ORGPLUS FUNDAMENTALS WORKSHOP

DESCIPTION

This 1 day workshop is designed for new and existing users of OrgPlus Version 11 who are looking to acquire the skills to produce, format & distribute professional looking charts in the most efficient way possible.

COURSE CONTENT

During this workshop participants will learn how to:

- Create box formats, including:
    - Colour and lines, shadows, fields, formatting, columns, merging cells, and adjusting box sizing
- Create basic conditional formatting, including:
    - Formatting boxes, formatting fields
- Create panels, including:
    - Profiles, directories, searching and tree structure
- Style the org chart look and feel, including:
    - Creating sub-charts
    - Maintaining the master page
    - Changing the chart style and layout
    - Changing spacing between boxes
    - Changing line properties
- Create basic field definitions, including:
    - Basic formulas, and head counts
- Add photos to the org chart
- View an organisational chart in OrgPlus Reader or the OrgPlus Plug-in
- Refresh the chart
- Schedule a data refresh
- Publish the chart
- Schedule org chart publishing
- Import data, including:
    - Handling duplicates, merging fields, sorting, verifying the hierarchy, combining boxes, creating groups, setting the top of chart, and applying filters
- Handle orphans (unassigned positions) in the staging area
- Save charts as a "chart" or a "template"