

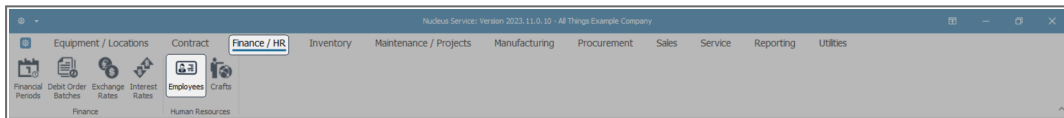
HUMAN RESOURCES

EMPLOYEES – ORGANISATION CHART

You can view the company's complete **organisation chart** if the employees are set up correctly.

This hierarchy depends on the [Manager](#) that is selected when setting up the employee.

Ribbon Access: Finance / HR Employees



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

VIEW ORGANISATION CHART

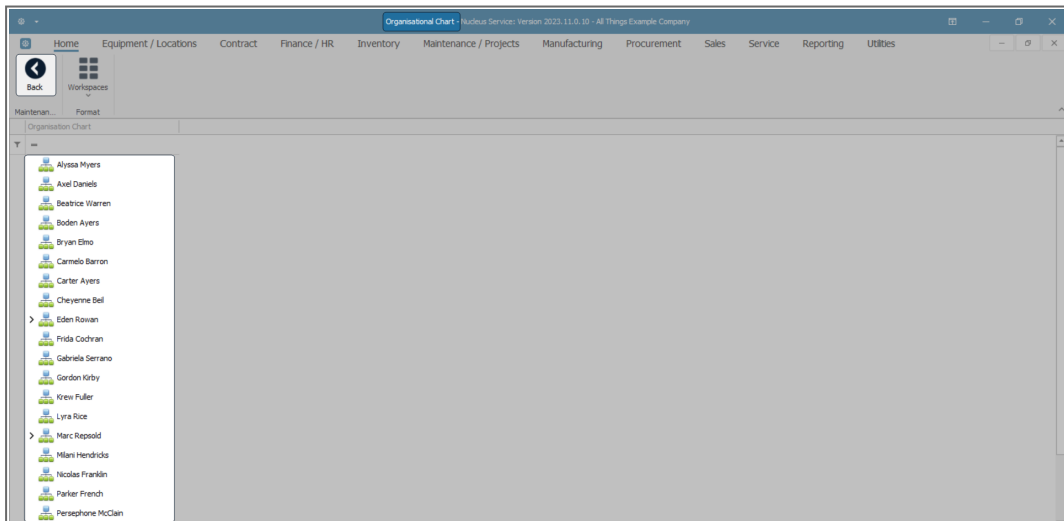
SELECT EMPLOYEE

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

Employee ID	Full Name	Email Address	Manager	Department Name
364	COH897 Dexter Cohen	dexter.cohen@attexampdomain.co.za	Martin Stephens	Sales
357	KAN818 Diana Kane	diana.kane@attexampdomain.co.za	Mao Doyle	Stock Control
894	HEN232 Dillon Henry	dillon.henry@attexampdomain.co.za	Eloeo Felix	Administration
286	FOR145 Dior Ford	dior.ford@attexampdomain.co.za	Malaysia Price	0
810	BLA805 Dominic Blake	dominic.blake@attexampdomain.co.za	Sofa Simmons	Manufacturing
886	ROL915 Dominic Rolins	dominic.rolins@attexampdomain.co.za	Carmen Carey	Administration
408	POW063 Donald Powell	donald.powell@attexampdomain.co.za	Eden Rowan	Executive Committee
490	BAU587 Donovan Bauer	donoan.bauer@attexampdomain.co.za	Zayd Singleton	Implementations
710	PAD055 Donovan Padilla	donoan.padilla@attexampdomain.co.za	Carmen Carey	Operations
57	NEL986 Drew Nelson	drew.nelson@attexampdomain.co.za	Kerj Faulkner	Service Centre
925	VAN232 Drew Vance	drew.vance@attexampdomain.co.za	Eloeo Felix	Quality Assurance
119	NDK554 Dulce Nixon	dulce.nixon@attexampdomain.co.za	Giovanni Brooks	Executive Committee
212	COM114 Dustin Compton	dustin.compton@attexampdomain.co.za	Leslie Miles	Accounts
58	EDW218 Dylan Edwards	dylan.edwards@attexampdomain.co.za	Kerj Faulkner	Service Centre
771	KIM723 Dylan Kim	dylan.kim@attexampdomain.co.za	Jula Boyle	Service Centre
484	PAT439 Easton Patrick	easton.patrick@attexampdomain.co.za	Donald Powell	Development
124	POW383 Easton Powell	easton.powell@attexampdomain.co.za	Dulce Nixon	0
195	CAR836 Eden Cardenas	eden.cardenas@attexampdomain.co.za	Leslie Miles	Purchasing
2	ROW002 Eden Rowan			Executive Committee
266	TUC402 Edwin Tucker	edwin.tucker@attexampdomain.co.za	Juette Becker	Service Centre
775	L1167 Eileen Li	eileen.li@attexampdomain.co.za	Jorge Andrews	Service Centre
421	MUN726 Elaine Munoz	elaina.munoz@attexampdomain.co.za	Ayla Pittman	Administration
783	YAT627 Eleanor Yates	eleanor.yates@attexampdomain.co.za	Jorge Andrews	Service Centre
362	RAS095 Elijah Rasmussen	elijah.rasmussen@attexampdomain.co.za	Langston McMahon	Sales
213	HUN866 Elna Hunt	elna.hunt@attexampdomain.co.za	Leslie Miles	Administration
903	MCB31 Elna McInyre	elna.mcinyre@attexampdomain.co.za	Eloeo Felix	Engineering

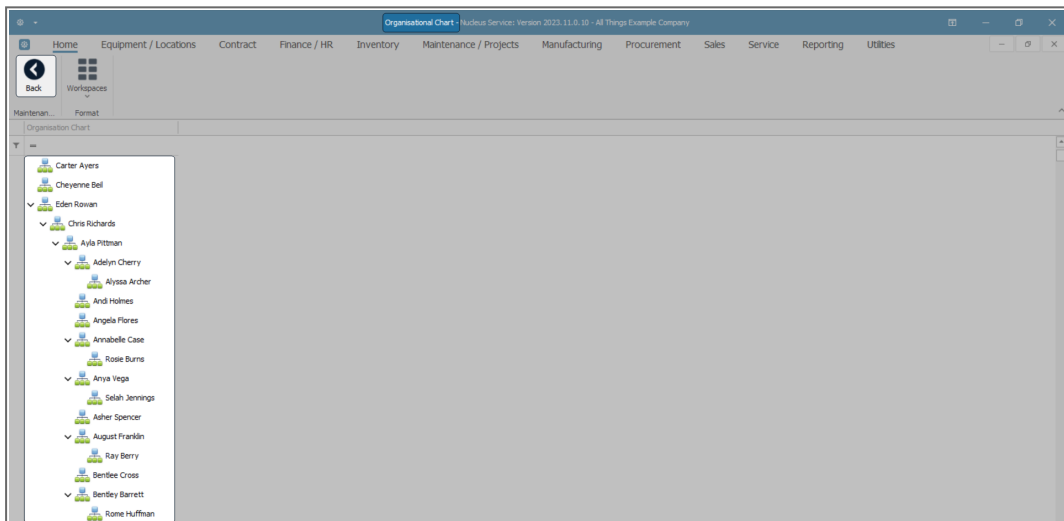
V2.5.0.0 ORGANISATION CHART SCREEN

- The **Organisational Chart** screen will open.
- Here you can view a list of all the employees in their hierarchical structure.
- This is a view only 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 manager assigned to them.
- You can refer to add new employee or edit employee to assign a Manager.



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