



# Job Index



This report will provide you with a list of position numbers, name of holders and their perner for one particular job.

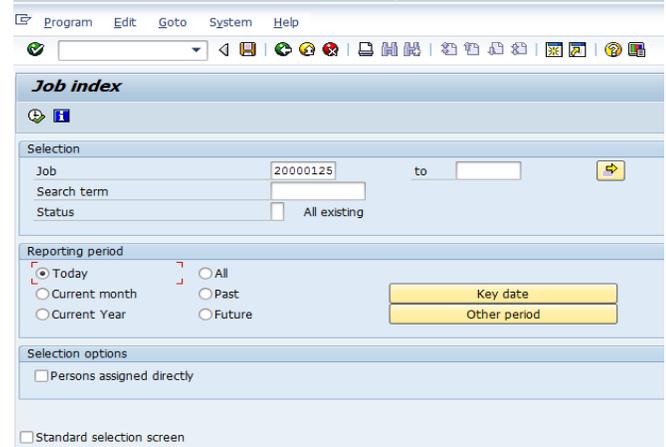
1-From your SAP Easy Access screen enter S\_AHR\_61016498 in the command field:

2-Select enter from your keyboard or click

3-In the Selection section enter the 20 million job number.

4- In the Reporting Period select the today radio button.

5- Select execute

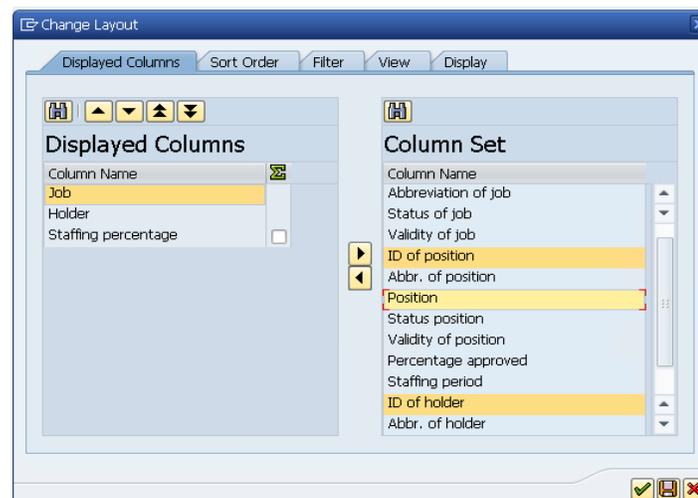


6- From your keyboard select Ctrl+F8 to change current layout.

7- From the Change Layout screen hold down Ctrl and select ID of Position, Position and ID of Holder from the Column Set column.

8- In the middle Click on the arrow pointing to the left to move them to the Displayed Columns column.

9- Click





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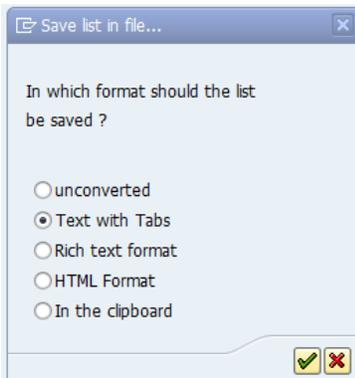


10- You may want to download this report  
To Excel to do so from the tool bar click

The **Local File** button

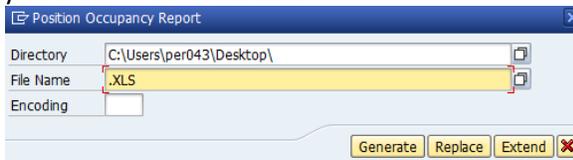


11. Choose **Text with Tabs**



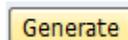
12. Chose **Enter** 

13. Directory – Navigate to the location where  
you want to save the file.



14. File Name – Type the file name

15. Click Generate



16. Click the **Back** button  or **F3** to return to the previous screen