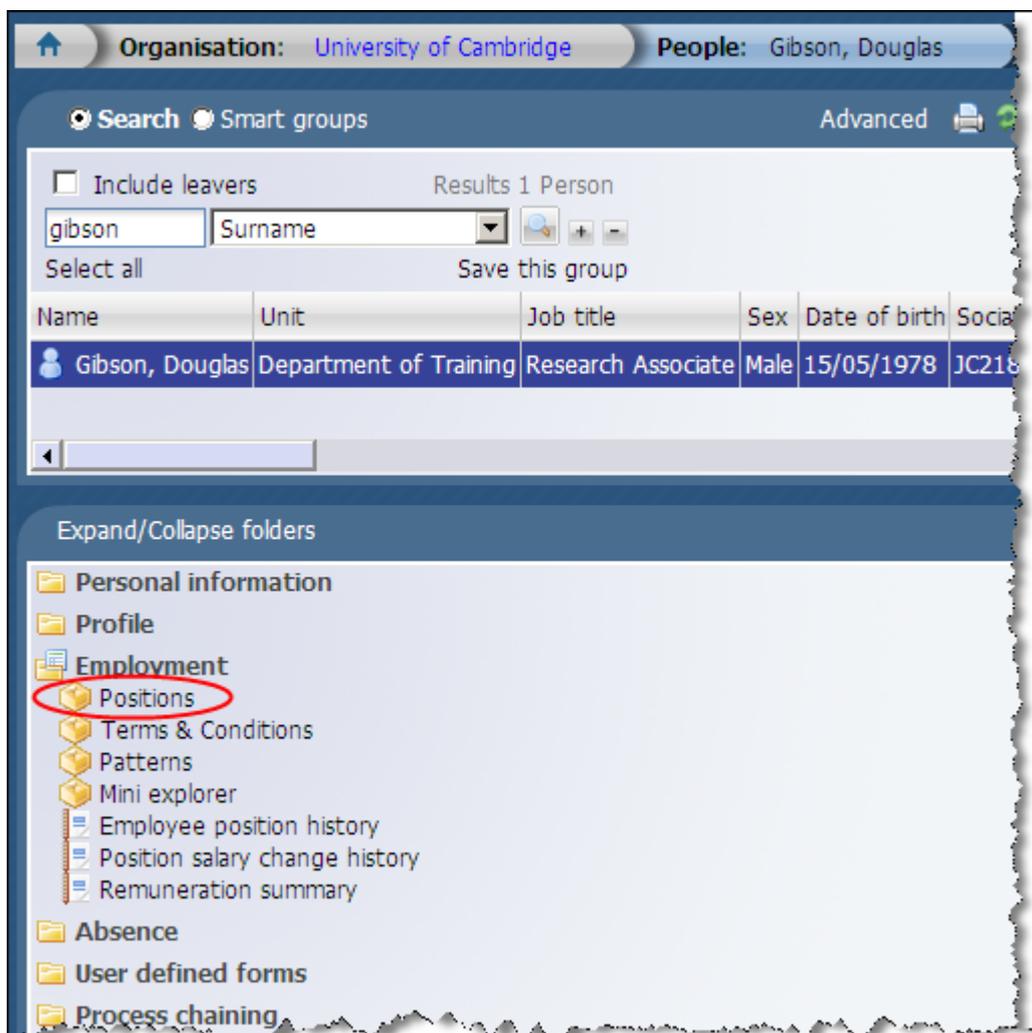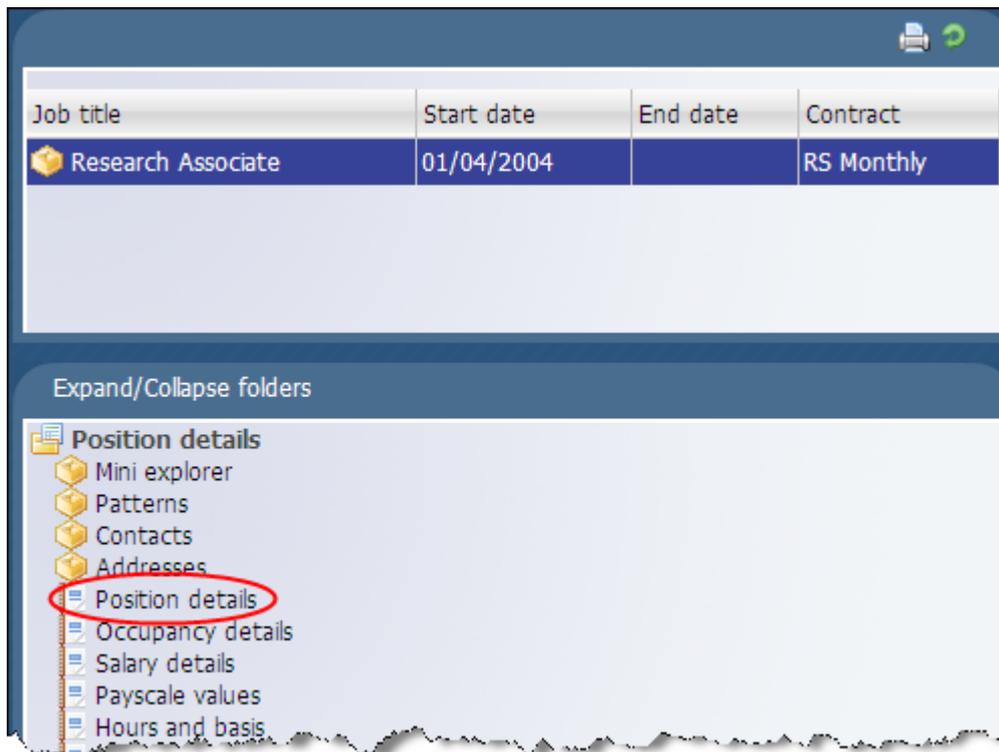# Entering Reporting Manager information

The Reporting Manager for a position is held on the position details screen. This information is recorded from the CHRIS/10 or CHRIS/11 form for new appointments, but for existing positions this information will be incorrect as this information was not held on the legacy system.

1. Search for and select the person for whom you wish to view information
2. Select the Employment menu , and then Positions

3. Where more than one position is displayed, select the correct position and then choose Position details.

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4. Enter the effective date

5. To change the reports to position click on the magnifier to the right of the job title.

    The reporting position search will be displayed, click the drop down arrow to the right of Job Title and select Surname.

6. Key in the surname of the reporting manager you require and press enter

7. Select the record and you will return to the Position details screen and see the name displayed under the Job Title

8. Click on the Save button. You will see confirmation that the changes have been saved.