OrgChart Now Viewer Quick Reference Guide

OrgChart Now®

OfficeWork® SOFTWARE

Presentation Options

Views	Basic (No Colors)
Filters	Off
Chart	Acme, Inc.
Levels	2
Zoom	100%
Print Preview	

Tina Peter
VP Operations

Tina Peter
VP Operations
Canada

Switch between chart presentations.

2 Levels   3 Levels
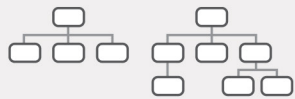
Choose the number of levels to display.

Export

Download PDF
Download PPT
Download PNG
Download SVG
Download JPEG
Download Excel
Print Current Screen

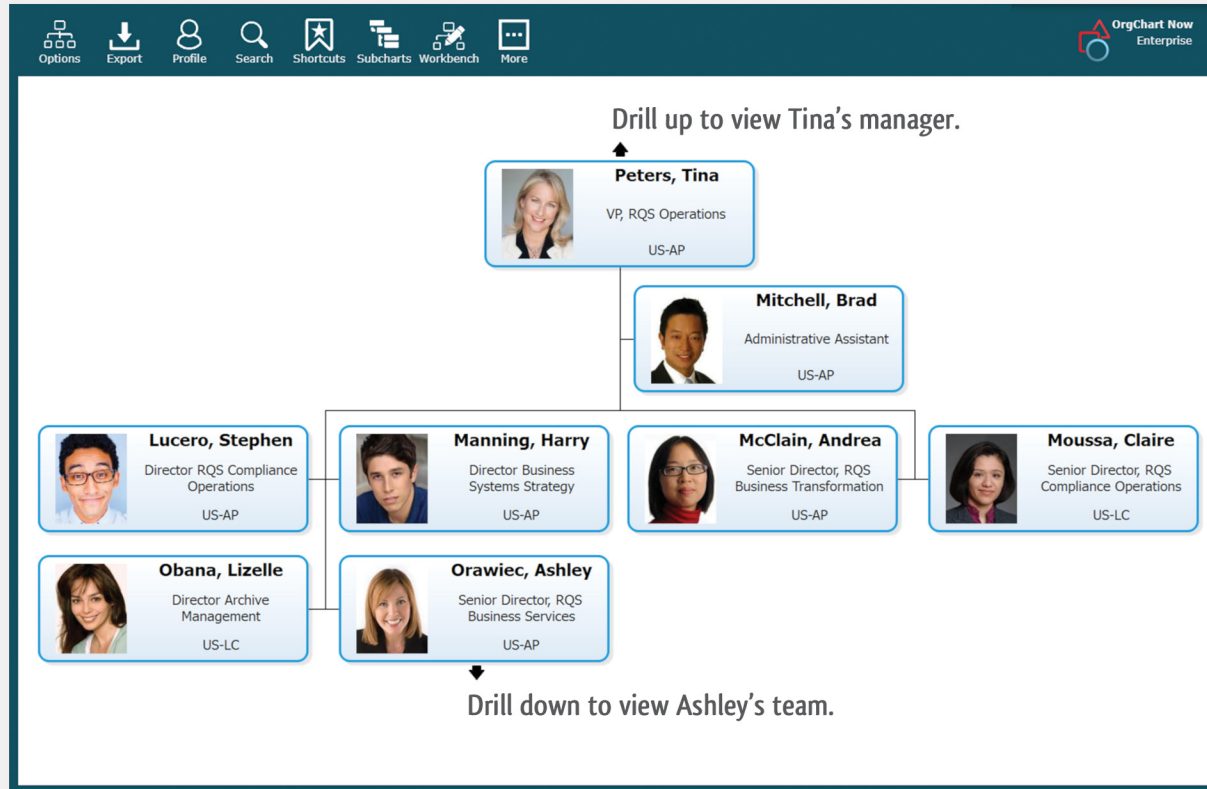Export to formats including SVG, PNG, JPG, PPT, and PDF.

Export PDF

Page Size	Legal
White Background	
Include Master Page	
Navigation Arrows	

Download This Screen
Download This Page
Download This Branch
Download Entire Chart

Get exactly what you need by selecting various output options.

Options Export Profile Search Shortcuts Subcharts Workbench More

OrgChart Now Enterprise

Drill up to view Tina's manager.

Peters, Tina
VP, RQS Operations
US-AP

Mitchell, Brad
Administrative Assistant
US-AP

Lucero, Stephen
Director RQS Compliance Operations
US-AP

Manning, Harry
Director Business Systems Strategy
US-AP

McClain, Andrea
Senior Director, RQS Business Transformation
US-AP

Moussa, Claire
Senior Director, RQS Compliance Operations
US-LC

Obana, Lizelle
Director Archive Management
US-LC

Orawiec, Ashley
Senior Director, RQS Business Services
US-AP

Drill down to view Ashley's team.

Subcharts

☐ Associate Vice President IT Services
　☐ Strategy and Architecture
　　　Systems Architect
　　　Strategic Planning
　　─ Communication Services
　　─ Help Desk and Client Services
　　─ Human Resources
　　─ Research Computing

Use tree control to navigate through your charts.

Shortcuts

Location
　Calgary Offices
　Carrefour Laval
　Champlain Place
　Chinook Centre
　Eastern Portfolio Office
　Fairview Mall
　Fairview Park
　Fairview Pointe Claire

Quickly navigate to specific bookmarked locations in your chart.

Profile

Photo

Name	John Sullivan
Title	President & Chief Executive Officer
Location	Head Office
Region	Northwest
Department	Executive
Cost Center	102.4000
Phone	(650) 867–5309
Email	jsullivan@acme.com

Baseball card shows additional information about selected box.

Search

Steven A

"Steven A" (20 Matches)   [Clear]

Steven Abelquist	Production Team Member
Steven Abner	Production Team Member
Steven Adams	Manager
Steven Adkins	OUTSOURCE-IT
Steven Adkins	Analyst – Door Trim Pkg
Steven Akins	Consulting Services
Steven Alvarado	Productions Summer Std.
Steven Alvarez	Production Team Member

Search for an employee and then navigate to their chart with a single click.

Workbench

OrgChart Builder
OrgChart Workbench

Use the OrgChart Builder and Workbench to create custom org charts and workforce plans.