> window will then appear on screen.</p> <p>To run the report, click on the blue <b>Save</b> button at the bottom of the screen</p>
3	 <p>The screenshot shows a 'Success' message dialog box with the text: 'Successfully saved. The report output has order number 3809 and is available in Your ordered reports.' The 'OK' button is highlighted in a red box.</p>	<p>A success message will appear on screen with your unique report order number.</p> <p>Click ok to <b>close</b> the message.</p>
6	 <p>The screenshot shows the bottom of the report configuration screen. The 'Your ordered reports' button is highlighted in a red box.</p>	<p>Click on <b>Your order reports</b> at the bottom of the screen.</p>

## How to run the HRES Position Hierarchy report

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**.

Refresh

Clear

Print

Download

Export

### Ordered reports

<input type="checkbox"/>	Show report	User	Report name	Report ID	Order number	Scheduled	Completed	Server queue	File name	Status	Zoom
<input type="checkbox"/>		0000001	HRES: Line Manager Po...	HRES	3809	31/01/2021	31/01/2021	HR1	hresa_3809.x...	Finished	

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

### Ordered reports

<input type="checkbox"/>	Show report	User	Report name	Report ID	Order number	Scheduled	Completed	Server queue	File name	Status	Zoom
<input type="checkbox"/>		0000001	HRES: Line Manager Po...	HRES	3809	31/01/2021	31/01/2021	HR1	hresa_3809.x...	Finished	



hresa\_3809.xlsx

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

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	Post ID	Resource	Resource Position Title	ID	Resource Name	Post ID	Line Manager Position Title	ID	Line Manager Resource	Line Manager Name		
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.

HRES.RESOURCE

HRES.HR

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