

OrgPlus Premium

Organizational Charting for Workforce Modeling and Communication

- Automatic Chart Creation, Maintenance and Distribution
- Connect to Real-Time Human Resource Data
- Dynamic Scenario Planning and Reporting
- Track Workforce Changes
- Generate Employee HR Action Reports or PANs
- Microsoft Office Integration

OrgPlus Premium is part of the OrgPlus family of solutions, which also includes

OrgPlus Enterprise
 OrgPlus Professional
 OrgPlus OnDemand
 OrgPlus Standard
 OrgPlus Express and
 OrgPlus Reader

CHOSEN BY OVER 400
FORTUNE 500
 COMPANIES

➤ **OrgPlus is the industry-standard software for creating, maintaining and communicating organizational charts. Now with OrgPlus Premium, manage all human resources activities around workforce change from planning through documentation. OrgPlus Premium enables you to plan your future organization, and automatically create all the reports and HR forms you need to action workforce changes.**

➤ **Create Charts Automatically**

OrgPlus Premium creates organizational charts automatically from virtually any database, and integrates directly into a wide range of HR systems and directory services. Data can be imported from several file formats such as CSV, XLS and XML.

➤ **Customize Charts**

After a chart has been built, effortlessly apply a professional design with one of 36 pre-defined templates. You can select multiple box layout options such as multiple columns or multiple records within each box.

➤ **Automate Chart Updates**

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

➤ **Plan for the Future**

Intuitive and powerful modeling helps you create and communicate one or more organizational scenarios. Set limits for headcount, total compensation or any other parameter and watch your changes take place as you update your chart.

➤ **Track Every Change to Your Workforce**

Start with your current org chart and make the changes you need: add or remove positions, redeploy employees and update their information, such as titles or salary. OrgPlus Premium keeps track of every change you're planning to make.

➤ **Monitor Effects of Proposed Changes**

See how org changes impact financial projections, span of control and other KPIs.

➤ **Easily Collaborate and Review**

Every change to the org chart is recorded so you can easily share ideas with colleagues and then can accept or reject changes. OrgPlus Premium keeps a full audit trail of each change made, including who made the change, and when it was made.

➤ **Generate Reports**

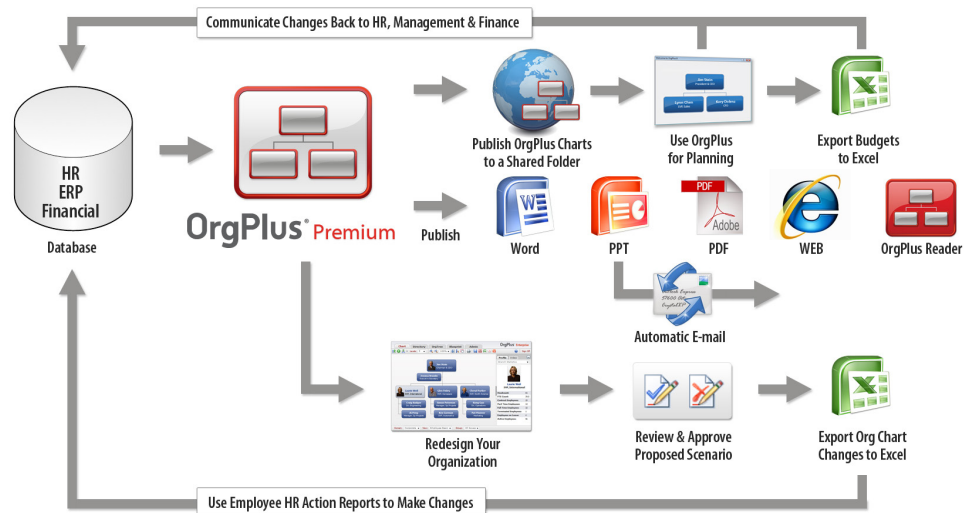
Now that your reorganization is complete, or your new team has been planned, easily generate comparison reports to get a summary and detail of how the new organization differs from the old. Confirm each change, and manage the financial and headcount effects of the planned changes.

➤ **Produce All the HR Forms You Need**

Once changes have been made and approved, OrgPlus Premium generates all your employee HR action forms or Personnel Action Notices (PANs) for entry into your HR system. OrgPlus Premium ensures that your organizational data will always be accurate with new hire, separation, and transfer information.

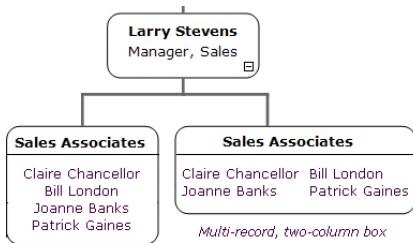
➤ **Integrates with Microsoft Office**

OrgPlus technology is embedded in Microsoft Office applications ensuring compatibility with your existing software investments.



With OrgPlus Premium, publish org charts and use them to plan and action workforce change.

Feature Overview



Multi-record box

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

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.

Track Changes	
Total: 4 Added: 1 Deleted: 1 Moved: 2 Modified: 0	
Moved	Ian Godwin, Mktg. Mgr. (39)
Reports to	Emma Alexander, Director of Marketing (25)
Reported to	Claire Chancellor, EVP International Sales (33)
Deleted	Salvador Garcis, PR Specialist (32)
Reports to	Jason Wilkhoff, Director of P.R. (30)
Moved	Kurt Godwin, Sales Assistant (35)
Reports to	Blythe Anderson, Director of Sales (34)
Reported to	Claire Chancellor, EVP International Sales (33)
Added	Tammy Brown, Mktg. Mgr. (44)
Reports to	Emma Alexander, Director of Marketing (25)
Name	Tammy Brown
Title	Mktg. Mgr.

Track and display a running list of all additions, deletions, moves and updates to the org chart.

Track Changes

- Tracks and displays history of workforce changes such as adding or removing positions, redeploying employees and updating title or salary information.
- View summaries and details of all your changes in exportable Excel reports.
- Share charts with your managers or team members and easily accept or reject changes.
- Produce a navigable, boardroom quality PDF or PowerPoint presentation of the current and proposed organizations.
- Create summary and detailed reports of changes and metrics.
- Generate Personnel Action Notices (PAN) and reports that translate your org chart actions into HR transactions: new hires, separations, transfers, and changes.

Data Import and Export

- 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.
- One-click data refresh.
- Identify and correct gaps in 'reports-to' information with integrated orphan management.
- Merge fields during imports.
- Specify assistants, chart breaks, chart collapse points and branch styles during import.
- Specify alternate managers to indicate matrix or shared reporting relationships.
- Filter data to create charts for specific departments.

Chart Formatting

- Choose from 36 pre-made chart and box style templates.
- Include images and pictures in boxes that autofit to content.
- Use box layout options with multi-records and multi-columns.
- Create multiple tabs within a single file.
- Customize charts with fill effects, including gradients and textures or background template.
- Automatically break large charts into smaller, more manageable sub-charts for 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, and fractions.
- Show or hide sensitive data.
- Insert links to other files that contain employee-related information.
- 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.

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.
- Utilize 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 organizational 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.

HUMANCONCEPTS™

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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
- CD-ROM or DVD Drive for installing from CD
- Minimum Graphics Requirements
 - 1024 x 768 resolution (1280 x 1024 recommended)
- Microsoft Office Requirements
 - Office 2000 (SP3)
 - Office XP (SP3)
 - Office 2003 (SP2)
 - Office 2007
- Browser Requirements
 - Internet Explorer 6
 - Internet Explorer 7