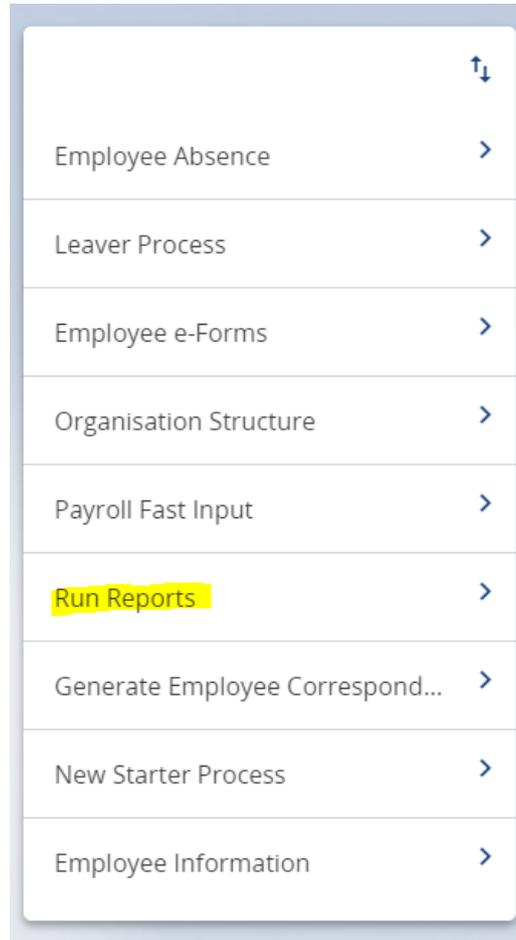


## iTrent Guide – How to Run a Structure Report

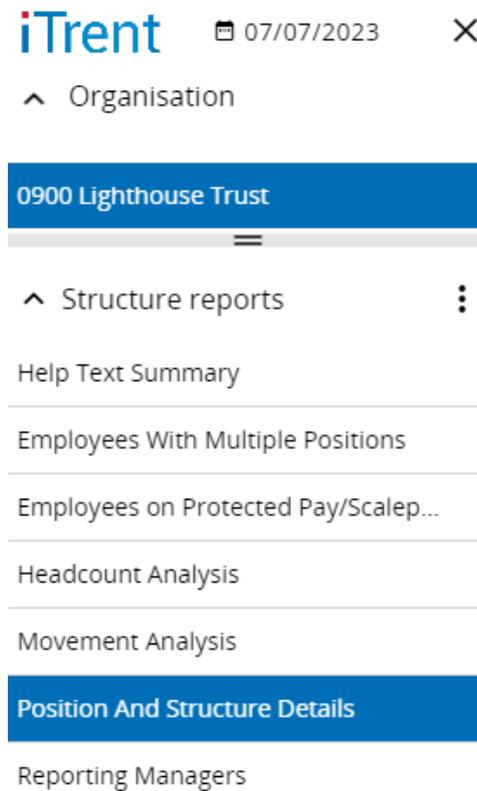
**Step 1** – From the home page, select Run Reports from the options in your list on the right side of the page:



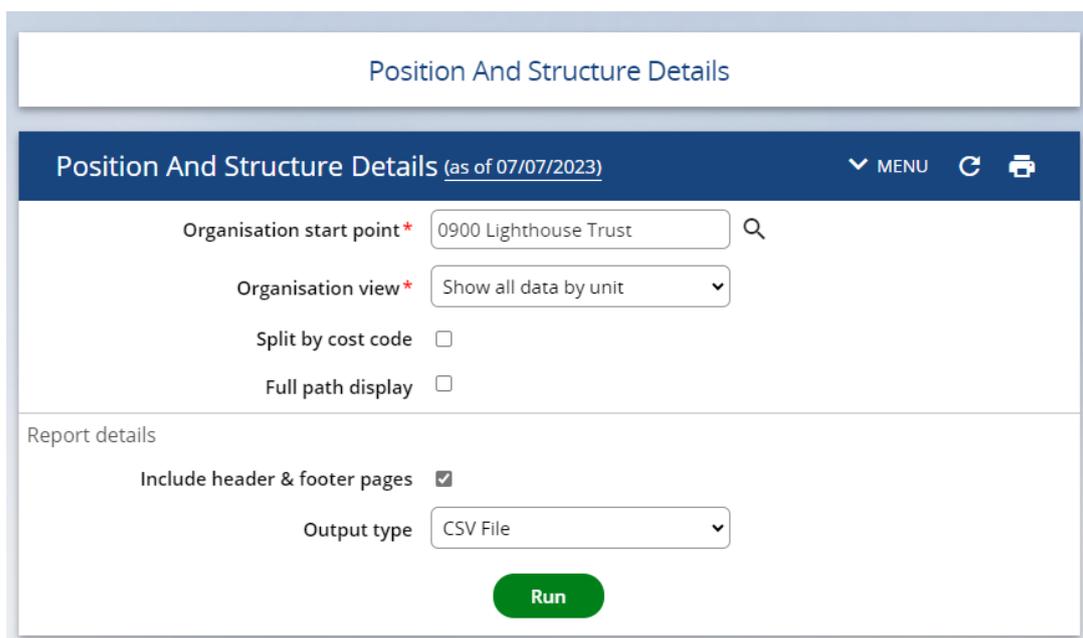
**Step 2** – Select the option for Structure reports, followed by Run structure reports:



**Step 3** – Choose the report shown below – Position and Structure Details:



**Step 4** – The organisation start point will automatically filter to your school so you only need to select the Run option on this page:



**Step 5** – Once you have requested the report to run, the page will update to confirm the report is being generated. To access the report, expand the menu tab and select the option to download structure report:

The screenshot shows the 'Position And Structure Details' report generation page. At the top, a message states: 'Generating report "Position And Structure Details". You will be notified upon its completion.' Below this is a dark blue header with the title 'Position And Structure Details (as of 07/07/2023)' and icons for 'LESS', refresh, and print. Two buttons are visible: 'Run structure reports' and 'Download structure report (once run completed)'. The main form contains several fields: 'Organisation start point\*' with a search box containing '0900 Lighthouse Trust'; 'Organisation view\*' with a dropdown menu set to 'Show all data by unit'; 'Split by cost code' and 'Full path display' checkboxes, both unchecked. Under 'Report details', 'Include header & footer pages' is checked, and 'Output type' is set to 'CSV File'. A green 'Run' button is at the bottom.

**Step 6** – Select the download option and then select to open the report in Excel:

The screenshot shows the 'Download output' section for the 'Position And Structure Details' report. The title 'Position And Structure Details' is highlighted with a red box. Below the title is a dark blue header with 'Download output Position And Structure Details', a 'MENU' dropdown, and refresh and print icons. A 'View output from' dropdown is set to 'Today'. Below this is a table of 'Available report outputs'.

Run date & time	Comments	Download	Delete Select all
07/07/2023 14:14			<input type="checkbox"/>

A red 'Delete' button is located below the table.

**Step 7** – The report will contain a large amount of data so the spreadsheet can be filtered to make the data more concise, but you can find the reporting manager information under Column AL:

AL
Reporting Manager

**Step 8** – While reviewing the reporting manager information, please check the additional structure and positions details contained in the report which may highlight other details that need amending on iTrent to ensure all information is accurate.