Organization Hierarchy Report

To view an Organization Hierarchy report, complete the following steps.

- 1. From the Reports tab, click Check Processing Reports. The View Reports page appears.
- 2. Under **Business Reports**, click **Organization Hierarchy Report**. The Organization *Hierarchy Report* parameters page appears.
- 3. Click an OTC Endpoint to initiate the report. The *Organization Hierarchy* report preview page appears as shown in Figure 1.

Organization Hierarchy Report		1 2 ^
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Figure 1: Organization Hierarchy Report Preview Page

- 4. Under Export as,
 - Select a PDF, Excel or Word
 - Click Download

Or

• Click Print PDF Report



Additional Button

• Click **Previous** to return to the previous page.