

Show All Current Positions

Overview:

The Show all Current Positions feature enables authorised users to view all the positions within the organisation. This shows all the position active and non-active, who holds the position, and the department the position belongs too, and to who they report to, etc. The Print function enables the user to print a report on all the positions within the company or the report can be exported to a Microsoft Excel® spread sheet.

To View all Current Positions

From the OPTO ribbon select the 'Resources' tab and then **click** on the 'View all Positions' button (circled below) to open the report window.



Enter your internal password and **click** on the 'Refresh' button to display all the positions within the organisation. The 'Employees' tab displays all the positions entered in the 'New/Edit Positions' feature and whether the position is active or not. This tab also displays who holds the position, their start date, who the position reports to, and whether the position is filled or vacant.



The 'Positions' tab of the window show all the employees, the positions they hold and whether the position is still active.

View All Positions

Employee Password:

Not Active
Active

Employees | Positions

	Emp Co...	Emp Name	Date	Act	Position	Position Name
1	1	Robert JONES		Yes		ADMINISTRATION
2	2	Larry Moreton		Yes		SUPERVISOR
3	3	Susan PAINTER		Yes		ADMINISTRATION
4	4	Ian CAPTAIN		Yes		SUPERVISOR
5	5	Lisa LEWINS		Yes		PROGRAMMER
6	6	Bronwyn BROWN		Yes		ADMINISTRATION
7	7	Wilbur WESTWARD		Yes		LASER OPERATOR
8	8	Colin COASTLY		Yes		LABOURER
9	9	Bob BOUNDARY		Yes		PAINTER - POLISHER
10	10	Henry HAVENLY		Yes		LASER OPERATOR
11	11	Joel JOHNSTONE		Yes		LABOURER
12	12	Wendy WELLINGTON		Yes		ADMINISTRATION
13	13	Gregory GRANGE		Yes		SUPERVISOR
14	14	Edward ENGLISH		No		LABOURER
15	15	Gordon GUESS		Yes		BOILER MAKER/WELDER
16	17	Bruce BLACK		Yes		SUPERVISOR
17	18	Norman NORRIS		Yes		SUPERVISOR
18	20	Laser Schedule Clock Employee		Yes		LASER OPERATOR
19	25	FRED FERRIS		Yes		ADMINISTRATION
20	32	Larry Moreton		Yes		ADMINISTRATION
21	33	Adriana Admin		Yes		ADMINISTRATION
22	34	Joe Blow		Yes		
23	35	Larry Laserop		Yes		PROGRAMMER
24	36	Fred Smith		Yes		
25	37	Tom JONES		Yes		SUPERVISOR
26	319	Rebecca REMMINGTON		Yes		ADMINISTRATION
27	666	JK		Yes		STORESPERSON
28	1150	Test 4 digit code		No		ADMINISTRATION
29	1155	Casual-1		No		ADMINISTRATION

Close the window when finished viewing.