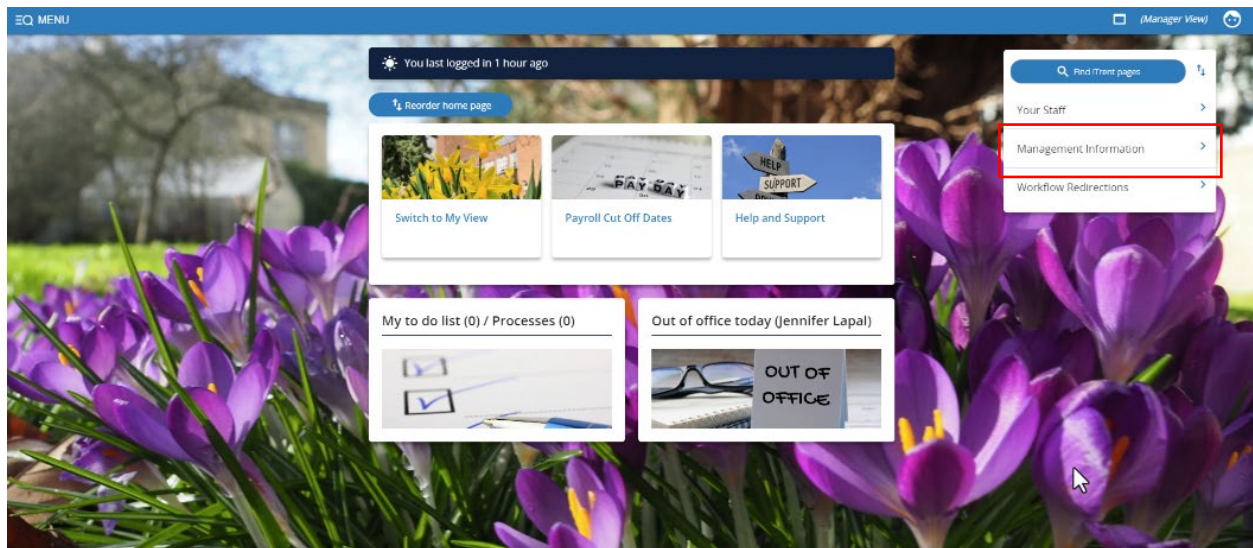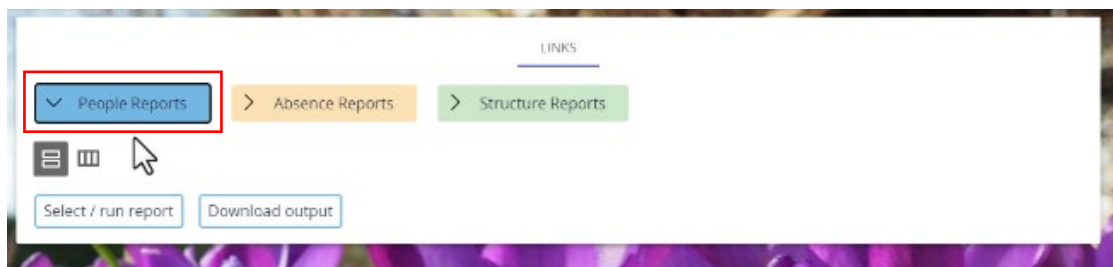# Manager View

People reports

A variety of reports come as standard within *iTrent*. Here we will be looking at *People reports*.

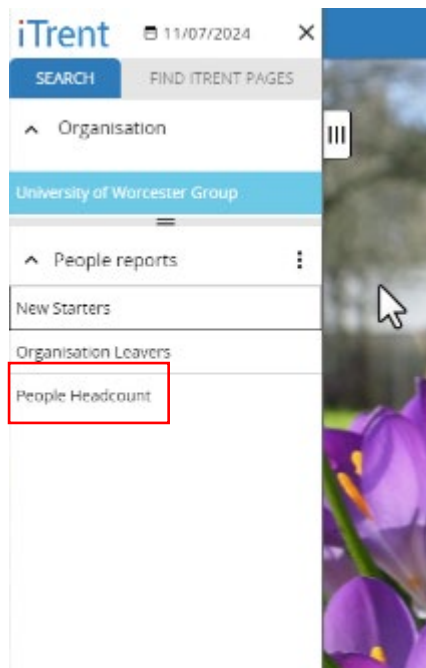From the home screen select *Management Information*.
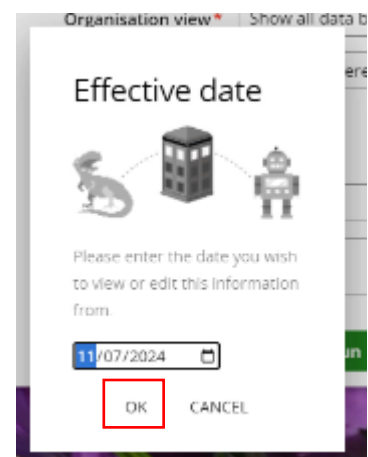

People Reports.

And *Select/run report*.

The available reports are displayed on the left-hand side of the screen.

In this example we will select the *People Headcount* report.

This report is date effective, so provide a date in the date selection box and select *OK*.

Here you can refine the report as follows.

Organisation starting point: You can report on all employees or workers in your line manager hierarchy.

Organisation view: Decide if you wish to report on the selected unit alone or all units below the point selected.

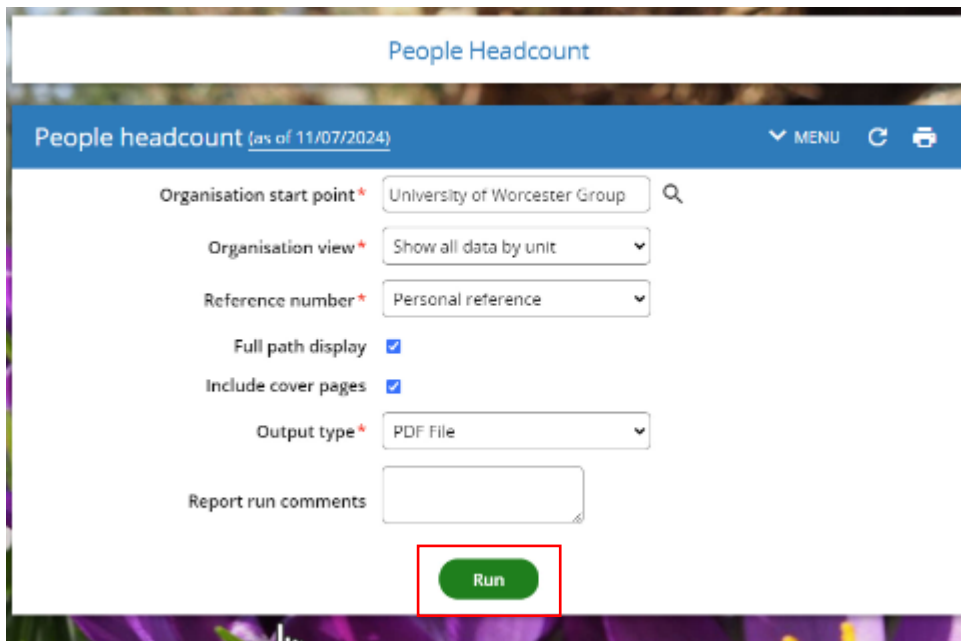*Reference number:* Leave this defaulted as *Personal reference*.

Include cover pages: Decide if you wish to include a cover page which summaries the design of the report.

Output type: Select how you wish to view the report, either PDF or Excel (csv) file.

Report comments: You can add a comment to your report, which will be displayed when you view your report in a list of downloads later.
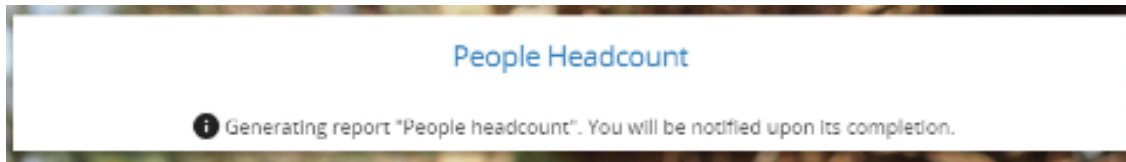
In this example, we are reporting on the whole University, and we have defined that we wish to view all data by unit in a PDF file.
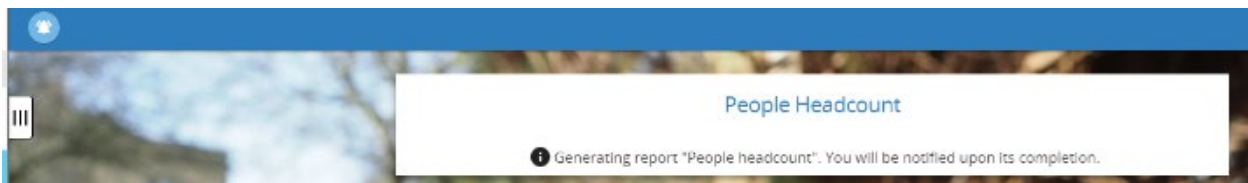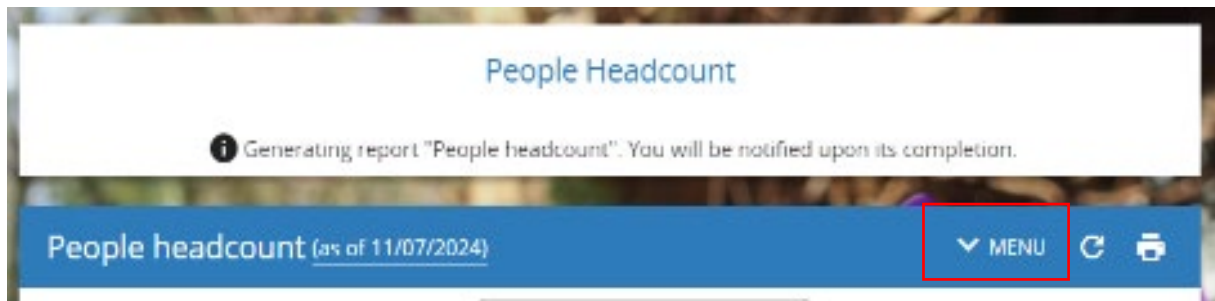
When ready, select *Run*.

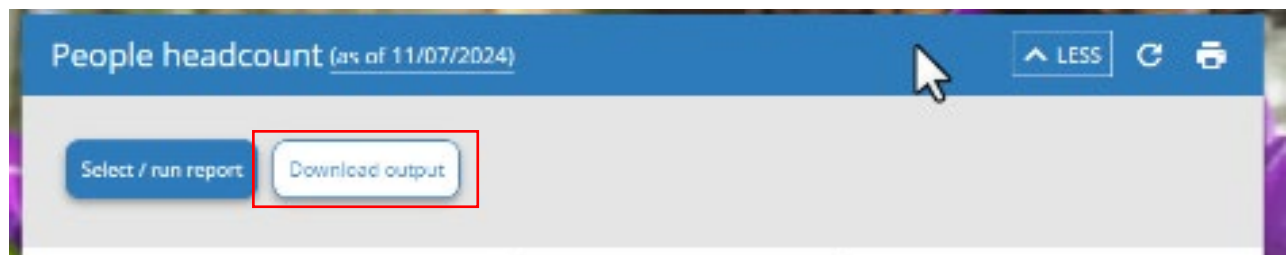You will see a message in the top bar of this screen notifying you that your report is being processed.

Wait until you see a *bell symbol* in the top blue bar, which will display when the report is ready.

When the symbol appears select *Menu*.

This will display an option to *Download output*. Select this.
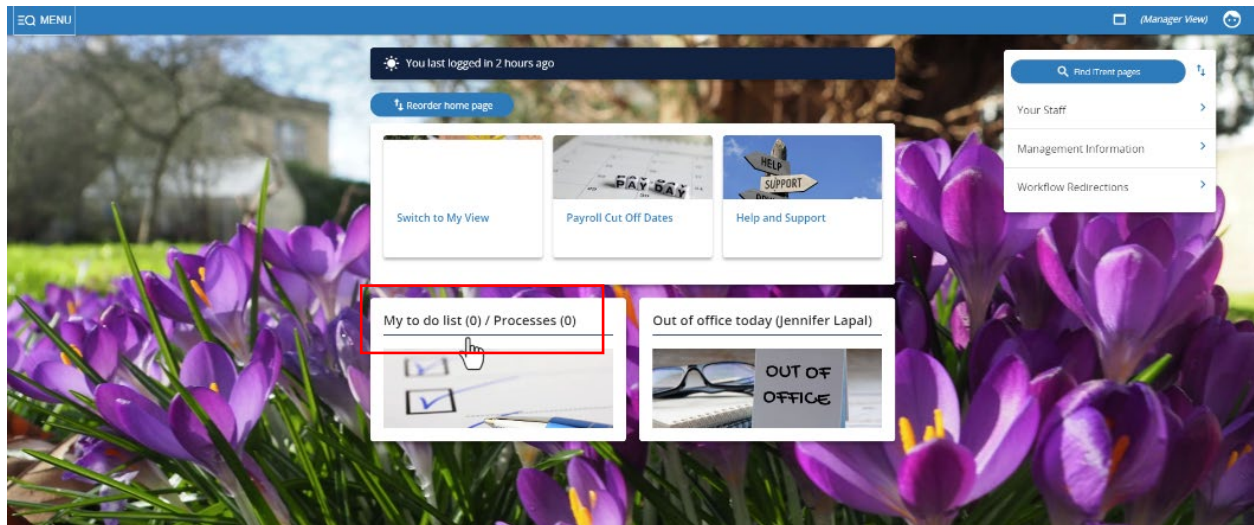

Your report is now available to download.

To download, select the *download icon*. This can then be retrieved from the top right-hand corner or be found in the downloads folder of your device.

The report will look similar to this.

It is good practice to return to the list of reports and delete them when they are no longer required.

Please note, you can also retrieve reports from your to do list.

Select this *My to do list/ Processes* and select the *Processes* tab.