## **OH referral Printout for line managers**

In business world enter the below menu item in Common > Ordered Reports > Reporting H2R (*Please note you will not see as many menu items as shown in this screenshot*)

			Relations	Ŷ	
Planner	Ordered reports		Document archive		W
Commitment accounting	<ul> <li>Your ordered reports</li> <li>All ordered reports</li> </ul>		<ul> <li>Document type</li> <li>Document archive enquiry</li> </ul>		*
Information pages	Report ordering	*	Document load	≽	*
information pages	Balance Sheet Report		Batch Input	≽	*
Accounting	Reporting B2C	≽	System parameters - Document arc		٦
	Reporting CAS	*	* Document load ID		
Education and research	Reporting H2R	*	Document type conversion		
	Reporting L&D	≽	Deletion routines	≽	
Income Manager	Reporting PAY	ng PAY 😽			
	Reporting R2R	⇒			
Common	Reporting S2C	*			
System administration	Action overview		Flexi-fields		Dy
	* Action type master file		* Maintenance of flexi-field values		*
Financial Information	* Attribute validation per element typ	e	✤ Flexi-field layout design		8

## In this menu select OH referral Printout for Manager as below:

Accounting	Organisation structure	e
Education and recoarch	Cardinus Extract	
Education and research	Establishment for Shir	res
Income Manager	OH Referral Printout f	or Manager
	Reporting L&D	*
Common	Reporting PAY	≽
	Reporting R2R	≽
System administration	Reporting S2C	*

When you open it, it will look like this:

✗ General parameters		
Open parameters		
Form ID	Enter Form ID	
Fixed parameters		
User	200007	

You will need to enter the exact form of the form in question in the highlighted area. For example, OHRE10000370. It will only print the form if you were the person that initiated the form.

If you don't know the form ID you can get it one of two ways:

- Go to your employees and load the employee who the referral is about. Navigate to the 'OH referral tab' and the form ID will be shown here
- Go to Forms on the left-hand menu and navigate to Reports Across Clients > HR/Payroll > My Reports and select the report called HR: My HR Forms. This report will list all the forms you have submitted including their form ID

Once you put the form ID in and press save, go to 'your ordered reports'

Form ID	OHRE10	000370	
➢ Fixed parameters			
ℽ Printer parameters			

Once your report has finished (shown on the right-hand side) you will be able to open it by clicking on the icon on the left hand side as shown.

Scheduled											
From	18/02/2	2020	То	18/	02/2020						
Ordered repo	rts										
Show report	User	Report name	Report ID	Order numb	Scheduled	Completed	Server queue	File name	Status	Zoom	Show lo
									-		
	SA-SM	OH Referral	OHPRINTM	27	18/02/2020	18/02/2020	DEFAULT	ohprintma_2	Finished	Q,	Ð