

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 / HR Employees



• The **Employees** listing screen will display.

VIEW ORGANISATION CHART

SELECT EMPLOYEE

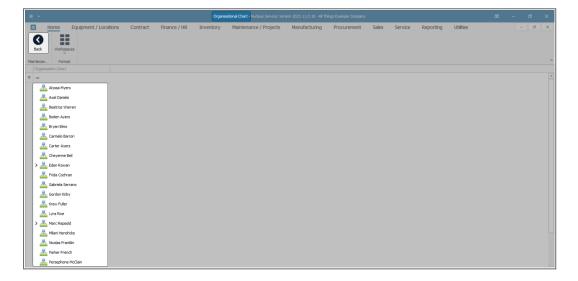
- Select the **row** of the employee whose Organisation Chart you wish to **view**.
- Click on the Organisation Chart tile in the Links panel.



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Competence	894 HEN232		dexter.cohen@attexampledomain.coza	Martin Stephens	Sales	
		Diana Kane	diana.kane@attexampledomain.coza	Maci Doyle	Stock Control	
	286 FOR 145	Dillon Henry	dilion.henry@attexampledomain.coza	Eliseo Felix	Administration	
		Dior Ford	dior.ford@attexampledomain.coza	Malaysia Price	0	
	810 BLA806	Dominic Blake	dominic.blake@attexampledomain.coza	Sofia Simmons	Manufacturing	
	686 ROL915	Dominic Rollins	dominic.rollins@attexampledomain.coza	Carmen Carey	Administration	
	488 POW863	Donald Powell	donald.powell@attexampledomain.coza	Eden Rowan	Executive Committee	
Payrol Data	490 BAU587	Donovan Bauer	donovan.bauer@attexampledomain.coza	Zayd Singleton	Implementations	
	710 PAD055	Donovan Padila	donovan.padilla@attexampledomain.coza	Carmen Carey	Operations	
	57 NEL986	Drew Nelson	drew.nelson@attexampledomain.coza	Kenji Faulkner	Service Centre	
Banking Details	925 VAN232	Drew Vance	drew.vance@attexampledomain.coza	Eliseo Felix	Quality Assurance	
	119 NIX654	Dulce Nixon	dulce.nixon@attexampledomain.coza	Giovanni Brooks	Executive Committee	
	212 COM114	Dustin Compton	dustin.compton@attexampledomain.coza	Leslie Miles	Accounts	
Custom Details	58 EDW218	Dylan Edwards	dylan.edwards@attexampledomain.coza	Kenji Faulkner	Service Centre	
	771 KIM723	Dylan Kim	dylan.kim@attexampledomain.coza	Julia Boyle	Service Centre	
	484 PAT439	Easton Patrick	easton.patrick@attexampledomain.coza	Donald Powell	Development	
Loans	124 POW383	Easton Powell	easton.powell@attexampledomain.coza	Dulce Nixon	0	
	195 CAR836	Eden Cardenas	eden.cardenas@attexampledomain.coza	Leslie Miles	Purchasing	
	2 ROW002	Eden Rowan			Executive Committee	J
	266 TUC402	Edwin Tucker	edwin.tucker@attexampledomain.coza	Juliette Becker	Service Centre	
Organisation Chart	775 LI167	Eleen Li	eileen.li@attexampledomain.coza	Jorge Andrews	Service Centre	
	421 MUN726	Elaina Munoz	elaina.munoz@attexampledomain.coza	Ayla Pittman	Administration	
	783 YAT627	Eleanor Yates	eleanor.yates@attexampledomain.coza	Jorge Andrews	Service Centre	
Documents	362 RAS095	Elijah Rasmussen	elijah.rasmussen@attexampledomain.coza elina.hunt@attexampledomain.coza	Langston McMahon	Sales Administration	
	213 HUN866	Elina Hunt		Leslie Miles		

V2.5.0.0 ORGANISATION CHART SCREEN

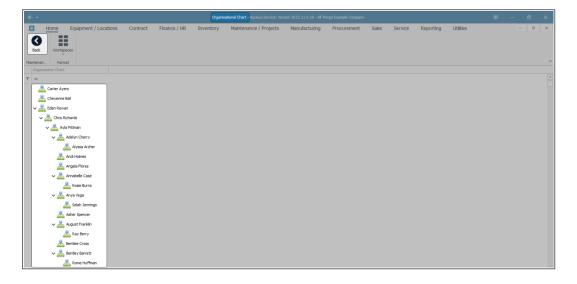
- The Organisational Chart screen will open.
- Here you can view a list of all the employees in their hierarchical structure.
- This is a <u>view only</u> screen, there is only a **Back** button, no changes can be made or saved in this screen.





V2023.11.0.10 ORGANISATION CHART SCREEN

- The Organisational Chart screen will open.
- 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.
- You can refer to <u>add new employee</u> or <u>edit employee</u> to assign a Manager.



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