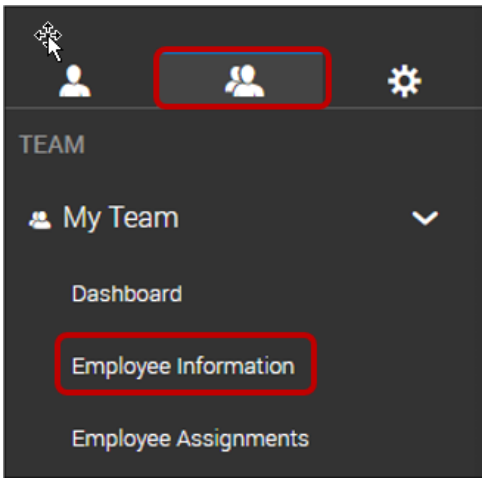
Adding the "Reports To" Column to the Employee Information View

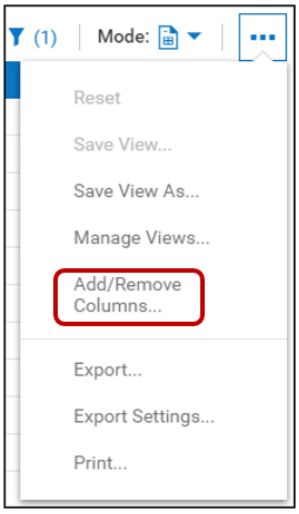
When accessing the Employee Information view, you might see employees who are not direct reports to you. By adding the "Reports To" column to this view, you can then filter on your name, save the report, and access it for future use.

1. Click the **Main Menu** icon located in the upper left corner

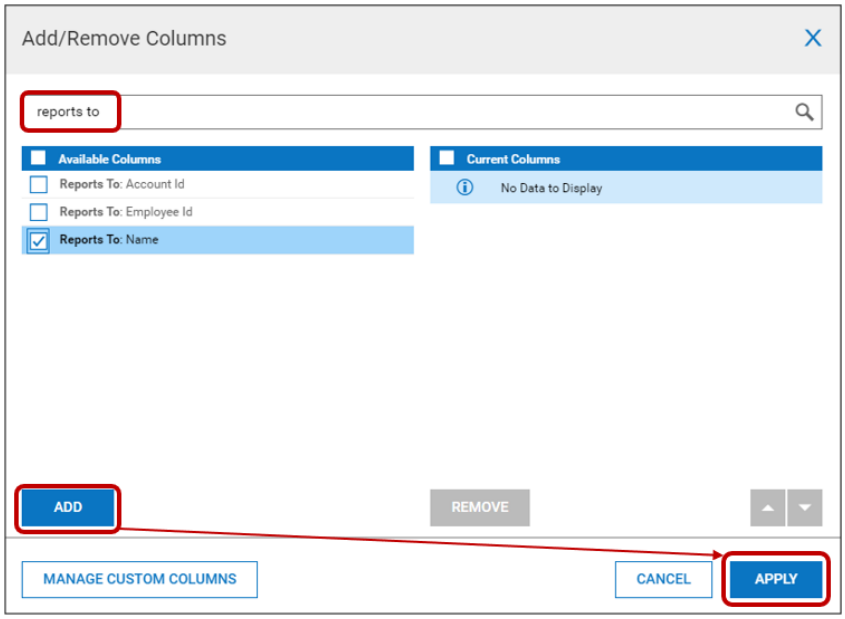
2. Click the **Team** tab and expand the **My Team** section
3. Click the **Employee Information** link



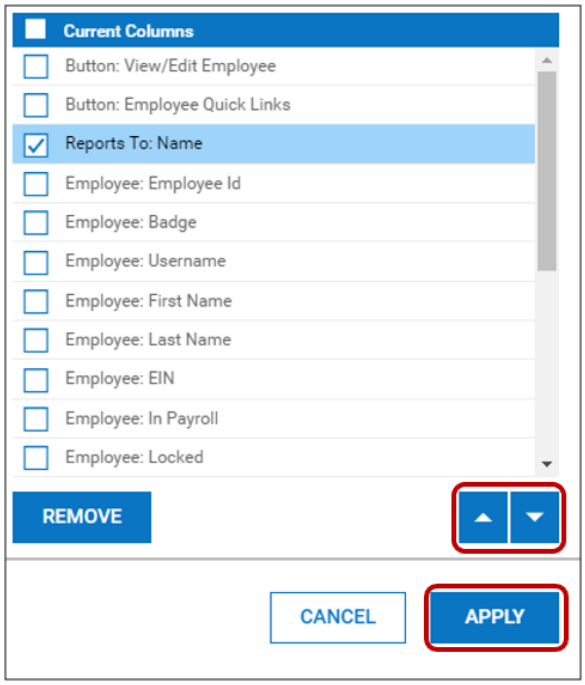
4. Click the **Actions** icon, and then click **Add/Remove Columns . . .**



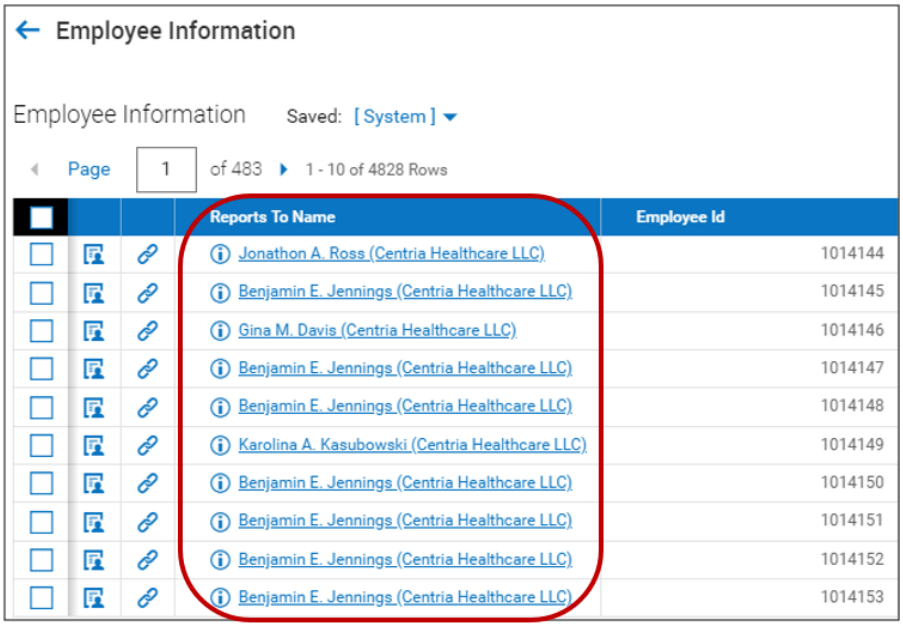
5. In the Search field, type "**reports to**"
    a. All available columns that start with "reports to" display
6. Click the checkbox next to the Reports To: Name field, and then click **ADD**
7. Click **APPLY**



8. Use the up or down arrows to reposition the column within the report, and then click **APPLY**

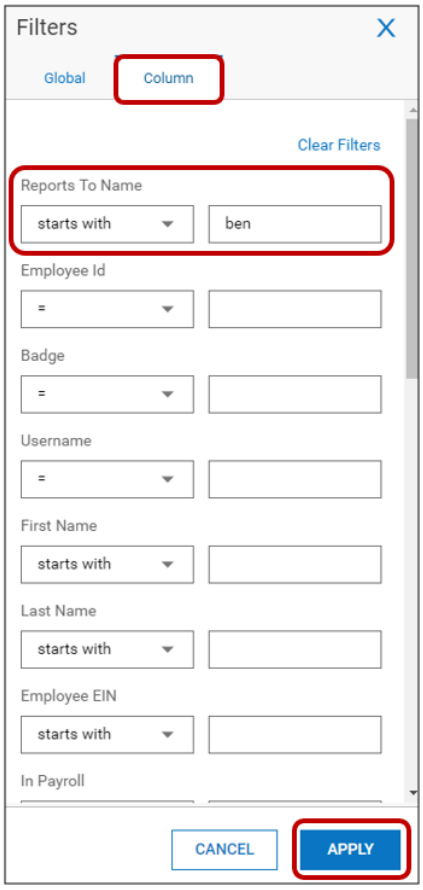


a. The Reports To Name column displays in the position you chose, and shows the names of all managers to whom employees report

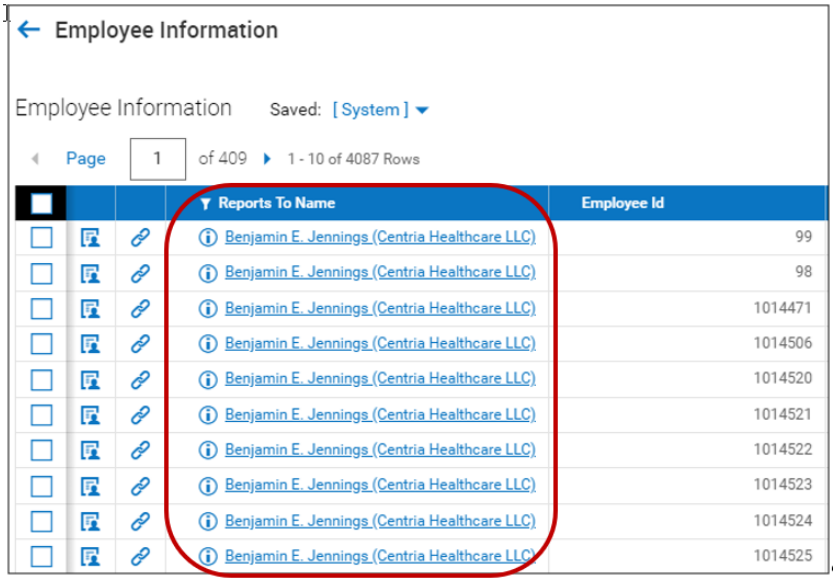


9. Click the **funnel tool** to filter the column to display your name

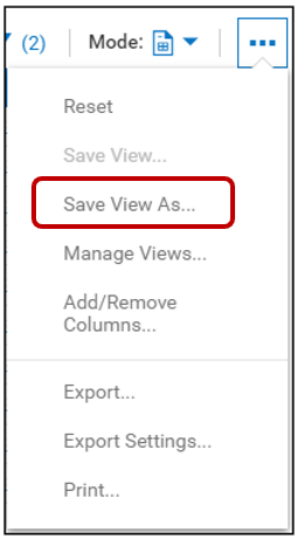
10. Click the **Column** tab
11. In the Reports To Name field, select **starts with** from the drop-down list, and type the first few letters of your first name in the text field
12. Click **APPLY**



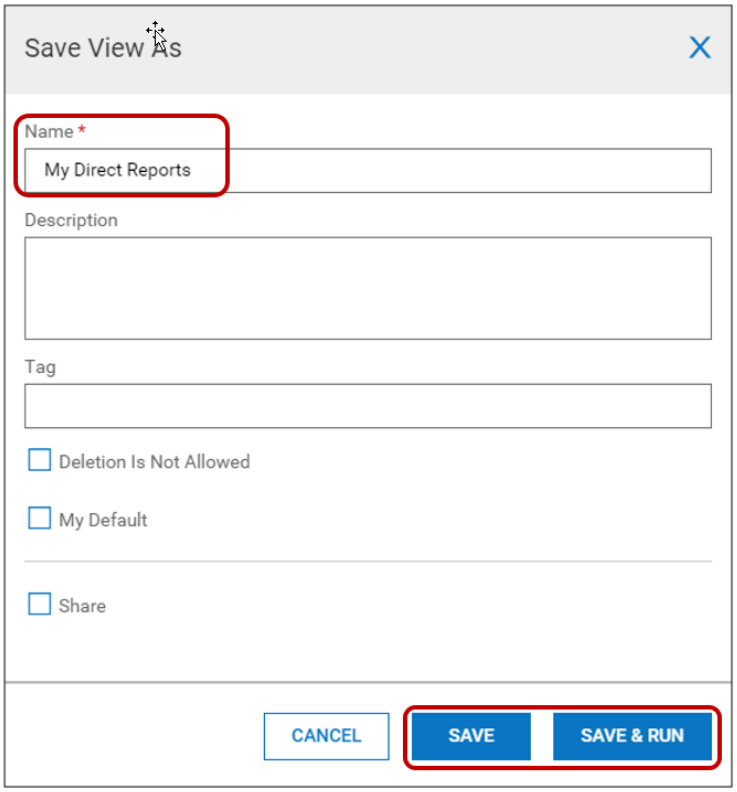
a. The report now shows only the employees who report directly to you



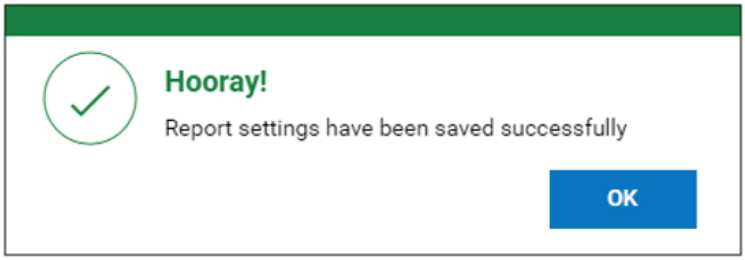
13. Click the **Actions** icon, and then click **Save View As . . .**



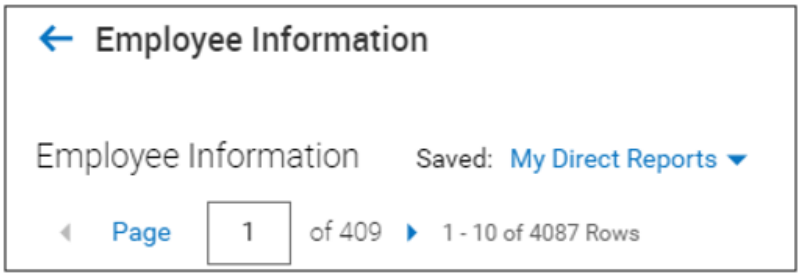
14. Enter a report name, and then click **SAVE** or **SAVE & RUN**



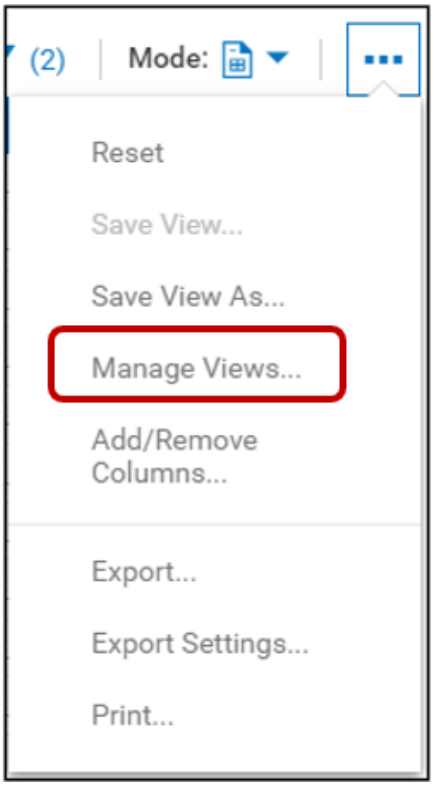
15. Click **OK** when the confirmation window displays



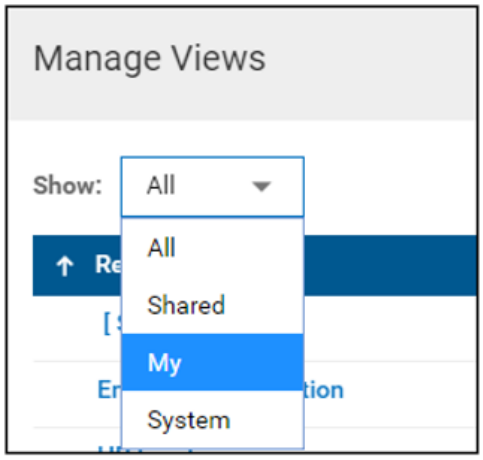
a. The report name displays, along with the number of employees that report directly to you



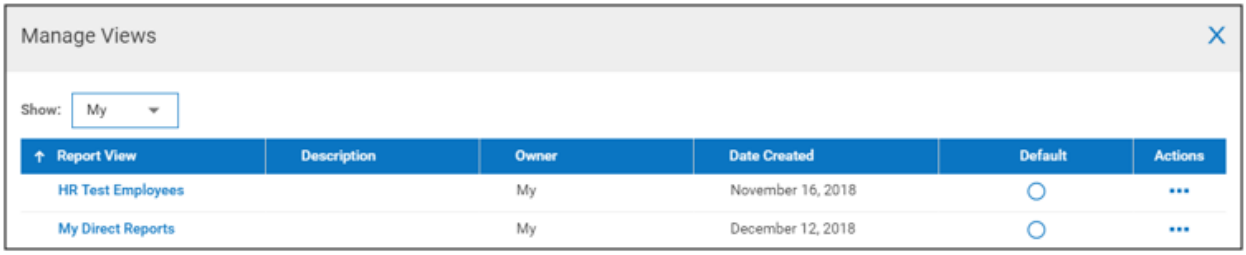
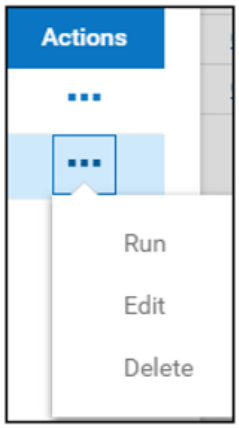
16. Click the **Actions** icon, and then click **Manage Views . . .**



17. Click the drop-down arrow in the Show: field and select **My**



a. The reports that you saved display



18. Click the **Actions** icon to run, edit, or delete a report you created