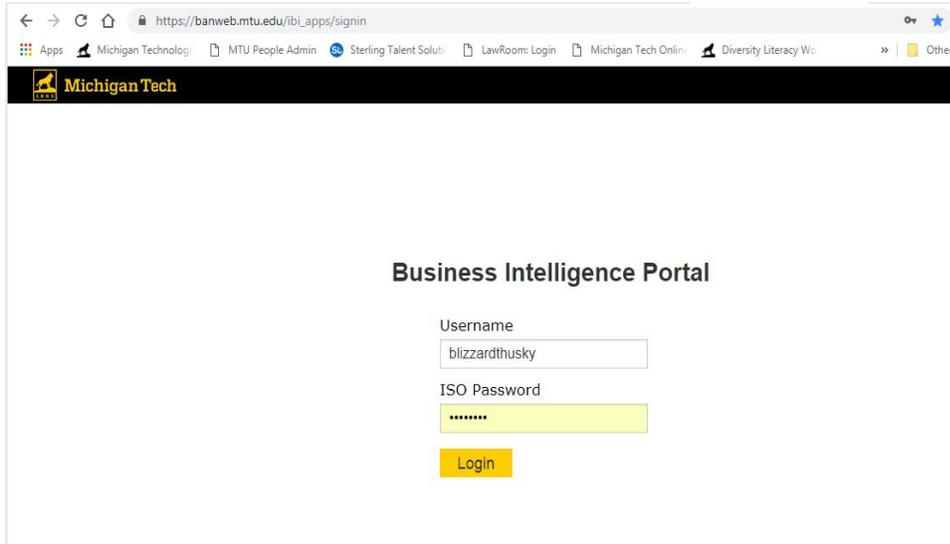


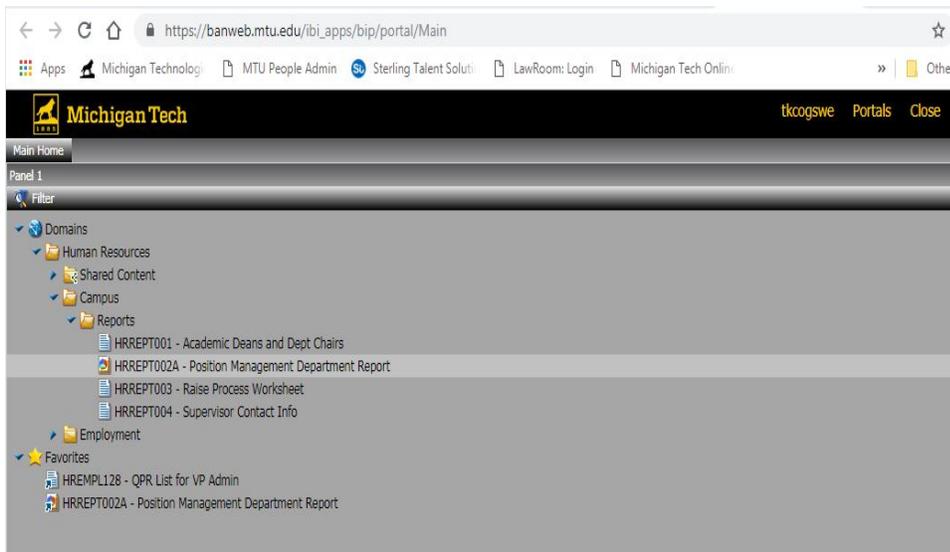
# How to run the Position Management Departmental Report

1. Log in to WebFOCUS. [https://banweb.mtu.edu/ibi\\_apps/signin](https://banweb.mtu.edu/ibi_apps/signin)



WebFOCUS is customizable to the individual user, your screens may appear different, but the following steps are the same.

2. Click Content from the Main Screen.
3. Click Human Resources.
4. Click Campus.
5. Click Reports.
6. Click on Position Management Department Report.



By following these steps you will have the ability to review your Position Management Department Report in real time and any time. If you have any further questions please contact your Employment Services Representative.