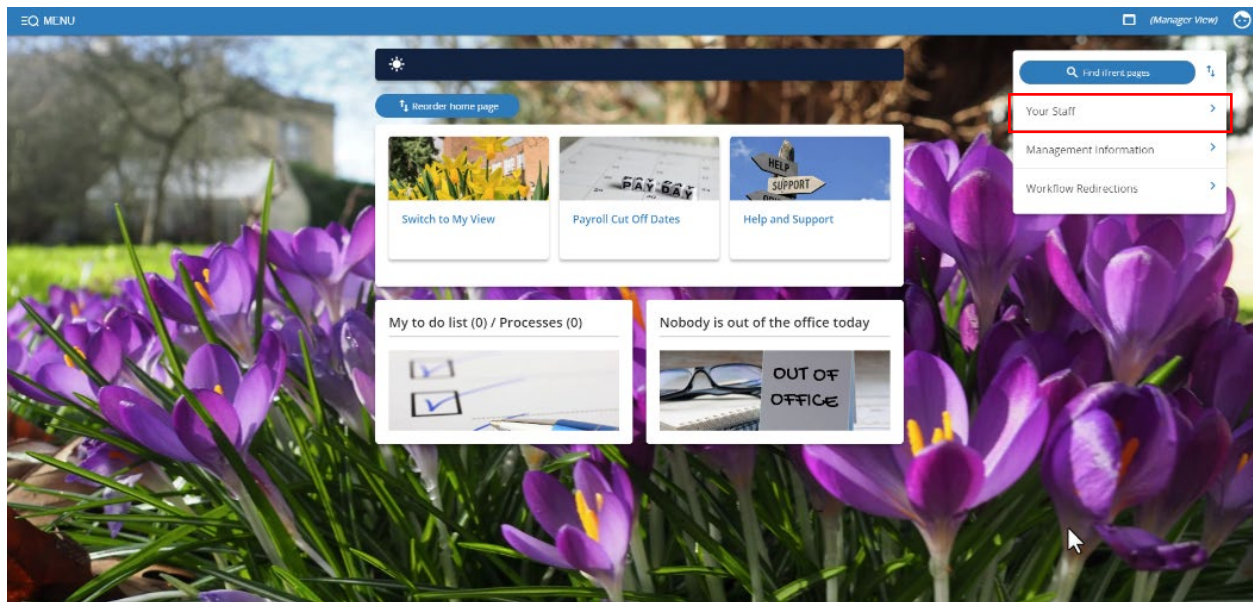


Manager View

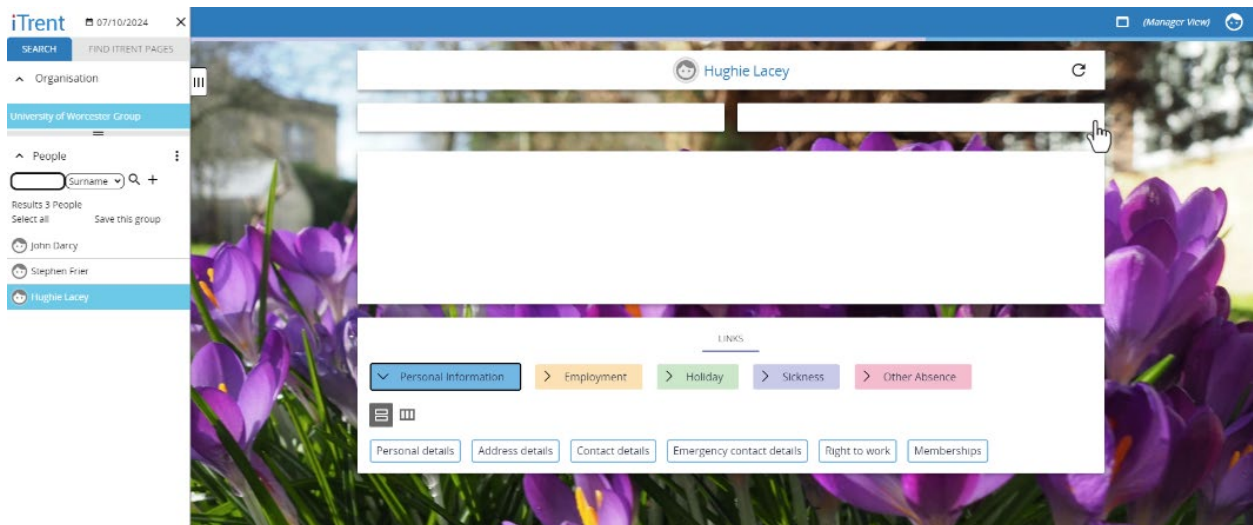
Viewing employees in my management hierarchy

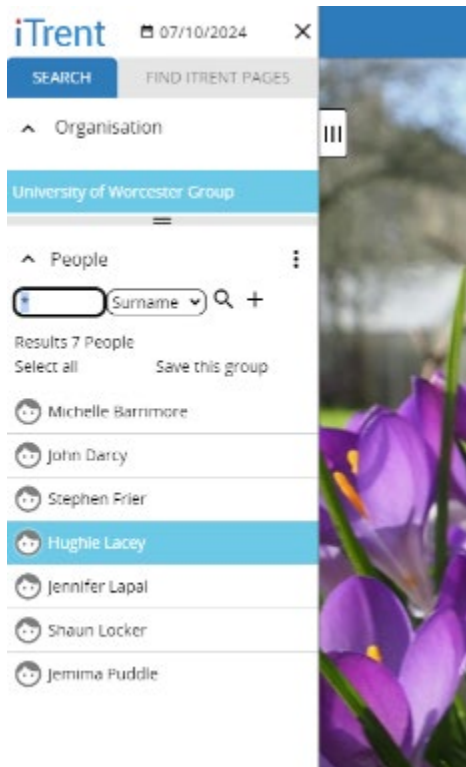
If you are a senior manager, you can view your direct reports and anyone who reports to them in **Manager View**.

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



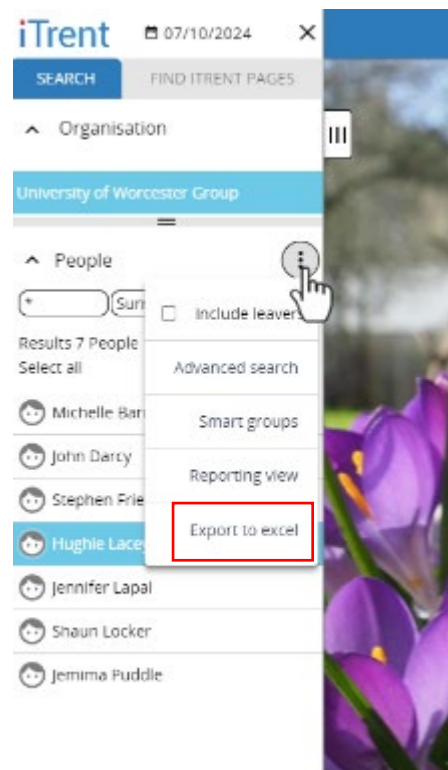
Initially you will only see your **direct reports**.

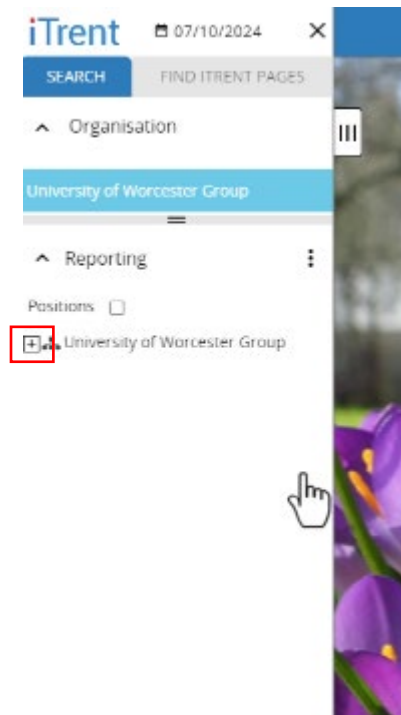




Type an * in the search bar and press enter on your keyboard and you will see everyone you have access to.

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





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.

