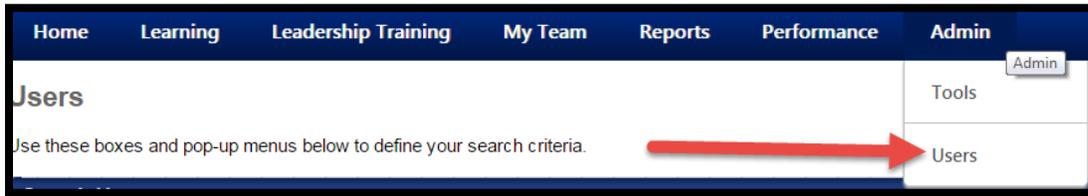


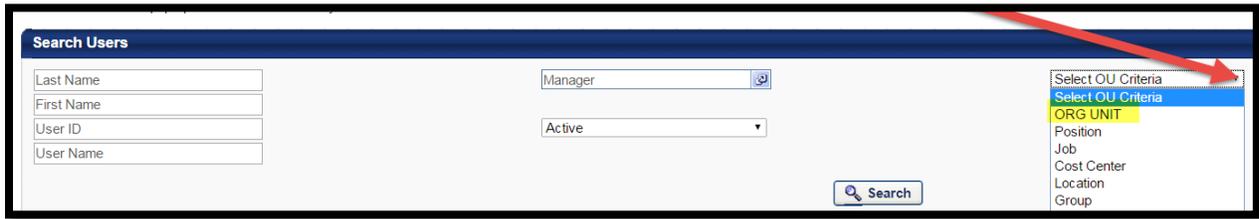
VIEWING STAFF WITHIN ORG UNITS AND SUPERVISORS

Description: This report provides liaisons with all staff within an org unit and their supervisor as listed in Beacon/Cornerstone. Note: You will only be able to view org units you are authorized to view.

1. Under the **ADMIN** tab select **USERS**.



2. Select **ORG UNIT** under the SELECT OU CRITERIA dropdown box.



3. Click the popout box  that appears beside **ORG UNIT**. The Org Units you are authorized to view will appear. Click on your org unit or drill down (by clicking  beside the org unit to view sub org units) to find the org unit(s) that you want to see.

Title	ID	Parent
 PS OPS LE State Highway Patrol	21009966	PS Law Enforcement Division

4. Click on **SEARCH**



5. A list will generate that provides you with all staff within the org unit, their ID number, their org unit, and their manager as listed in Beacon and Cornerstone. Click on the **MS EXCEL** icon to export it to Excel.

