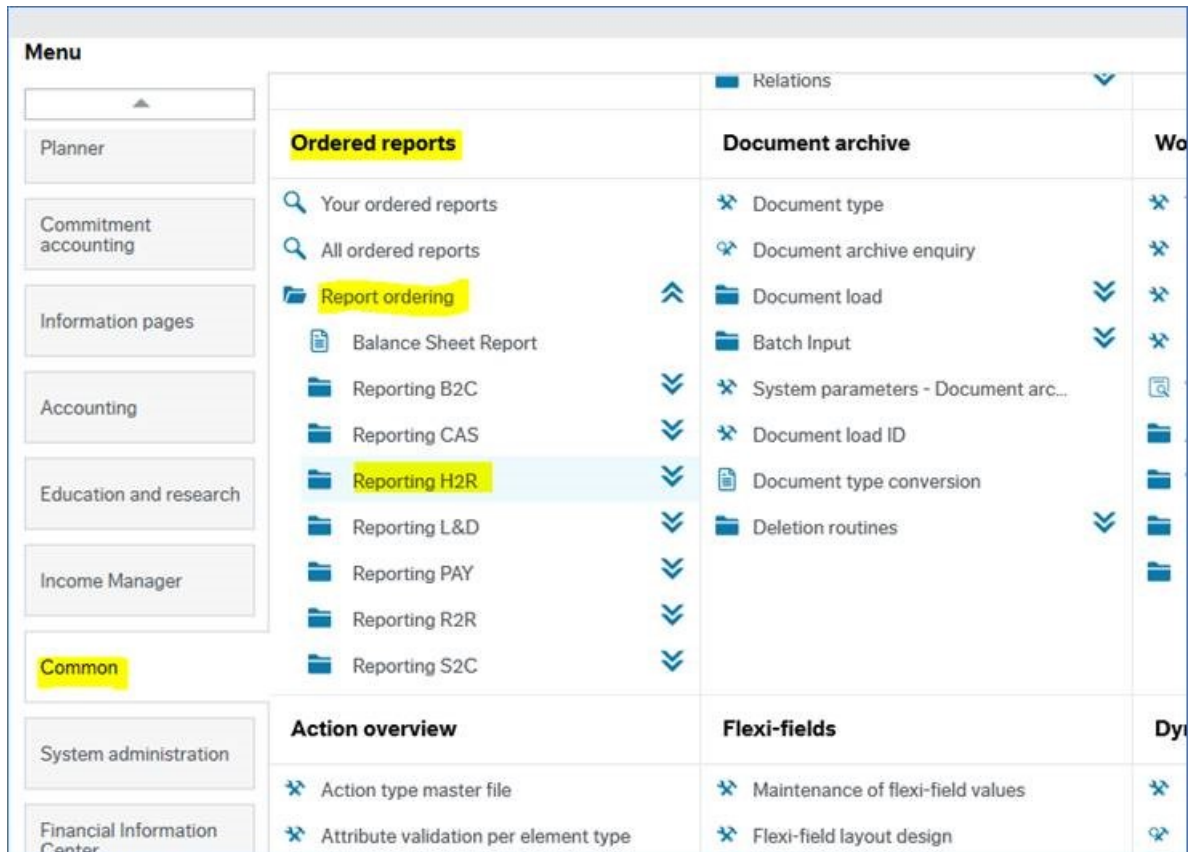
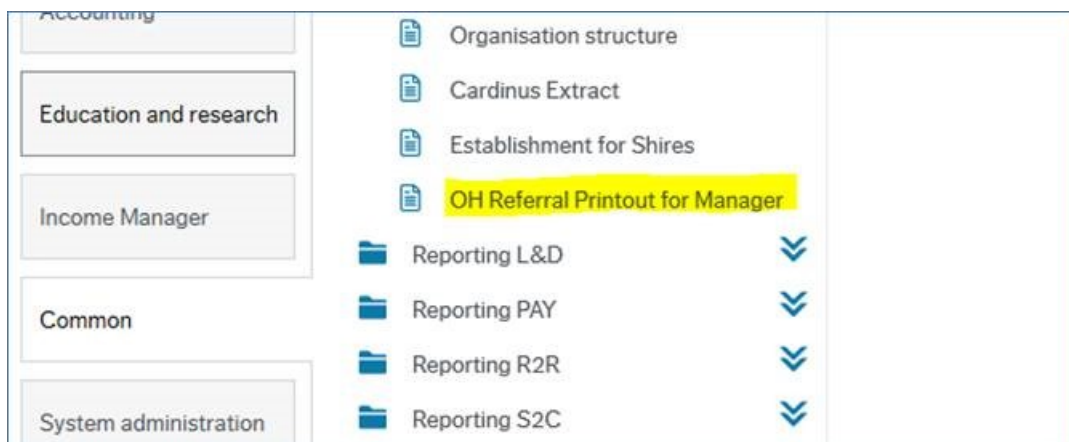


OH referral Printout for line managers

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)



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



When you open it, it will look like this:

OH Referral Printout for Manager

General parameters

Open parameters

Form ID

Fixed parameters

User

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'

Open parameters

Form ID

⌵ **Fixed parameters**

⌵ **Printer parameters**

https://ubw.unit4cloud.com/uk_sh1_prod_web/ContentContainer.aspx?type=topgen&menu_id=60159&activityStepId=1-1&OHPRINTM;7027

Save | **Your ordered reports** | Report variants | Create menu | Export


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.

Your ordered reports

Scheduled

From To

Ordered reports

<input type="checkbox"/>	Show report	User	Report name	Report ID	Order numb...	Scheduled	Completed	Server queue	File name	Status	Zoom	Show log
<input type="checkbox"/>		SA-SM...	OH Referral ...	OHPRINTM	27	18/02/2020	18/02/2020	DEFAULT	ohprintma_2...	Finished	