

Go to the direct reports link on the My Team tab. You will see a list of direct reports on the right hand side. Click the View More link.

The screenshot shows the Summit Healthcare user interface. The top navigation bar includes HOME, MY SELF, MY TEAM, BENCHMARKS, and MY COMPANY. The MY TEAM tab is active. On the left, a sidebar menu contains My Team Home, Direct Reports, Task List, Approval History, and Performance. The main content area is divided into two sections: Task List (showing 0 tasks) and Approval History (showing a table of attachments). On the right, the My Direct Reports section displays a table with 3 employees. A blue arrow points to the 'Direct Reports' link in the sidebar, and another blue arrow points to the 'View More' link below the table.

Employee Name	Job Title	Hire Date
Employee, New L	Human Resources Assistant	6/30/2016
Employee, Old	Coder II	7/29/2015
Employee, PRN	Human Resources Assistant	1/21/2015

At the top of the list you will see a pull down menu. Select "employees in my downline."

This screenshot shows the Summit Healthcare interface with the search dropdown menu open. The navigation bar is the same as in the previous image. The sidebar menu is also visible. The main content area shows the My Direct Reports section with a search dropdown menu set to 'All my immediate reports'. A blue arrow points to this dropdown menu. Below the dropdown, a table lists 3 employees with additional columns for Employment Status and Work Email.

Employee Name	Job Title	Hire Date	Employment Status	Work Email
Employee, New L	Human Resources Assistant	6/30/2016	PRN - Pool	
Employee, Old	Coder II	7/29/2015	Contract	sburmside@summithealthcare.net
Employee, PRN	Human Resources Assistant	1/21/2015	PRN - Pool	