

Read-Only User Interface

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ORGCHART READER ALLOWS USERS TO VIEW & PUBLISH ORG CHARTS.
 READER ACCOUNTS CANNOT CREATE OR MODIFY CHARTS.

Open a document stored in your organization's cloud account.

Close the current document.

Click to select boxes, box cells & connecting lines.
 Click & drag to select multiple boxes.

Click & drag to change which part of the chart is displayed.

Publish chart to SVG, PNG, JPG, EPS & PDF formats.

Create an Excel spreadsheet from the current chart (each row will correspond to a box in the chart).

Change your password.

Sign out of OrgChart Reader.

Information about the current release.

Show/Hide application help.

RIBBONS

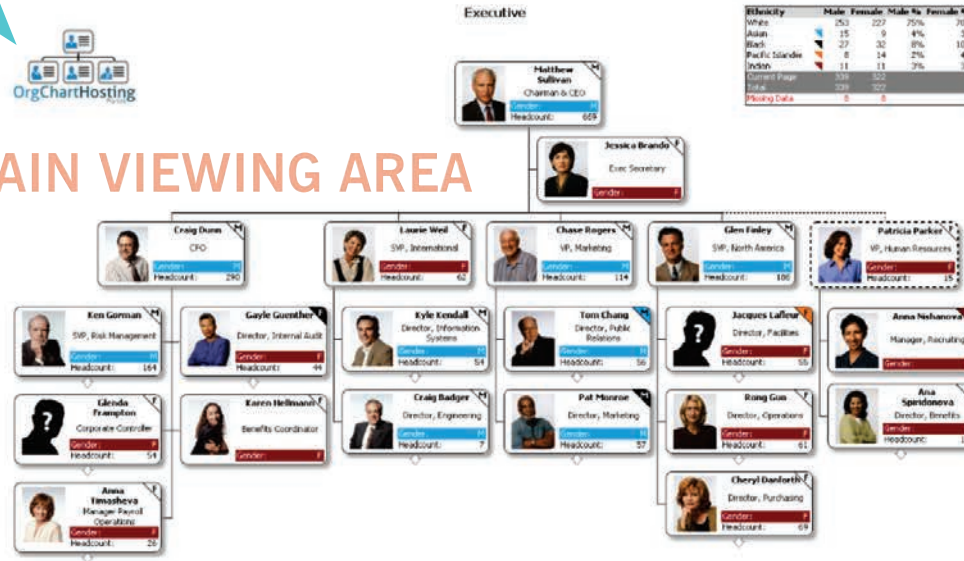
USER INTERFACE

Some functions shown may be hidden based on a given user's permissions.

SHOW PANELS

Shows the different panels available for adding and/or editing

MAIN VIEWING AREA



Ethnicity	Male	Female	Male %	Female %
White	253	227	75%	70%
Asian	15	9	4%	3%
Black	27	32	8%	10%
Pacific Islander	8	14	2%	4%
Indian	11	11	3%	3%
Current Page	339	322		
Total	329	327		
Paging Data	8	8		

PANELS

Photo

PositionID
 ParentPositionID
 Age
 BusinessUnit
 City
 Country
 DateOfBirth
 Department
 EmailAddress
 EmployeeID
 EmpStat
 Ethnicity
 First Name
 FullName
 Gender
 HireDate
 Home Phone
 isAssistant
 IsPrimary
 IsVacant
 JobTitle
 Last Name
 LeadershipPotential
 Location
 Middle Name

Prev Next

Profile Subcharts Search Views

Side Panels provide a method to directly interact with your charts.

BOTTOM TOOL BAR

PROFILE PANEL

Display details on the selected chart box

- Add dividers, headers, fields & formulas to the profile.
- Remove selected row(s) from the profile.
- Move selected row up or down within the profile.
- Set the font color for the selected cells.
- Set background color for the selected cell(s).
- Turn bold on or off for the selected cell(s).
- Turn italic on or off for the selected cell(s).

Editing Field Values

Double click on any cell in the profile to update a field value.
 You cannot modify calculated values.

SUBCHART PANEL

Navigate through chart pages using a tree control

- Click on any subchart listed in the panel to navigate to the associated subchart. Use the up/down arrow keys to quickly navigate through subcharts. Expand/collapse a subchart using the +/- button to the left of a subchart.
- Rename button renames the selected subchart or all subcharts.
- Shuffle subchart up.
- Shuffle subchart down.
- SubChart Wizard to define the rules for paginating a chart.

SEARCH PANEL

Search for a specific box or boxes

- Search for records that match the entered criteria. Double click on any result to navigate to the associated chart box.
- Display photos for records that match the entered criteria. Double-click on a photo to navigate to the associated box.

Orphan records are highlighted in orange.
 See the Parking Panel topic for more details on orphans.

VIEWS PANEL

Apply different visualization to your chart

- Add a View. Any User Defined Chart Template can be added to the Views panel.
- Delete selected View
- Reorder selected View.