

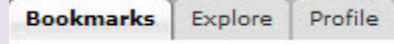
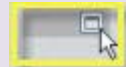



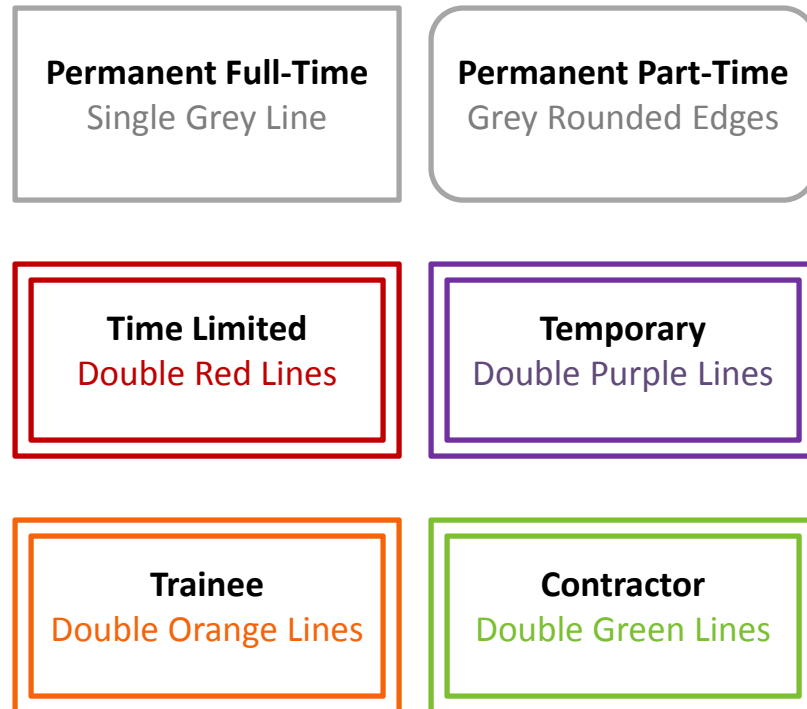
OrgPlus

Quick Reference Guide

Tips & Reminders

- ❑  **Zoom Wheel:** Click this icon to return to the normal vertical scrolling wheel function from the Org Plus function that magnifies or shrinks the charts.
- ❑  **Domain:** Position
Switching Domains: To switch between Position and Org Unit views, use this Domain selection box at the bottom of the screen.
- ❑  **Bookmarks:** Explore Profile
Bookmarking: Use the bookmark tab in the right panel to save your frequently used charts.
- ❑  **Open/Close Profile:** Click on any box in an Org Chart and then click the open/collapse button pictured above to reveal additional information on this employee in the Profile Tab. To close the Profile Tab, click the collapse button at the top right of the Profile: 

Org Chart Colors and Shapes



Update Schedule

Org Charts are based on data (completed through Workflow) in last system update run once per week on Friday afternoon.

Online References

- **OrgPlus Training** - http://www.osc.nc.gov/beacon/training/wbt/course/om240/course/om240_begin.html
- **OrgPlus Training Review AFTER completing training:** http://www.osc.nc.gov/beacon/training/wbt/course/om240/course/om240_guide.html