

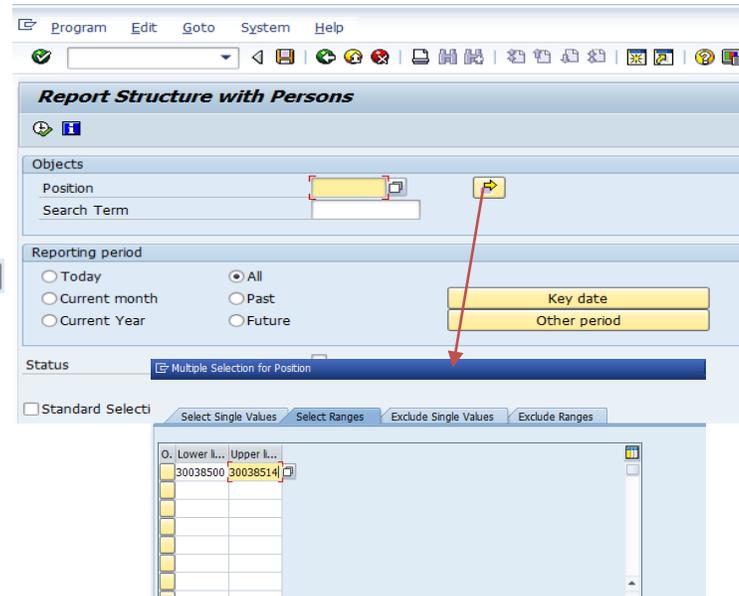


# Report Structure with Persons & Subordinates - Report Instructions



Use this report to display unoccupied positions during a specified period listing the position and the subordinates.

1. From the main screen, type transaction code: **S\_AHR\_61016513**.
2. Click the **Enter** button  or press **Enter** to continue.
3. *Position* – Click the **Multiple Selections**  button to enter a range of position numbers, Click the **Enter** button , **Execute** button 

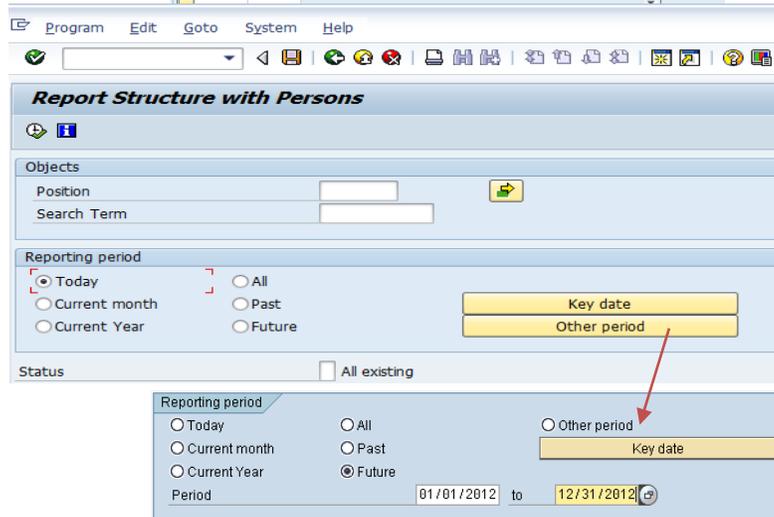


4. *Reporting Period* – Select **Today**.

NOTE: You may choose to display past or future structures to identify historical or upcoming changes.

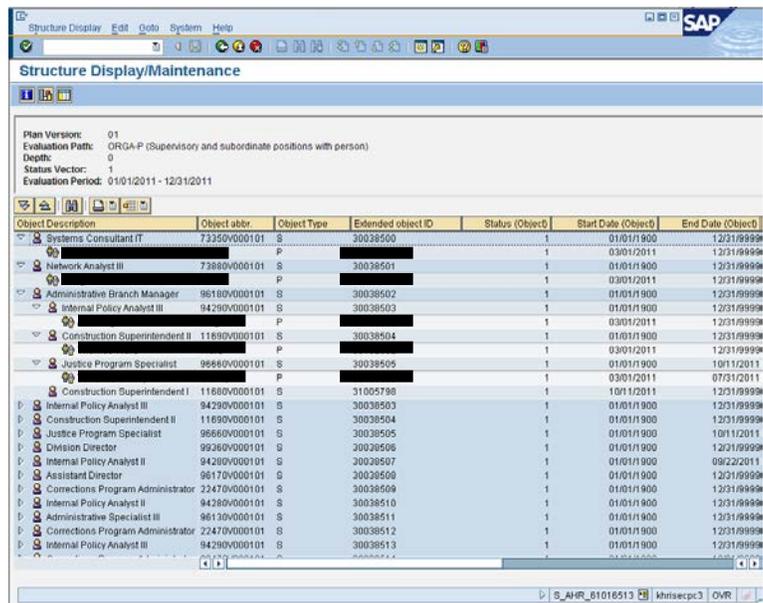
Click the **Other Period** button. Choose **Past** or **Future** then enter a specific date range.

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



- The report displays.
- You may print this list. Click the Print drop-down  and choose: **Print entire hierarchy**.

- Choose the Print Icon 

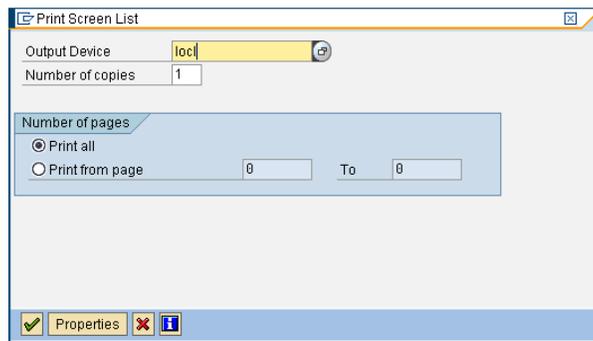


Plan Version: 01  
 Evaluation Path: ORGA-P (Supervisory and subordinate positions with person)  
 Depth: 0  
 Status Vector: 1  
 Evaluation Period: 01/01/2011 - 12/31/2011

Object Description	Object abbr.	Object Type	Extended object ID	Status (Object)	Start Date (Object)	End Date (Object)
Systems Consultant IT	73250V000101	S	30038500	1	01/01/1900	12/31/9999
Network Analyst III	73580V000101	S	30038501	1	01/01/1900	12/31/9999
Administrative Branch Manager	96180V000101	S	30038502	1	01/01/1900	12/31/9999
Internal Policy Analyst III	94290V000101	S	30038503	1	01/01/1900	12/31/9999
Construction Superintendent II	11690V000101	S	30038504	1	01/01/1900	12/31/9999
Justice Program Specialist	96660V000101	S	30038505	1	01/01/1900	10/11/2011
Construction Superintendent I	11680V000101	S	31005798	1	10/11/2011	12/31/9999
Internal Policy Analyst III	94290V000101	S	30038503	1	01/01/1900	12/31/9999
Construction Superintendent II	11690V000101	S	30038504	1	01/01/1900	12/31/9999
Justice Program Specialist	96660V000101	S	30038505	1	01/01/1900	10/11/2011
Division Director	99260V000101	S	30039506	1	01/01/1900	12/31/9999
Internal Policy Analyst II	94280V000101	S	30038507	1	01/01/1900	09/22/2011
Assistant Director	96170V000101	S	30038508	1	01/01/1900	12/31/9999
Corrections Program Administrator	22470V000101	S	30038509	1	01/01/1900	12/31/9999
Internal Policy Analyst II	94280V000101	S	30038510	1	01/01/1900	12/31/9999
Administrative Specialist III	96130V000101	S	30038511	1	01/01/1900	12/31/9999
Corrections Program Administrator	22470V000101	S	30038512	1	01/01/1900	12/31/9999
Internal Policy Analyst III	94290V000101	S	30038513	1	01/01/1900	12/31/9999

- Output Device – Type **locl**.

- Click **Continue** .



Print Screen List

Output Device: **locl**

Number of copies: **1**

Number of pages:

Print all

Print from page **0** To **0**

Properties

- Click the **Back** button  or press **F3** to return to exit the report.