

# OrgChart Now Viewer Quick Reference Guide



**Viewer**

- Directory
- Planning
- Point In Time
- Workbench
- Setup

Switch Mode to navigate to Viewer, Planning Module, Workbench, and View Manager.

Switch between chart presentations.

Choose the number of levels to display.

Drill up to view Cameron's manager.

Drill down to see Jeet's subordinates

**Subcharts**

- Chairman & CEO
  - CFO
    - Corporate Controller
      - Manager, Accounting Services
      - Sr. Manager, US Payroll
    - VP, Human Resources
      - Manager, Recruiting
      - Manager, Benefits
    - Director, Benefits
    - VP, Marketing**
      - Director, Marketing

Use tree control to navigate through your charts.

**Export**

- PDF Document
- PPT Document
- PNG Image
- SVG Image
- JPG Image
- Excel Spreadsheet
- Web Link
- Print Current Screen

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

Get exactly what you need by selecting various output options.

**Profile**

Photo	
FullName	Cameron Rogers
JobTitle	VP, Marketing
Age	64
AuxSuperID	
Budgeted	
Budgeted Salary	\$1,500,000
BusinessUnit	
City	New York, NY
Contractor	
Country	USA
DateOfBirth	April 8, 1945
Department	Marketing
dottedID	

Baseball card shows additional information about selected box.

**Search**

VP

"VP" (Showing 4 Matches)

- Lisa Weil  
SVP, International
- Gary Finley  
SVP, North America
- Penelope Parker  
VP, Human Resources
- Cameron Rogers**  
VP, Marketing

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

**\*Builder**

Chart Builder — Rebrand Demo

Choose a starting point, and click Build to create a chart.

Which employee would you like at the top of this chart?  
Q Cameron Rogers, VP, Marketing

How many levels under this employee would you like to include?  
All Levels

What view would you like to apply?  
Simple

What fields do you need?  
Select Fields

Additional Options

Cancel Build

**Builder**

Create a Workbench document

- Chart Builder**  
Use your base data as a springboard to create a custom chart
- Open document
- New Blank

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