The Change Manager function on Direct Input (DI) allows you to change the following information for the people whose details you have permission to edit:

* Their manager (i.e. the person they report to).
* Their direct reports (i.e. the people that report directly to them).

## Changing Manager Details

* Log onto DI.
* Select **People Admin** from the available items in the Navigator.
* If you have an Admin login, go to **My List**.
* Click on the action  button for that person.
* Select **Change Manager** from the available list of actions.
* Click **Start**.



* Select the date from which the change should be effective using the  button to the right of the **Effective Date** field.
* Click **Continue**.



* If you wish to change the selected person’s manager (i.e. the person they report to) select a new manager with the search  button to the right of the **Manager** field.
* If you wish to add or remove the selected person’s direct reports (i.e. the people that report directly to them), use the table at the bottom of the page:

	+ If any direct reports already exist you can remove them by clicking on the  button in the **Remove** column.
	+ If no direct report already exists there will be one empty row showing. You can add a report using the search  button to the right of the **New Direct Report** field in this row.
	+ If you need a new row for an extra direct report, click on the **Add Another Row** button.

**Note:** You can assign each direct report a separate effective date if this is needed. The new manager field uses the effective date you specified in the previous step.

* When you have completed all the edits you require, click on the **Next** button.



**Note:** The fields that you have updated will be indicated with a blue circle in the **Proposed** column.

* Click **Submit**.



* Click **Home** to return to the Oracle Applications Home Page.