

# **HUMAN RESOURCES**

## **EMPLOYEES - ORGANISATION CHART**

You can view the company's complete **organisation chart** if the employees are set up correctly. This hierarchy depends on the <u>Manager</u> that is selected when setting up the employee.

**Ribbon Access:** Finance and HR > Employees

🔿 🔻 BPO: Version 2.4.0.11 - Example Company										_ <b>D</b> X			
	Equipment /	Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	
Financial Periods	Debit Order Batches	Employees	Crafts										
Fina	ance 4	Human Res	ources 🔒										

1. The *Employees* listing screen will display.

### **VIEW ORGANISATION CHART**

2. Click on the *Organisation Chart* tile.



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Maintenance	# Format	.4 View	A Curr A Print A						
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er text to search P	EmployeeNumber	FullName	EmailAddress	Manager	Department	PhoneNumber	MobileNumber	Extension	Status
	Y :0:	8 <b>8</b> 0	#BC	REC	88C	REC	8 8 C	88C	8 B C
Competence Management	DUT001	Bianca Du Toit	kameshni.pillay@co3.co.za	Belinda Sharman	Sales	031 123 4564	083 123 4567	1234	A
nandgement	SHA001	Belinda Sharman	Belinda@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit					Α
	HAR001	Wesley Haynes	Wesley@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit					A
Payroll Data	BAL001	Steven Cooper	Steven@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman					A
	You001	Karlien Jessica You	Karlien Jessica@TEST ALPHA v2.4.0.0 DB						A
	RED001	George James Red	George James@TEST ALPHA v2.4.0.0 DB	Wesley Haynes					Α
Banking Details	EMP 123	Carolina Suzzetta L	Carolina Suzzetta@TEST ALPHA v2.4.0.0	Bianca Du Toit					A
	DG001	John Twain	John@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman					A
	STE001	Markus Arilius Stev	Markus Arilius@TEST ALPHA v2.4.0.0 DB	John Twain					Α
Quatem Dataila	JOH001	Michael-Stark Johns	Michael-Stark@TEST ALPHA v2.4.0.0 DB	Markus Arilius Ste					A
Custom DC tuils	CO3	CO3 Administrator	CO3@TEST ALPHA v2.4.0.0 DB.co.za						A
	TAD009	Theo Peterson	Theo@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman		031 258 1425	083 258 1425	198	A
	MUD001	Judith Mudzengi	Judith@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales	123 456 7890			A
Loans	TIM	Joseph Timber	Joseph@TEST ALPHA v2.4.0.0 DB.co.za						A
	BEN	Ben Johnson	Ben@TEST ALPHA v2.4.0.0 DB.co.za	Steven Cooper		031 123 4567			A
	E147282	Jade Rivers	Jade@TEST ALPHA v2.4.0.0 DB.co.za						A
Organisation Chart	E987654	Jeff Rivers	Jeff@TEST ALPHA v2.4.0.0 DB.co.za						A
	MILO01	Abigail Milne	Abigail@TEST ALPHA v2.4.0.0 DB.co.za		Sales				A
	DUT004	Test Employee	Test@TEST ALPHA v2.4.0.0 DB.co.za						Α
Documents	DUT005	Mary Saunders	Mary@TEST ALPHA v2.4.0.0 DB.co.za						Α
	DUT002	Tammy Du Toit	Tammy@TEST ALPHA v2.4.0.0 DB.co.za						A
	DUT010	Bianca Surendorff	Bianca@TEST ALPHA v2.4.0.0 DB.co.za			031 123 4564	083 123 4567	1234	Α
	THO001	Many Thompson	MoruRTEST ALDHA uD 4.0.0 DR co. 20	Polinda Charman					

## **V2.5.0.0 ORGANISATION CHART SCREEN**

- 1. The *Organisational Chart* screen will open.
- 2. Here you can view a list of all the employees in their hierarchical structure.
- 3. This is a <u>view only</u> screen, there is only a **Back** button, no changes can be made or saved in this screen.





#### **V2.1.0.65 ORGANISATION CHART SCREEN**

- 1. The *Organisational Chart* screen will open.
- 2. Click on the *expansion arrows* to reveal the full Organisational Chart details.
- Here we can see that the employee selected in the Employees listing screen is placed on the chart below the <u>manager assigned</u> to them in the *Edit Employee* screen.





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