Position Occupancy - Report Instructions

This report gives the total filled, vacant and interim positions.

1. From your SAP Easy Access Screen type, transaction code: **ZOMR010**

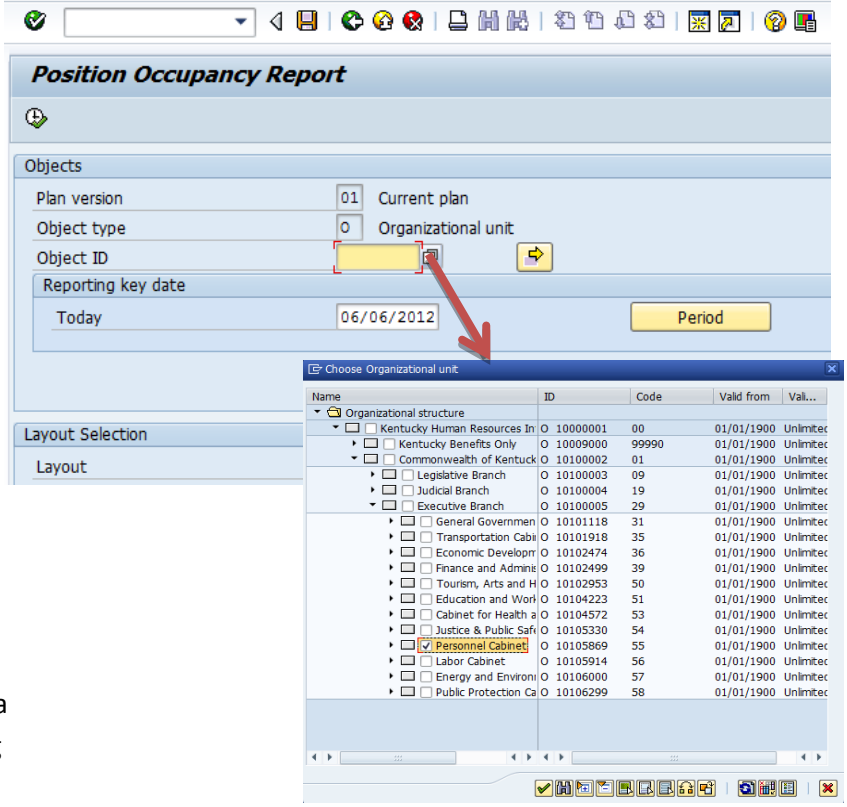
2. Click the **Enter** button or press **Enter** to continue

3. Object ID- Either enter the 10 million org Number or Click the match code button
Run this report at the Cabinet, Department or Agency level.

4. Drill down in the org tree to find the appropriate org and click the **Enter** button

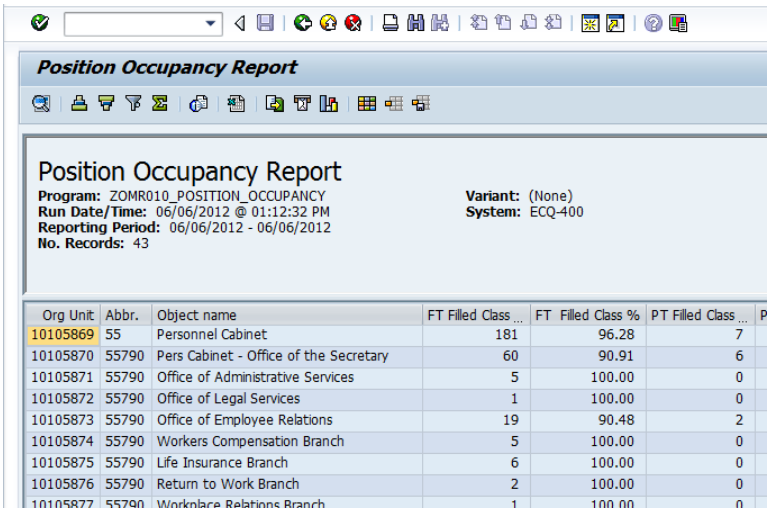
5. Reporting Period - Leave as today

NOTE: You may choose to display past or future data to identify historical or upcoming changes by clicking the **Period** Button



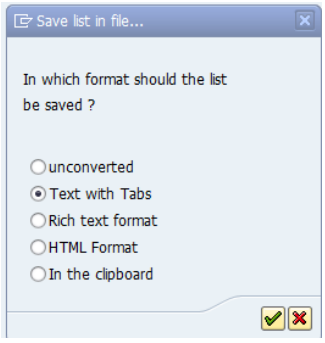
6. Click the **Execute** button or press F8 to execute.

7. The Position Occupancy Report Displays



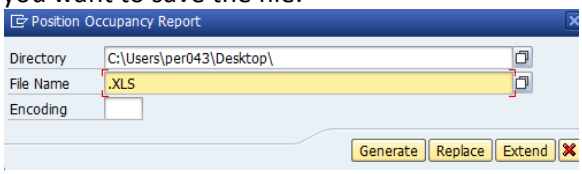
8. You may want to download this report To Excel to do so from the tool bar click The **Local File** button

9. Choose **Text with Tabs**



10. Chose **Enter**

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



12. File Name – Type the file name

13. Click Generate

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

***Division and Branch number will roll up to the Department level, thus showing totals at the higher Org levels of Cabinet, Department and Agency. ***