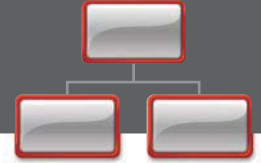


# OrgPlus® 8 Professional

Organise. Visualise. Strategise.



## Organisational Charting for Workforce Modelling and Communication

- Automatic Chart Creation, Maintenance and Distribution
- Connect to Real-Time Human Resource Data
- Dynamic Scenario Planning and Reporting
- Microsoft Office Integration

CHOSEN BY OVER 400  
**FORTUNE 500**  
COMPANIES

- OrgPlus Professional is part of the OrgPlus Family of Solutions, which also includes  
  - OrgPlus OnDemand,
  - OrgPlus Enterprise,
  - OrgPlus Standard,
  - OrgPlus Express and
  - OrgPlus Reader.

➤ **OrgPlus Professional is the industry-standard software for creating, maintaining and communicating organisational charts.** Selected by more than 400 of the Fortune 500 companies, OrgPlus is an intelligent tool for creating professional-looking organisational charts – quickly and easily. Send OrgPlus Professional to OrgPlus OnDemand for real-time collaboration, integrate seamlessly with Microsoft Office applications and publish in various web-viewable formats.

### ➤ Create Charts Automatically

OrgPlus creates organisational charts automatically from virtually any database, and integrates directly into a wide range of HR systems and directory services. In addition, organisational data can be imported from several file formats such as CSV, XLS and XML. Break large, complex charts into easy-to-manage hyperlinked sub-charts, and save time by creating multiple, unique chart tabs within one file to present different views of the organisation. Track chart changes in an easy-to-read report.

### ➤ Customise Charts

After a chart has been built, effortlessly apply a professional design with one of 36 pre-defined templates. OrgPlus allows you to select multiple box layout options such as multi-column and multi-record within in each box. Use optimised branch styles to eliminate repetitive steps to improve org chart views. Create stunning charts for your management team or board of directors.

### ➤ Collaborate with OrgPlus OnDemand

Send org charts to a secure online environment, provide access to current charts and enable co-editing and sharing of charts with teams anytime, anywhere. No software installation required.

### ➤ Automate the Process

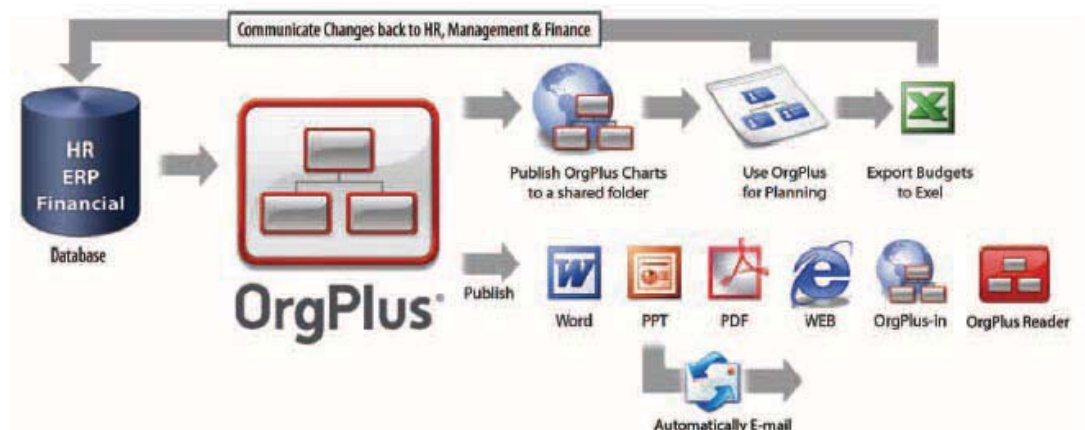
Refresh and republish the chart data on a scheduled basis to ensure that your employees always have the latest information. The process of communicating organisational information is completely automated.

### ➤ Plan for the Future with Drag-and-Drop Modelling

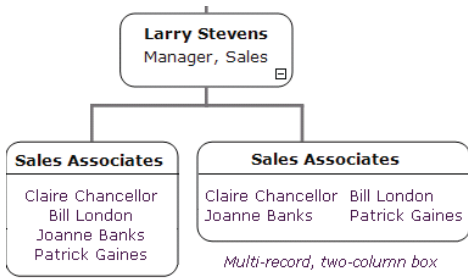
Use OrgPlus' intuitive and powerful tools to create one or more organisational scenarios. Set limits for headcount, total compensation or any other parameter and watch your changes take place as you update your chart. Compare different scenarios instantly, and when you are done, communicate your scenarios to your stakeholders using PowerPoint, MS-Word, PDF, Excel, OrgPlus Reader or OrgPlus OnDemand.

### ➤ Integrates with Microsoft Office

Compatibility with Microsoft Office is a critical aspect of any software purchasing decision. OrgPlus technology is embedded in Microsoft Office applications ensuring compatibility with your existing software investments. Use MS-Word or PowerPoint to publish and communicate charts, as well as open and edit OrgPlus-created files from within Microsoft Office applications. This means that employees and managers who do not have OrgPlus installed can utilise charts to meet their planning and republishing needs.



# Feature Overview



Create customised charts with multi-record, multi-column boxes.

Chart Comparison Report				
SUMMARY				
Report generated on 08/21/08 09:05				
OrgPlus Chart "Basic2" compared to OrgPlus Chart "Basic"				
Chart Size	Basic2	Basic	Changes	%
	30	30	0	0%
Date Last Modified	8/21/2008 9:04	8/21/2008 9:04	+ 0m	
Warnings				
	Added	Deleted	Moved	Modified
	0	1	1	1
WARNINGS				
DETAILED				
ADDED				
1	Added	Harold Smith, Financial Analyst	0	
	Reports To:	Christine Campion, CFO	(3001)	
DELETED				
1	Deleted	Carla Leo, Controller	(3003)	
	Reports To:	Christine Campion, CFO	(3001)	
MOVED				
1	Moved	Joan Goldberg, Tech Writer	(1013)	
	Reports To:	Jim Jackson, VP, Development	(1001)	
	Reports To:	Blain Gordon, VP Marketing	(4001)	
MODIFIED				
1	Modified	Jenna Garland, PR Manager	(4000)	
	Title: From	PR Specialist		
	To:	PR Manager		

Improve reporting capabilities with chart comparison summaries.

Summary	
Headcount by Department	
Corporate Development	31
Finance	44
Human Resources	31
Marketing	29
Operations	46
Planning	48
Public Relations	33
Technology	26

Understand pre-defined metrics with summary criteria panels.

## Data Import and Export

- Export to OrgPlus OnDemand to enable real-time collaboration.
- Connect to almost any live database. Import data from sources including LDAP, Active Directory, ODBC, OLE DB, Oracle, SQL Server, SAP HR-OCI, TXT, and XLS. Retrieve data from almost any HR system. Supported systems include Oracle, PeopleSoft, SAP and Lawson.
- One-click data refresh eliminates the need to re-import data every time an update is made to the database and preserves chart formatting.
- Identify and correct gaps in 'reports-to' information integrated orphan management.
- Validate data for accuracy and completeness.
- Merge fields during imports.
- Specify assistants, chart breaks, chart collapse points and branch styles during import.
- Filter data to create charts for specific departments.

## Chart Formatting

- Enhanced box layout options with multi-records and multi-columns.
- Windows Office-style interface and toolbars.
- Type names, titles and information into each box – boxes automatically shrink or expand to fit text.
- Choose from 36 pre-made chart and box style templates.
- Create multiple tabs within a single file.
- Define an underlying background page that is common to all sub-charts.
- Include images and pictures in boxes.
- Customise charts with fill effects, including gradients and textures.
- Automatically break large charts into smaller, more manageable sub-charts for refined analysis.

## Integrated Data Management and Reporting

- Compare chart versions in an easy-to-read report.
- Define archiving rules to quickly retrieve past and present information.
- Create phone lists, salary tables, headcount roll-ups, directories and profiles.
- Perform spreadsheet functions on data in chart boxes, such as roll-up totals, averages, fractions and standard deviation.
- Show or hide sensitive data.
- Insert links to other files that contain employee-related information including budgets, employee resumes or mission statements.
- Search and sort chart data within charts.

## Chart Publishing and Sharing

- Distribute charts by publishing directly to a corporate intranet or shared network folder.
- Create PowerPoint presentations, MS-Word booklets or PDF documents complete with title page, table of contents and index, as well as a hyperlinked slide or page for each sub-chart.
- Distribute charts via email from within OrgPlus.
- Set up schedules to refresh and distribute your published files automatically - daily, weekly, or monthly via email, FTP or a shared network folder.

## Planning Tools

- Create summary panel to understand predefined metrics such as headcount, salaries, and similar values.
- Calculate salaries, headcount roll-ups, averages, fractions of total, standard deviation and more.
- Create budgets from chart data.
- Utilise drag-and-drop calculating and dynamic hierarchical reporting tools.
- Define criteria to view pre-defined groups at a glance.
- Uncouple hierarchy between charts in different tabs for scenario planning, without affecting the primary chart.
- Insert comments in OrgPlus charts to clarify organisational changes.

## Integration with Microsoft Office

- Create, view and edit OrgPlus-created files from within Microsoft Office.
- Use charts in Microsoft Office applications with object linking and embedding (OLE).
- Export chart or report data to Excel for further analysis.

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Workforce Modelling and Intelligence

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### System Requirements

- Processor Requirements
  - A modern processor (at least 500MHz)
- Operating System Requirements
  - Windows XP (SP2)
  - Windows Vista
- Minimum Memory Requirements
  - For Windows XP: 256MB
  - For Windows Vista: 512MB
  - 1GB recommended
  - 2 GB > 10,000 boxes
  - 4 GB > 30,000 boxes
- Minimum Hard Disk Requirements
  - 80MB of free disk space

### Environment

- Administrator rights required to install OrgPlus
- Internet connection recommended for product activation
- CR-ROM or DVD Drive for installing from CD
- Minimum Graphics Requirements
  - 1024 x 768 resolution (1280 x 1024 recommended)
- Microsoft Office Requirements
  - Office XP (SP3)
  - Office 2003 (SP2)
  - Office 2007
- Browser Requirements
  - Internet Explorer 6
  - Internet Explorer 7