

Two Methods to View Training Indicators on Positions (Need Department Head SAP Security)

1. Open **PO13** in SAP GUI
2. Enter position number in the position field and click enter
3. Highlight Relationships by clicking on it
 - a.

Plan version: Current plan
 Position: 50026904 Physician Non-Pay Grp SHC
 Abbr.: Physcn NP

Active | Planned | Submitted | **Approved** | Rejected

Infotype Name: S... | Time period: Period | From: 02/16/2016

Object (1000): [checkmark]
 Relationships (1001): [checkmark]

4. Use the mountain overview icon to review what is on the position currently
 - a.

List display with change Relationships (1001)

Position: Physcn NP Physician Non-Pay Grp SHC
 Planning Status: Active
 Relationships (1001) 01 S 50026904 1

Start	End	R..	Rel...	Relat.text	R..	Rel'd object...	Abbr.
09/09/2015	12/31/9999	A	002	Reports (I	S	50002764	Ast Di S H C
09/09/2015	12/31/9999	A	003	Belongs to	O	50000181	1513120000
09/09/2015	12/31/9999	A	011	Cost cente	K	15131200007	Stdnt Health
09/09/2015	12/31/9999	A	031	Requires	Q	50026306	Bio T
09/09/2015	12/31/9999	A	031	Requires	Q	50026627	Haz Com SHC
09/09/2015	12/31/9999	B	007	Is describ	C	00001141	Physician

5. A031 is required training roles

To find positions with A031 relationships, use the Position Analysis Report, ZHRPOS RTP, in SAP GUI

- ALWAYS click on the check box for "Qualification" in order to see the A031 relationships

Qualification

- Fill in the position field to only run the report specific position number(s)

Position Selection
 Position: **Single Pos** to **Multiple Pos**

- Fill in your org unit number to pull up a report for all positions in your org

Additional Selection
 Organizational unit:

- Click on the box in qualification field to run report for specific qualification(s) within the org or position number(s) used.

Qualification:

- Execute report

Report tips: If the report does not produce any results that means there are no matches found to what you are searching. Try to run the report again by your org number only, check the qualification box, then click the execute button to run a less restrictive request. The report can be exported from SAP GUI to Excel to save locally, but the report will eventually become outdated as changes are made in SAP.