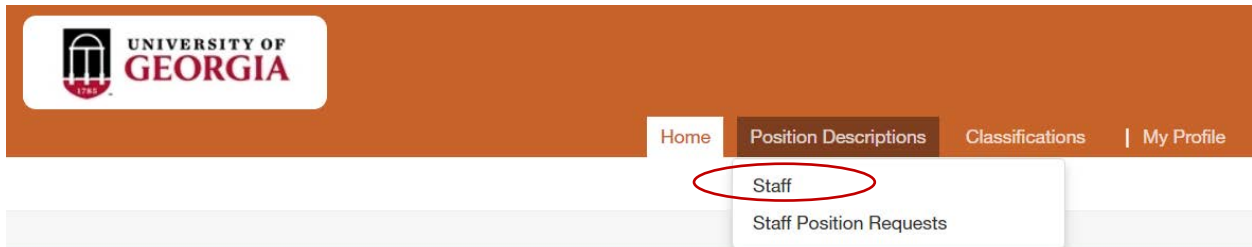


## How to Export a Summary of “Reports to” from IPAWS

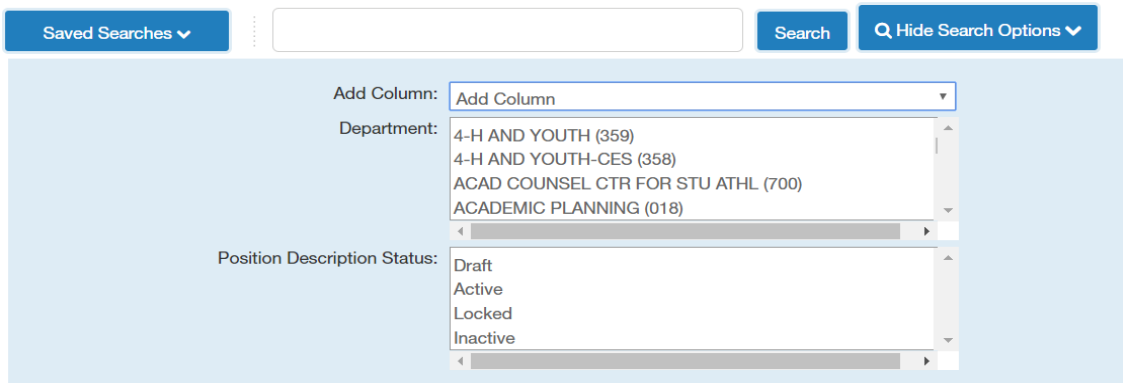
1. Once you have logged into the IPAWS system and are in the Position Management module, hover over the “Position Descriptions” header and select “Staff”. This will present you with comprehensive list of staff position descriptions within your assigned unit.



2. Using the search field, click on the “More search options”; then open the “Add Column” drop down field – this will allow you to add columns of data within Position Descriptions to your search results. For example, if you are looking to report on the “reports to” information, select the column of “Supervisor” and it will automatically generate and appear.

## Staff Position Descriptions

To add a new column to the search results, select the column from the drop down list.



3. On the right hand side of the search results, hover over “Actions” and select “export results”. This will export the results of your search into an excel file.

