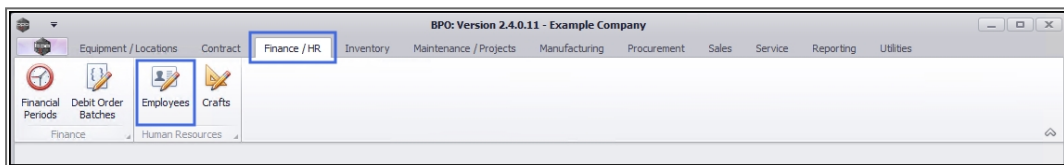# HUMAN RESOURCES

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.
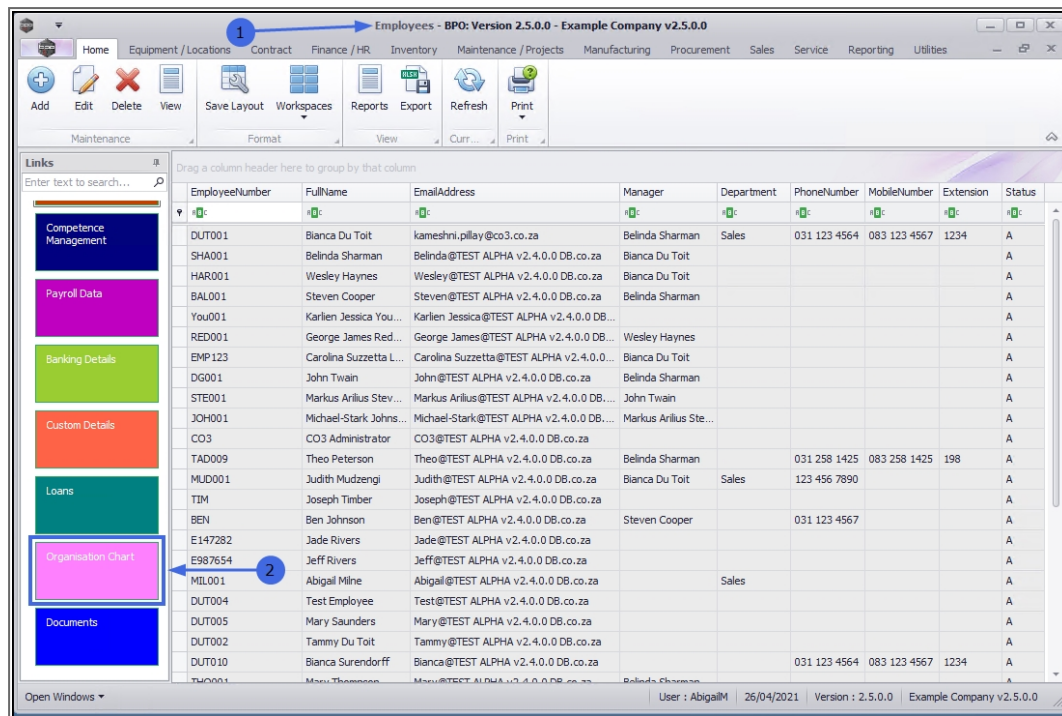

Ribbon Access: *Finance and HR > Employees*

1. The *Employees* listing screen will display.
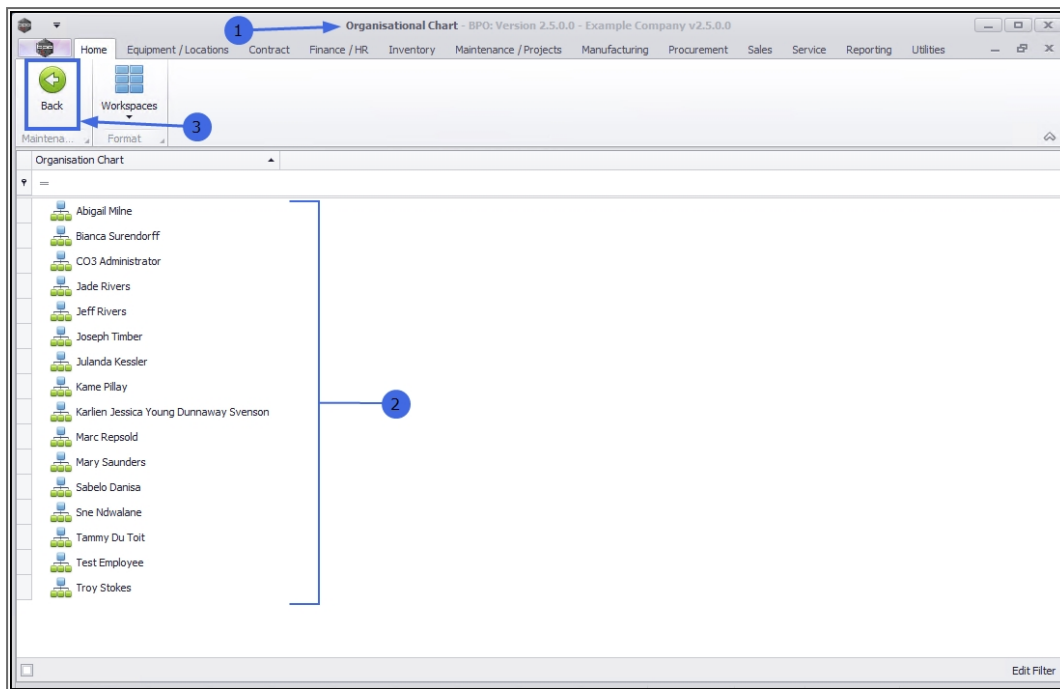
VIEW ORGANISATION CHART
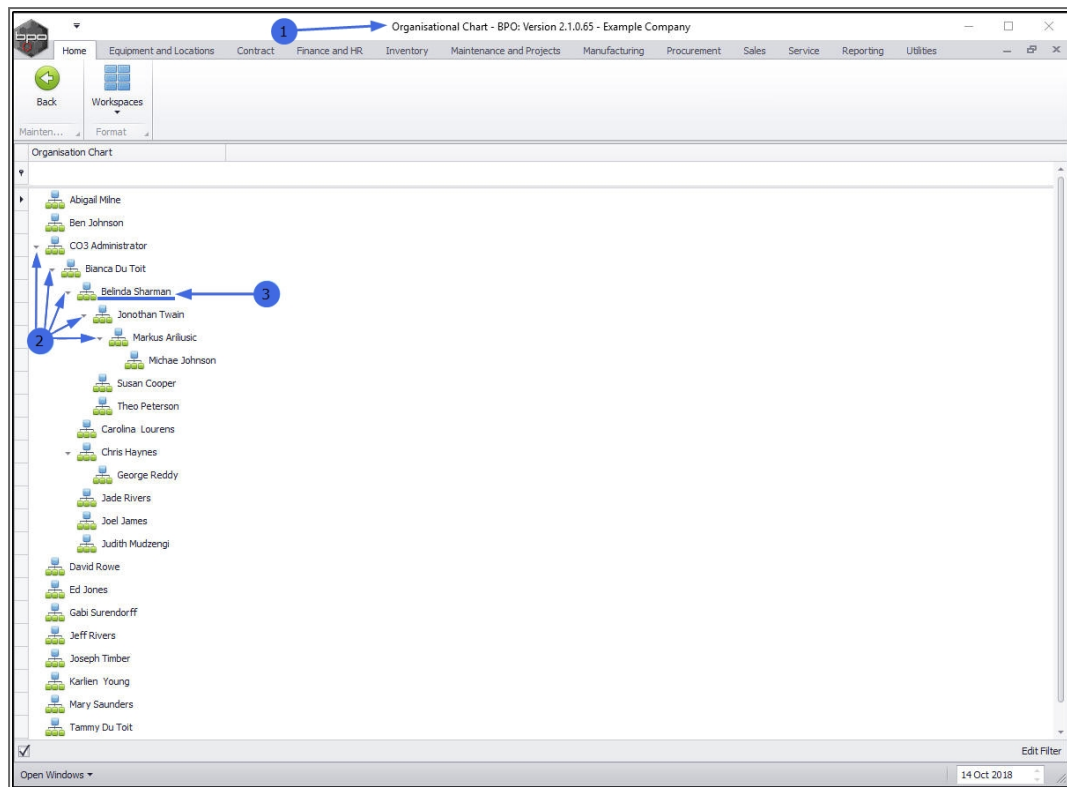
2. Click on the *Organisation Chart* tile.

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.
3. Here we can see that the employee selected in the Employees listing screen is placed on the chart below the manager assigned to them in the *Edit Employee* screen.

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