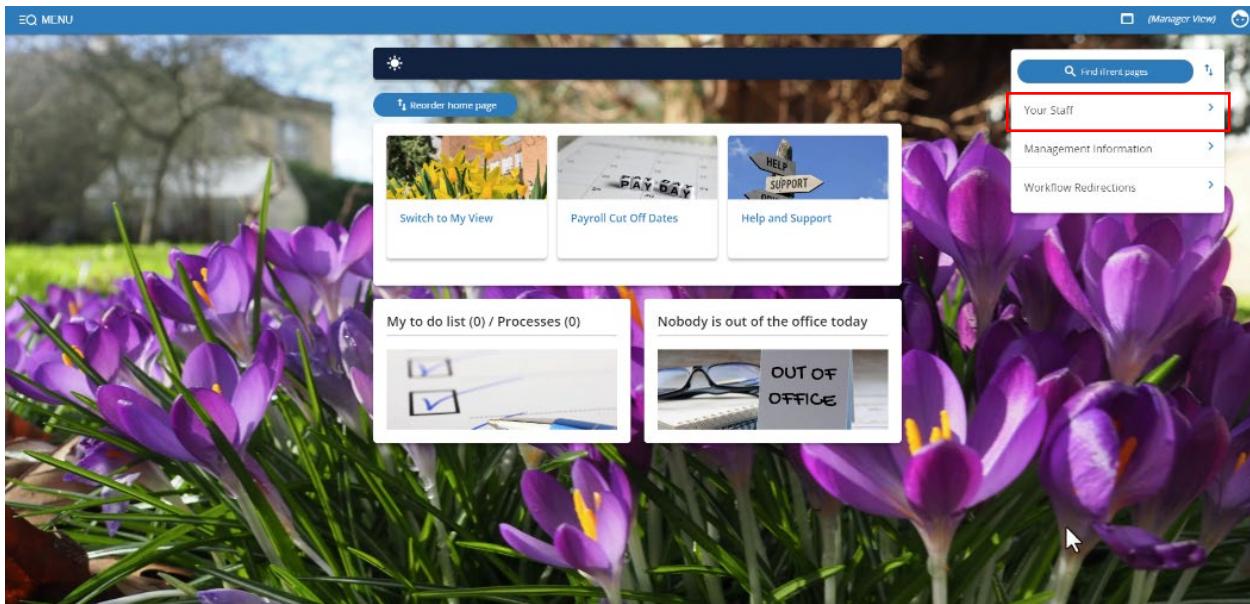


# Manager View

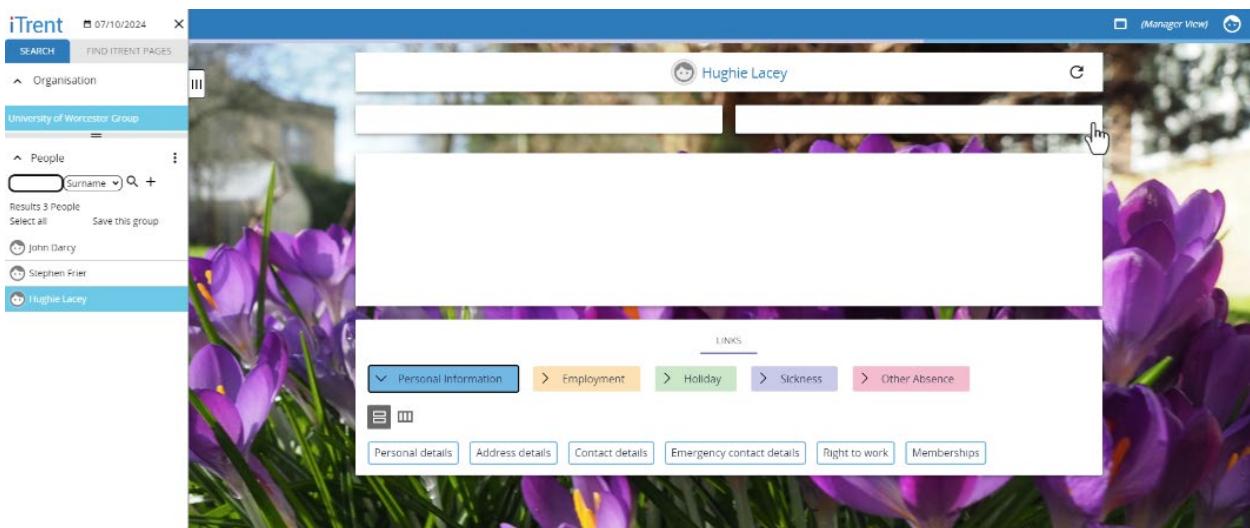
## Viewing employees in my management hierarchy

If you are a senior manager, you can view your direct reports and anyone who reports to them in **Manager View**.

From the home screen select **Your Staff**.



Initially you will only see your **direct reports**.



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SEARCH FIND ITRENT PAGES

^ Organisation

University of Worcester Group

^ People

Surname

Results 7 People

Select all Save this group

Michelle Barnmore

John Darcy

Stephen Frier

Hughie Lacey

Jennifer Lapal

Shaun Locker

Jemima Puddle

Type an \* in the search bar and press enter on your keyboard and you will see everyone you have access to.

To see more detail click on the **three dots** and select **Reporting view**.

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SEARCH FIND ITRENT PAGES

^ Organisation

University of Worcester Group

^ People

Surname   Include leavers

Results 7 People

Select all Advanced search

Michelle Barnmore Smart groups

John Darcy Reporting view

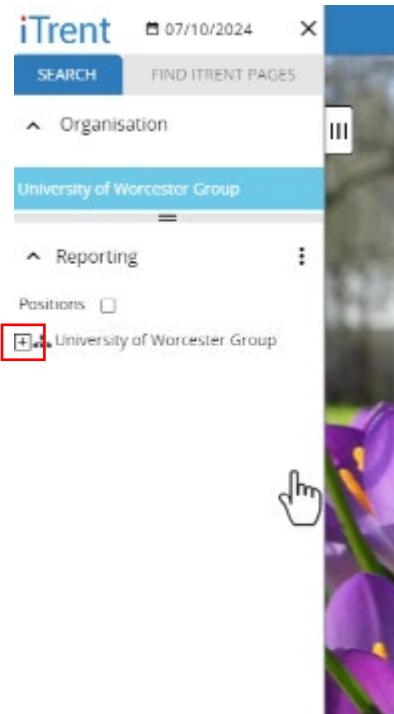
Stephen Frier

Hughie Lacey

Jennifer Lapal

Shaun Locker

Jemima Puddle



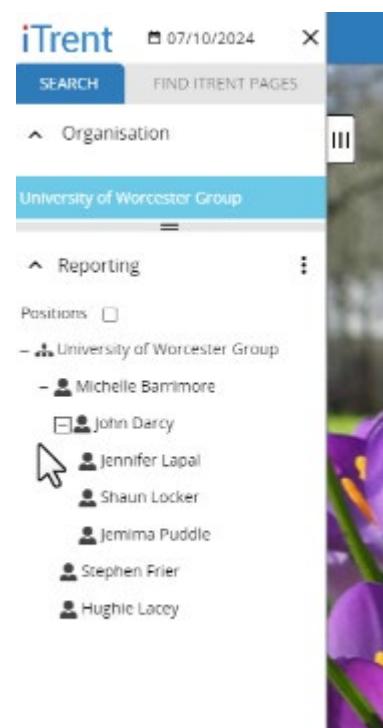
The iTrent interface shows a reporting structure. At the top, there are buttons for 'SEARCH' and 'FIND ITRENT PAGES'. Below that, a sidebar has sections for 'Organisation' and 'Reporting'. Under 'Reporting', there is a 'Positions' checkbox and a list item 'University of Worcester Group' with a plus icon to its left. A red box highlights the plus icon, and a cursor icon points to it. The main content area shows a blurred image of purple flowers.

You can then expand the view using the **plus icon**.

When you click the **plus icon** next to someone's name, it will also show you those who report directly to them.

In this example you can see everyone in my **reporting structure**, but you can also see that Jennifer, Shaun and Jemima report directly to John, who in turn reports to me (Michelle).

You can then view all records and update absence information for everyone in your reporting hierarchy.



The iTrent interface shows the expanded reporting structure for the 'University of Worcester Group'. The plus icon next to the group name is now expanded, revealing a list of individuals: Michelle Bamimore, John Darcy, Jennifer Lapal, Shaun Locker, Jemima Puddle, Stephen Frier, and Hughie Lacey. A cursor icon points to John Darcy's name. The main content area shows a blurred image of purple flowers.