# Two Methods to View Training Indicators on Positions

**(Need Department Head SAP Security)**

1. Open **PO13D** in SAP GUI
2. Enter position number in the position field and click enter
3. Highlight Relationships by clicking on it



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



5. A031 is required training roles

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**To find positions with A031 relationships, use the Position Analysis Report, ZHRPOSRPT in SAP GUI**

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



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



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



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



- Execute report 

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**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 The report can be exported from SAP GUI to Excel to save locally, but the report will eventually become outdated as changes are made in SAP.