

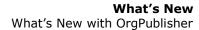
OrgPublisher Combined Version 11 What's New



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What's New with OrgPublisher

With this version of OrgPublisher:

New

- Basic Chart Layout for Prebuilt Reports
- <u>HTML5 Chart viewing option</u> using supplemental OrgPublisher Web Instance Installer
- SAP Single Sign On compatibility

Enhancements

- New Chart and Style Wizard enhancements to support Basic File Layout
- Enhanced Section 508 compliance
- <u>iPaaS 1.5 integration</u>



Basic Data File Layout for Prebuilt Reports

OrgPublisher provides a series of prebuilt and preformatted charts available with the speed of ad-hoc reports but with critical information covering specific Human Resource related areas of interest.

Offering 40 mapped fields, the Basic Data File Layout for a prebuilt report allows you to quickly create a chart with key fields for your hierarchy, jobs, contact information, and headcounts.

The Input File Layout defines the order of columns in a comma-separated file that OrgPublisher opens to generate your org chart.

Data Field Group Legend		Data Type Legend
OrgPublisher Standard Fields	1 - 19	Character - can be alpha and/or numeric
Common Generic Fields	20 - 22	Date - must be YYYYMMDD
Calculate Custom Fields	23 +	Integer - must be whole number only, no decimal
		Numeric - can include decimal

Figure 1.

The OrgPublisher New Chart Wizard contains a link to the Basic File Layout document and file layout table.



HTML5 Client Chart View Installer

Provide your users with a rich HTML5 chart viewing experience using the new OrgPublisher Web Instance installer.

The OrgPublisher Web Installer is supplemental to the OrgPublisher application installation and the publishing of a Silverlight chart.

End users can access a Quick Start Guide providing tips on how to view and use the chart features in HTML5.

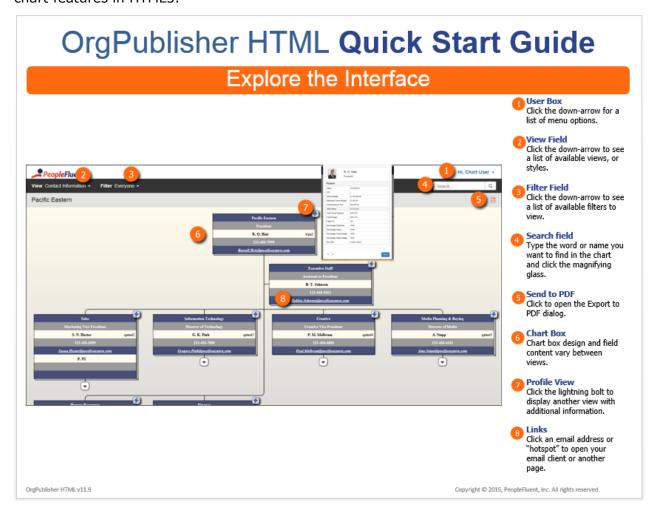


Figure 2.



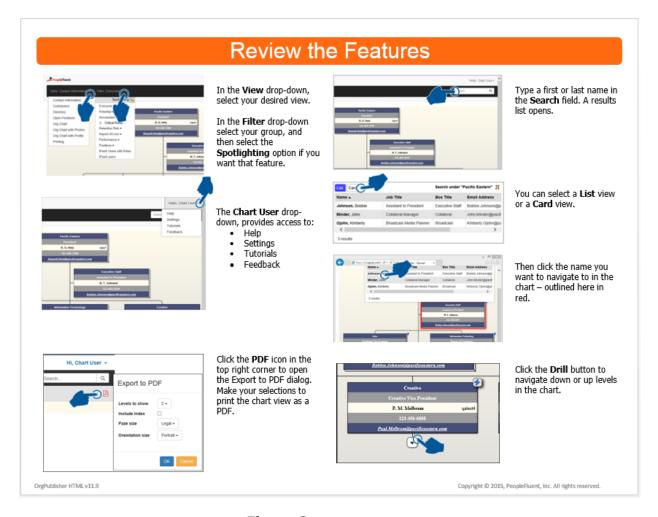


Figure 3.

SAP SSO Authentication

OrgPublisher for SAP now supports SAP SSO authentication using the SAPSSOEXT method. A new subfolder, SSOFilter, is included with the OrgPublisher 11.9 installation and contains the supporting documentation, SAP SSO Authentication withh verify.pse using SAPSSOEXT and filter.dll.

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OrgPublisher Enhancements

OrgPublisher enhancements include:

Enhanced New Chart and Style Wizards

The New Chart Wizard and the Style Wizard have been enhanced to accommodate the new basic Data File Layout for prebuilt reports.

Enhanced Section 508 Compliance

In addition to the OrgPublisher PluginX published chart, the HTML5 chart viewing option is Section 508 compliant.

iPaaS 1.5 Integration

OrgPublisher Silverlight and OrgPublisher HTML5 chart views are fully integrated with PeopleFluent iPaaS 1.5.



New with OrgPublisher 11

Prebuilt Reports Overview

OrgPublisher provides <u>prebuilt report templates</u> for human resource areas of responsibilities. Areas you can isolate into a single report include, directory listing, head count, open positions, contractors, span of control, succession planning, and more.

Using the <u>Universal File Layout</u> (UFL) and the New Chart Wizard, you can quickly create a chart with your selected area of interest. The UFL template takes care of arranging, formatting, and calculating your data into a prebuilt report (chart) and style. View sample <u>CSV file here</u>.

There are four categories of reports:

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General - These charts cover the basics such as: a standard org chart, directory listing of employees, org charts featuring open positions, contractors profile views, photos and a layout specifically for printing.

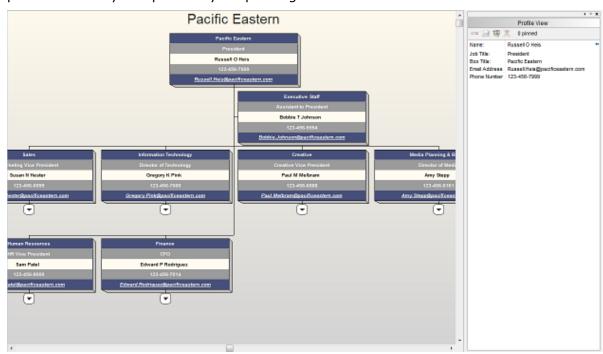


Figure 4.

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Management - Management related activities include: Head Count, Head Count with Open Positions. Direct Report Analysis, and Span of Control Analysis.

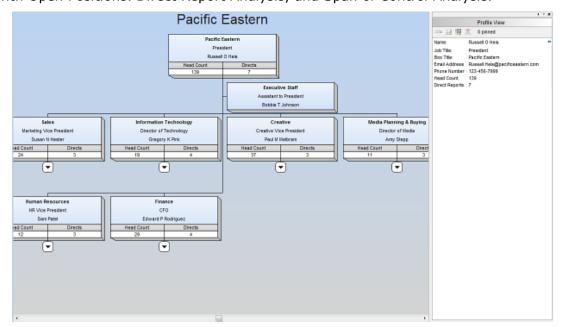


Figure 5.

Planning - Planning focused charts include charts related to Head Count, FTE, Contractors, Salary and Head Count, Salary, Head Count, and Performance, and Talent Review.

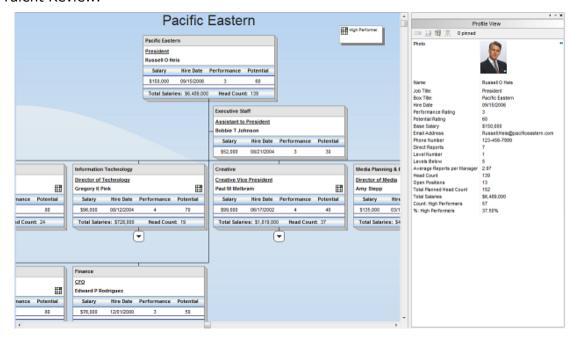


Figure 6.

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 ${\bf Succession}$ - Includes Succession Planning focused charts including Ratings and Ratings with Photos.

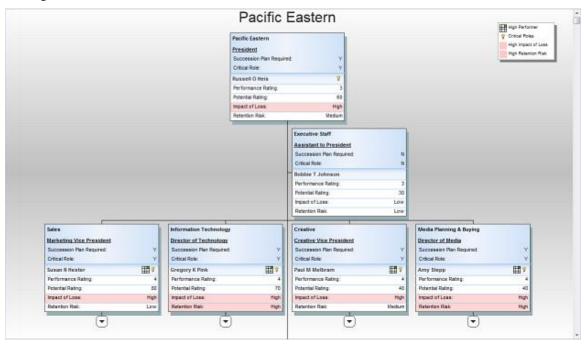


Figure 7.



OrgPublisher Executive on iPad Overview

The new iPad application enables C-level executives, line managers, and HR professionals to manage talent on the go, even when offline. OrgPublisher Executive is the mobile solution designed exclusively for business leaders to deliver actionable workforce intelligence in easy-to-understand, graphical reports. A Quick Start Guide is available to the iPad user.

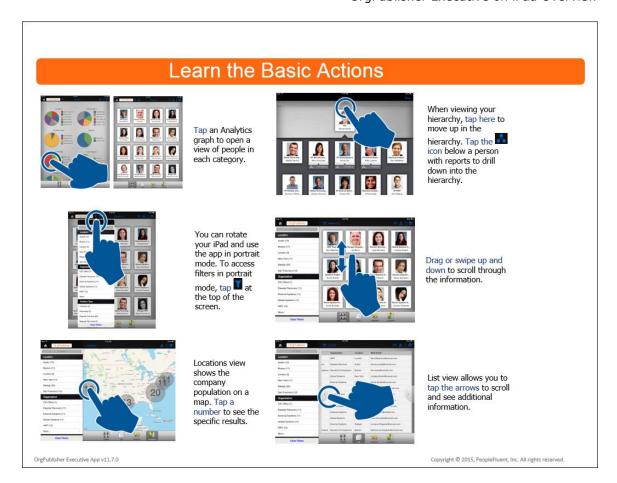


Figure 8.

The guide identifies the action and task areas, as shown in the figure above...

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aPublisher*

Figure 9.

...as well as how to navigate on the iPad, as shown in the figure here.

Once the customer has downloaded and installed OrgPublisher Executive from the Apple store, the choices made by the OrgPublisher administrator when creating and publishing chart data to iPad, drive the initials actions, and determine the data and views available on iPad.

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The OrgPublisher Executive login screen and Demo access is the first screen you see.



Figure 10.

Settings dialog fields are determined by selections made in the Publishing Wizard.

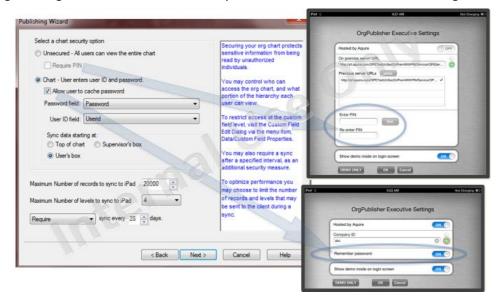


Figure 11.

In addition, synchronization tie frame and records limits are also set in the Publishing Wizard.

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All Reports and **Direct Reports** options in OrgPublisher Executive are available in the filtering panel only when an org chart is secured.

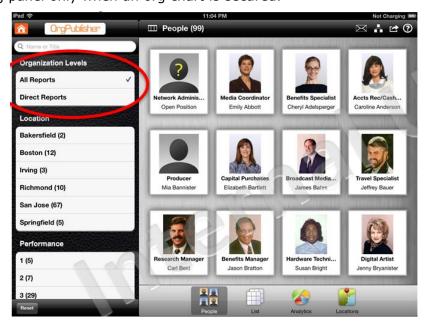


Figure 12.

Photos must be set to "Show" in the Show/Hide Chart Components dialog in OrgPublisher, as well as selected to display in the Publishing Wizard in order to display in OrgPublisher Executive.



Figure 13.

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Field security, Group security, Conditional Formatting, and Style security can all be used when publishing employee data to OrgPublisher Executive.

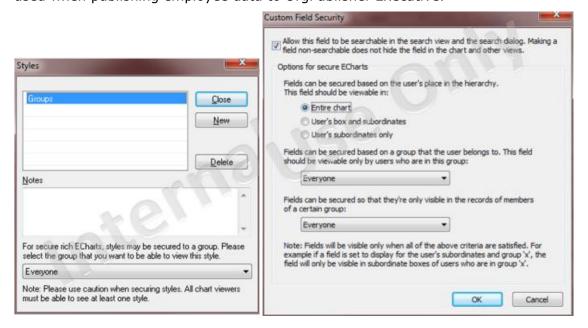


Figure 14.

In addition, the Apple Keychain security mechanism stores sensitive data and downloaded data form the sync process is stored in an encrypted database on the iPad.

Note: During implementation of OrgPublisher Executive on iPad using Professional Services, you can modify the webconfig file to enable Active Directory security when signing in.



The fields displayed, order of the fields, and the column width in the List screen are all determined by the settings in the OrgPublisher List View.

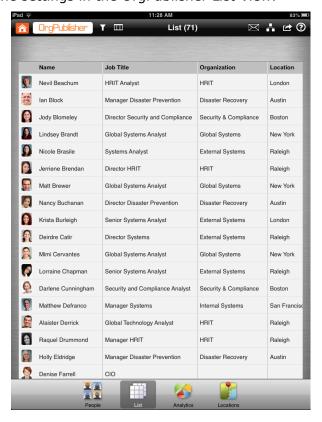


Figure 15.

The fields displayed and order of fields in the Talent Card are determined by the Profile View and Person tab configuration in the org chart.

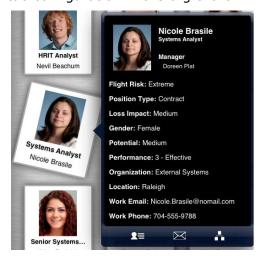


Figure 16.

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If latitude and longitude are provided in custom fields of the org chart, the geographic Locations can display the number of employees in a given area.



Figure 17.

If the email addresses are included in custom fields in the org chart, you can Export List to Email in OrgPublisher Executive and send an email to that list (limited to the first 200 person in the chart).

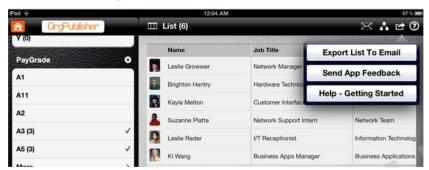


Figure 18.



Figure 19.

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Custom Field Bulk Editor

The Custom Field Properties dialog now includes a **Bulk Editor** button.

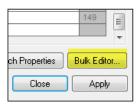


Figure 20.

It opens the Custom Field Bulk Editor dialog.

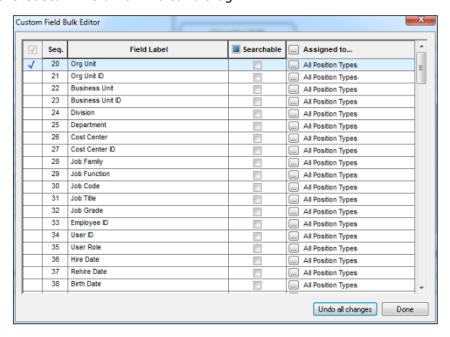


Figure 21.

You can select all fields, make all fields searchable, and assign all fields to a specific position type.

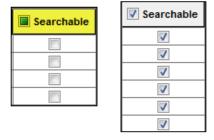


Figure 22.

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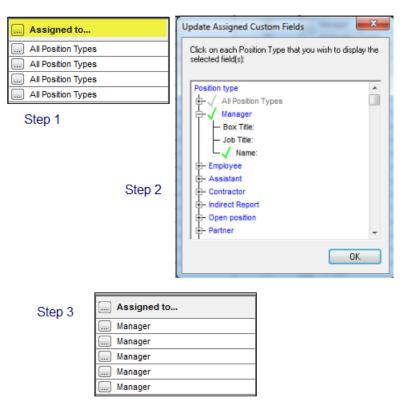


Figure 23.



Profile View Fields Bulk Editor

The Configure Profile View right-click menu option now includes buttons to Check All or Uncheck All to handle a large number of fields, requiring the same action, at the same time.

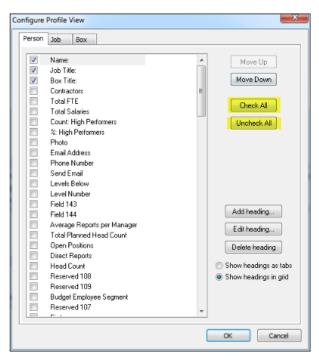


Figure 24.



OrgPublisher Enhancements

In order to support the new Prebuilt Reports and OrgPublisher Executive on iPad, the following wizards include enhancements.

New Chart Wizard

The New Chart Wizard now provides the option to create a chart using predefined templates.

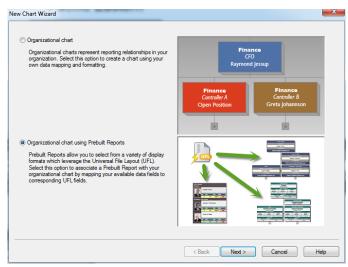


Figure 25.

The old Succession Planning option is now built into the <u>Prebuilt Reports</u>/Succession templates.

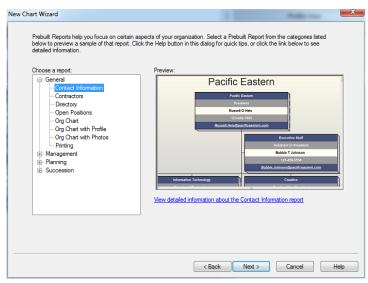


Figure 26.

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You can choose a category and style in the wizard, as well as the Prebuilt Reports PDF, located on the <u>Customer Care Portal</u>.

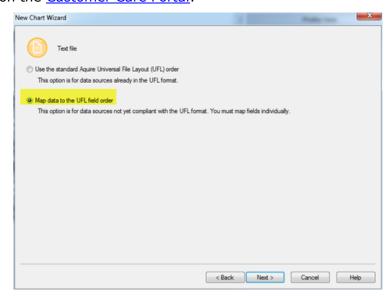


Figure 27.

If your data isn't already in the UFL layout when creating a chart using prebuilt reports, you can select the **Map data to the UFL field order**.

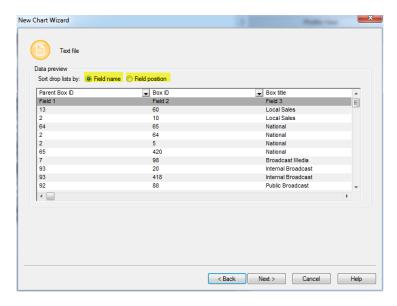


Figure 28.

You can also choose to set the drop-down lists (to select the UFL mapping) to sort by **Field name** or **Field position**.

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Publishing Wizard

The OrgPublisher Publishing Wizard enhancements include the following.

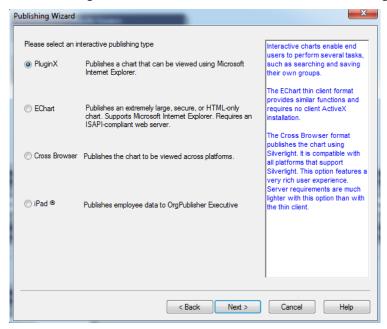


Figure 29.

The Publishing Wizard now includes an iPad radio button in the Advanced Mode.

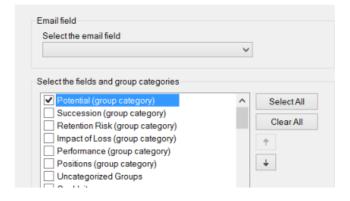


Figure 30.



Select the categories to use in the chart.

Photos must be set to "Show" in the Show/Hide Chart Components dialog in OrgPublisher, as well as selected to display in the Publishing Wizard in order to appear in OrgPublisher Executive.



Figure 31.

Photos are processed on the server side through the **PersonPhotos** folder, which must be writable by IIS. .NET Framework 4.5 is the required minimum to process photos to iPad.

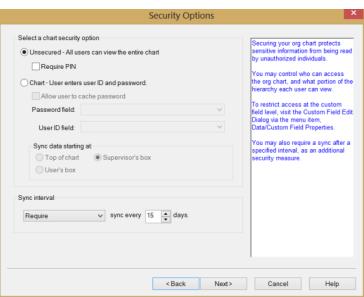


Figure 32.



Security settings, such as requiring a PIN or password, when logging into OrgPublisher Executive on iPad are determined in the Publishing Wizard. You also set sync data parameters and intervals in the wizard.

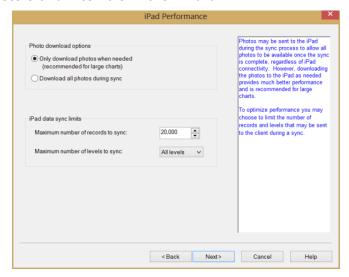


Figure 33.

In addition, photo download options and synchronization limits are selected in the Publishing Wizard.

Style Wizard

The Style Wizard includes the following enhancement for Prebuilt Reports.

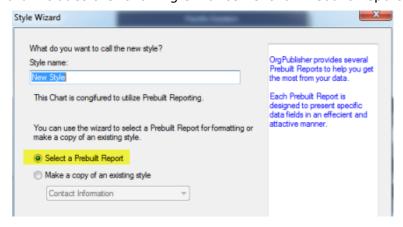


Figure 34.



You have the option of creating a new style not using the UFL, or of selecting the Prebuilt Report option.

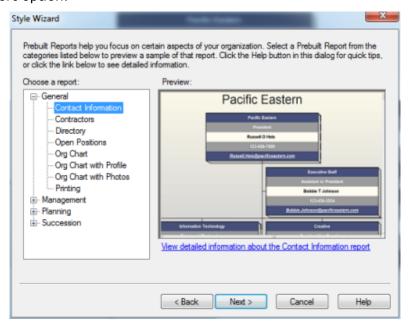


Figure 35.

The same dialog has been added to the Style Wizard as has been added to the <u>New Chart Wizard</u>. The link also takes the user to the <u>Prebuilt Reports</u> PDF on the <u>Customer Care Portal</u>.



What's New with Version 11.2

- Localized application
- Localized end user PDF (accessed through Help button in published chart)



What's New with Version 11.3

- Chart Legend available in Cross-browser/Silverlight chart
- Custom Field Properties dialog contains Formula indicator
- <u>Update Person dialog</u> field record information

Cross-browser Chart Legend

When publishing to the cross-browser/Silverlight option, you can now view the chart legend if displayed in the chart when published.



Figure 36.

The legend displays in the designated corner, no matter where you navigate or how you resize the cross-browser chart.

Custom Field Properties Dialog

When working in OrgPublisher Premier, the Custom Field Properties dialog now identifies which fields contain formulas.

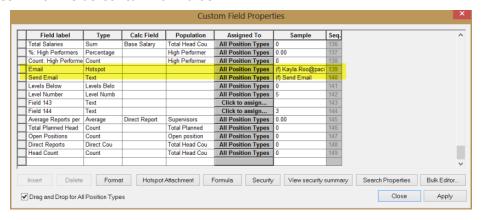


Figure 37.

In the **Sample** column, the **(f)** indicates that a formula is used to create the field contents.

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Update Person Dialog

Field records information can now be viewed in the Update Person dialog in Build Mode.



Figure 38.

The dialog displays the selected person's **Box ID** and **Parent Box ID**. Only the top of chart box should display no parent box ID.

When you click the **Show Base Fields** button, OrgPublisher displays a list of the basic fields used to create the chart.

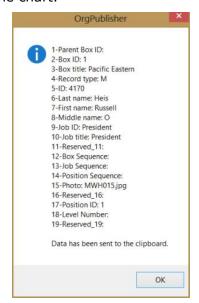


Figure 39.

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What's New with Version 11.4

Enhancements

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- Increased default number of search results for large charts
- Fonts in Silverlight/cross browser charts now embedded in PDF docs
- Significant performance enhancement in Web Admin charts
- Notice to chart administrators of <u>upgraded PluginX</u> when HTML and JS files are updated

PluginX Upgrade for Interactive Org Charts

When publishing an interactive org chart in OrgPublisher 11.4 release in PluginX or EChart format, a dialog (shown below) displays to alert the chart administrator that an upgrade of PluginX will occur for end users if the HTML and JS files are updated. The first time a user attempts to load a chart published with the updated files, they are prompted in the browser to download and install the updated PluginX version.

This dialog alerts administrators that publishing will cause their users to download a new version of the PluginX.

Clicking **Yes** causes the published chart to require the user update their PluginX to the latest version, which is this 11.4 version of the PluginX. Clicking **No** will allow the currently released version of PluginX to remain installed on your clients' machines. Neither option prevents your chart from being viewed; this option allows you to delay updating the PluginX until you are ready to do so.

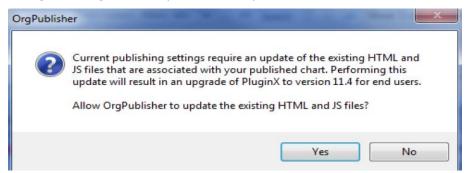


Figure 40.



What's New with Version 11.5

- Localized cross browser charts and end user documentation
- With version 11.5, <u>Planning Charts</u> published in cross browser/Silverlight charts
 - Create and Open Plans
 - Modify Plan Information
 - <u>Drag and Drop</u> behavior and visuals
 - Publishing Wizard Settings
 - Add Direct Report
 - Remove Box

Work with Cross Browser Planning Charts

<u>Planning - Cross Browser - Getting Started</u>



In the Org Publisher Publishing Wizard:

Publish a chart as you always do, with the following three exceptions;

In the Interactive Type dialog, select Cross
Browser

In the **Security** dialog, select a type of security.

Note: you cannot enable planning on a nonsecured Cross Browser chart.

In the Enable Planning dialog accept the default Enable Organizational Planning.

Your planning enabled chart is published to the Cross Browser.

Note: The Chart administrator must create a more compact style in OrgPublisher if one is to be made available in the cross browser/Silverlight planning chart.



<u>Planning - Cross Browser Login</u>



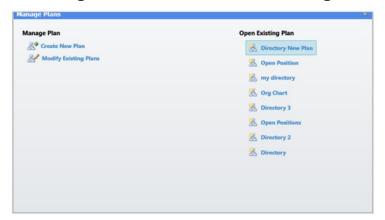
Click Login.

Enter your User ID and Password.



This graphic appears when an activity is taking place, such as while the cross browser is publishing, or your planning chart is being created.

<u>Planning - Cross Browser - Manage Plans Dialog</u>



This dialog opens after you select the **Organizational Planning** button.

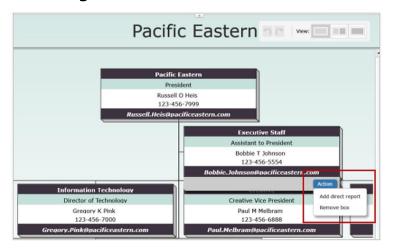
You can:

- Create New Plan
- Modify Existing Plans
- Open Existing Plan

Note:

If you want to create a new plan, you must access the chart style you want to create the plan for before you select **Create New Plan**.

Planning - Cross Browser - Action Button



The Action button provides two activities:

- Add direct Report
- Remove Box

Note:

The only box in the chart that cannot be removed is the top box in the chart.

Figure 41.

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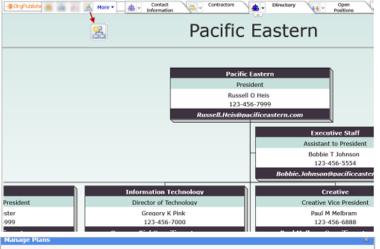




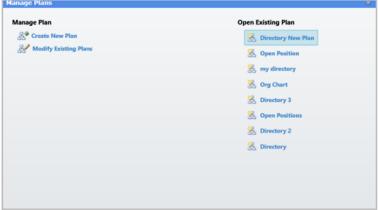
<u>Planning - Cross Browser - Creating a New Planning Chart</u>



In the Planning enabled chart, select the style you want to use for Planning. In this case it is the **Directory** style.



Click the **Organizational Planning** button, and the **Manage Plans** dialog opens.



Select the Create New Plan option.



If your chart contains multiple positions in a of the boxes you see this **Notification**.

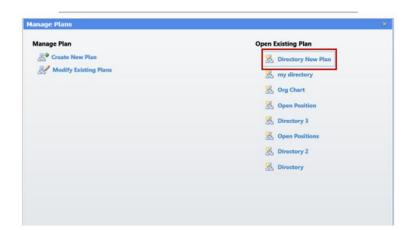
Click OK.

The Manage Plan dialog refreshes and your new plan is added.

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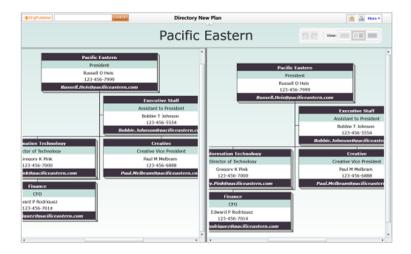


What's New What's New What's New With Version 11.5



The new plan is shown on the Manage Plans dialog.

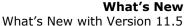
Click it to open the new chart.



Your new planning chart opens with the split view.

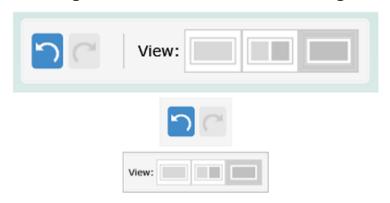
Note:

OrgPublisher applies the Create New Chart action to the chart style defined in the Publishing Wizard. The same chart style must be selected in the chart before you create the planning chart.





<u>Planning - Cross Browser - Planning Toolbar</u>



Planning toolbar features include:

Undo/Redo

Left View - Split View - Right View

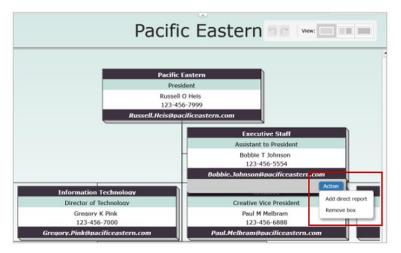
The Split View feature allows you to see two views of your chart at the same time. Each side is independent of the other.

This allows you to drag people from one view to the other view.

To review your changes select the single view you dragged to.

To see the chart as it looks after you have removed boxes, select the other single view.

<u>Planning – Cross Browser – Adding a Direct Report</u>



Hover the curser over the lower right corner of a box to display the **Action Button**.

Click Add direct report to add a new box.



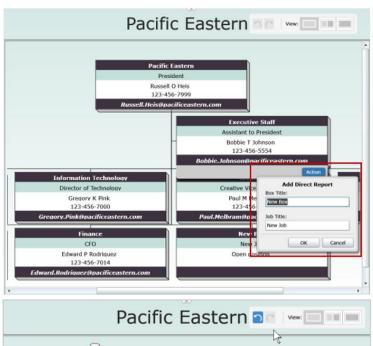
What's New

What's New with Version 11.5

The Add Direct Report dialog opens.

Type a Box Title and a Job Title.

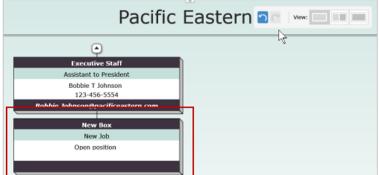
Click OK.

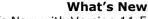


The **New Box** is shown as a direct report to the box above.



When showing only two levels the drill-down button indicates a direct report is associated with the selected box.

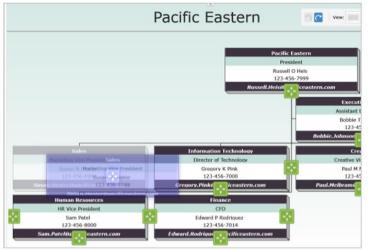






What's New with Version 11.5

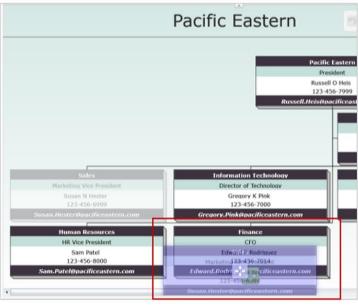
Planning - Cross Browser - Drag Drop a Box



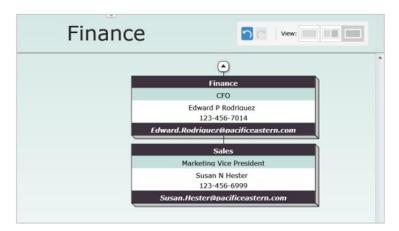
Select the box you want to move. The box has a purple glow around it. Begin to drag and the box turns translucent.

Also notice the green directional boxes that appear in the chart. These are all of the possible locations where the current box can be dropped.

Continue to drag towards the Finance box.



In this example, as the **Sales** box hovers over the **Finance** box all of the green squares clear except for the one in the **Finance** box.



Drop the box and the chart shows that the Sales department now reports to the Finance department.

If you need to change it back click the **Undo** button.

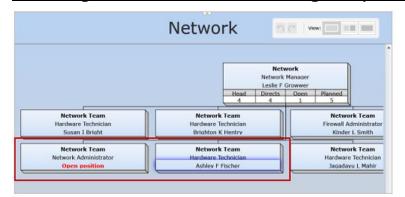
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What's New

What's New with Version 11.5

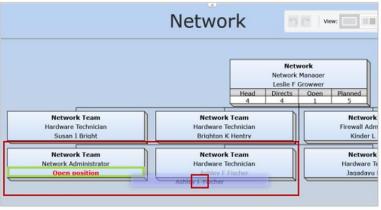
<u>Planning - Cross Browser - Drag Drop a Person</u>



Select the person you want to move. The person name and any fields under that show a purple glow surrounding them.

In this example Ashley Fischer is filling the Open Position. Select her name and begin to drag. The fields that will be moved with the person turn translucent.

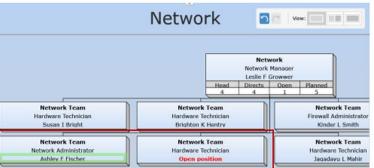
Note: Persons can only be dragged to an **Open Position.**



Begin to drag the field, it is now translucent, and a small green dot is visible inside the moving field.

The only field available to receive the name is outlined in green.

Drop the name over the Open position field.



The person name has replaced the words **Open position**.

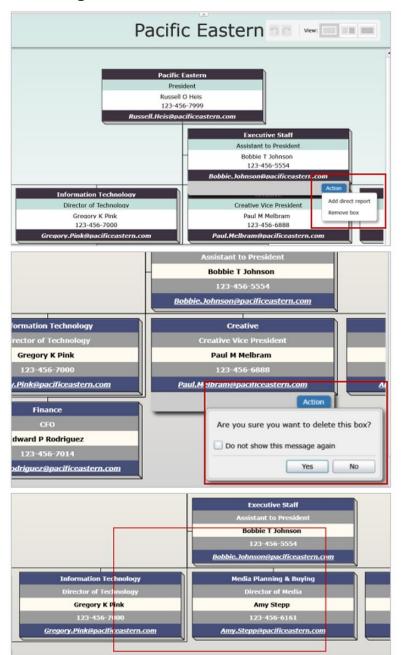
And the previous box now shows an **Open Position**.



What's New

What's New with Version 11.5

<u>Planning - Cross Browser - Remove Box</u>



Hover the curser over the lower right corner of a box to display the **Action Button**.

Click Remove box to delete selected box.

Note:

You cannot remove the top box in the chart.

A message displays asking you to verify that you want to delete the select box.

Click Yes.

The box is now removed from the chart.





Planning - Cross Browser - Modify an Existing Plan



Click the **Organizational Planning** button, and **Manage Plans** opens.

Select the Modify Existing Plan option.

Select the plan you just modified and then type a short **Description** of what you just changed.

Click the plan name to make changes to the plan name.



What's New What's New What's New With Version 11.5

 $\ensuremath{\mathsf{A}}$ work space opens for your comments.

Click **Back** to return to the **Manage Plans** dialog.

Supplemental 11.5.3634.1

Silverlight/Cross browser planning charts now include:

- Undo/Redo buttons
- Split chart display
- Action button

Additional Toolbar

The additional cross browser planning chart toolbar allows choices while modifying the planning chart.



Figure 42.

<u>Undoing or Redoing an Action</u>

- allows you to return to the last state before you made a change – or to go back to the changed state in the chart.

Using the Split Screen Mode

- provides multiple viewing options, a single left view, a split screen view, and a single right view.

- The split view provides two views of your chart at the same time. Each side is independent of the other, allowing you to drag people or boxes from one view into the other.
- Review your changes by selecting the single view into which you dragged your changes.

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• See the chart as it looks after you have removed people or boxes, select the other single view.

Accessing the Action Button Options

The Action button Action in the planning chart provides two task options.

 Hover the mouse cursor over the lower-right section of a chart box to enable the Action button.

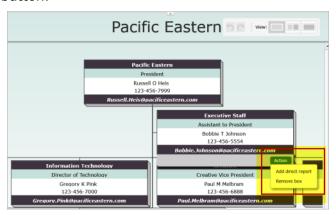


Figure 43.

Note: The **Action** button for the top box in the chart allows only one choice, to add a direct report. You cannot delete the top of chart box.

Adding a Direct Report Open Position

Click the **Add direct report** option in the **Action** button.
 The Add Direct Report dialog opens.

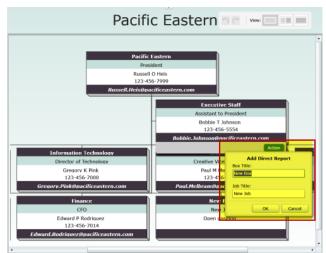


Figure 44.

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2. Type a **Box Title** and **Job Title** and click **OK**. You cannot add a name to the new box.

The new open position box appears below the selected action box.



Figure 45.

Removing a Box

1. Click the **Remove box** option in the **Action** button.

A message appears, asking you to verify that you want to delete the selected box.

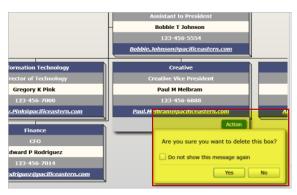


Figure 46.

2. Click Yes.

If you do not want to display the message every time you use this remove option, select the **Do not show** check box.

The selected box no longer appears in the chart.

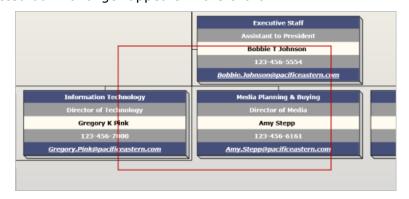


Figure 47.

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What's New with Version 11.6

- <u>Cross browser/Silverlight Planning Chart</u> toolbar, profile and search enhancements
 - Editable Planning chart Profile
 - Multiple position/person Profile
 - Change Report PDF
 - Regional settings for numeric, currency, and date values
 - Ability to drag and drop from box containing multiple positions/people
- <u>Publishing Wizard</u> enhancement
- Advanced Box Layout multiple

Cross-Browser/Silverlight Chart Enhancements

With version 11.6, the cross-browser/Silverlight charts and plan have been redesigned.

Cross Browser Toolbar



Figure 48.



The updated cross browser chart view reflects a redesigned profile and flip button to move from the box to profile. The flip button displays when you hover over the upper-right corner of the box or profile.

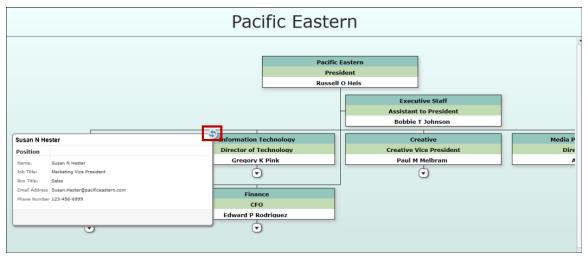
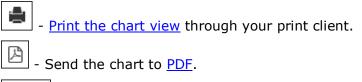


Figure 49.



- <u>Personalize settings</u> chart settings.

- Access video tutorials and user guide.

- <u>Send comments</u> and feedback on product experience.

Cross Browser Planning-Enabled Toolbar

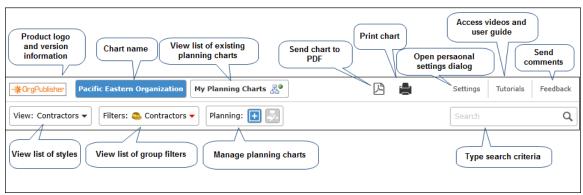
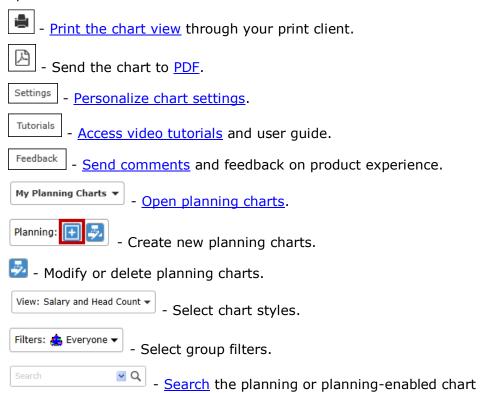


Figure 50.

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If enabled by the administrator, the cross browser planning-enabled toolbar provides options to:



Note: Data and hierarchical modifications can be performed in the <u>planning chart</u> only.

Opening a Planning Chart

Planning charts can be opened from both the planning-enabled/source chart or from the planning chart.

1. Click the **My Planning Charts** button in the cross browser planning or planning-enabled chart.



Figure 51.

A drop-down list displays your existing plans.



Figure 52.

2. Click the name of the plan you want to open.

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An activity graphic dialog appears, indicating the open chart progress.



Figure 53.

The planning chart opens in the browser.

Deleting a Planning Chart

1. Click the Manage Plans button in the toolbar. The Modify Existing Plans dialog opens.



Figure 54.

2. Click the red X to the right of the chart name to delete it.

Sending the Cross Browser Chart to PDF

If enabled by the chart administrator, you can print the published cross browser/Silverlight chart as a PDF document.

- 1. Click the Send to PDF button . The Send to PDF dialog opens.
- 2. Select the chart **Levels to show** in the PDF chart.
- 3. Select the **Include Index** check box if you want to add a list of all the boxes and associated fields at the front of the PDF document.
- 4. Click **OK** to send the chart to PDF.

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A progress bar displays while the PDF is created, and the document opens when complete.



Cross Browser Planning Toolbar

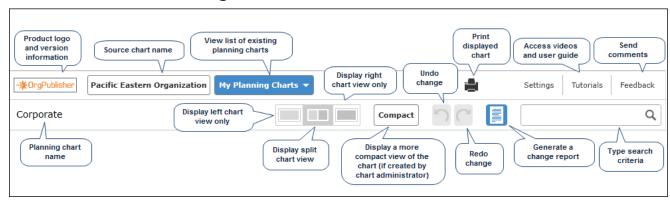
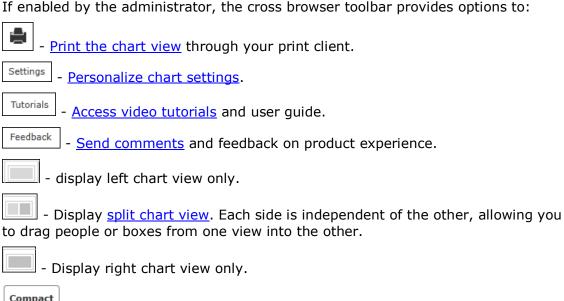


Figure 55.

If enabled by the administrator, the cross browser toolbar provides options to:



Compact - Displays a more compact view of the chart, if created by the chart administrator

- Undo recent changes.
- Redo the reversed change.
- Generate a change report.

Printing the Published Cross Browser Chart

If enabled by the chart administrator, you can print your published cross browser/Silverlight chart in wall style (one displayed page at a time).

1. Click the Print button

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The Print this page of the Org Chart dialog opens.



Figure 56.

- 2. Accept the default of **Shrink to Fit** (recommended) or clear the check box.
- 3. Click **Print** to print the displayed levels in the chart view.

Personalizing Settings in the Cross Browser Chart

If enabled by the chart administrator, you can personalize settings in your published cross browser/Silverlight chart. The Search settings are described above.

Click the Settings button Settings lialog opens.



Figure 57.

- 2. If applicable, select the **Language** you are using in your chart.
- 3. In the **Color Scheme** pane, select the color scheme you would like to use, or keep the default selection, **Chart**, in which the chart was published. A preview appears to the right.
- 4. In the **Chart Effects** pane, select the animation effects you would like to use in your chart. A sample of the animation appears to the right.
- 5. You can also click **Reset to Chart Defaults** to return to the published chart original settings.
- 6. Click **Save** to keep your choices and close the dialog.

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Cross Browser Planning Chart Action Button Options

The **Action** button in the planning chart provides several options, depending on conditions, such as top box in chart, open position, etc.

Action menu options include:

- Add direct report
- Add Open position
- Duplicate box
- Remove Open position
- Remove person and leave Open position
- Fill position with internal transfer
- Fill position with external hire
- Remove person and position
- Removing a box

Displaying the Action Button Menu

 Hover the mouse cursor over the lower-right section of a chart box to enable the **Action** button. Click the button to display the options list.

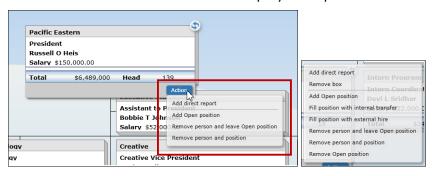


Figure 58.

Note: The Action menu for the top box in the chart does not include the **Remove box** or **Duplicate box** options. You can remove the person, but not the box. There is only one top of chart allowed.

Adding a Direct Report

- 1. Select the box where you want to add the new report and hover the cursor over the lower-right corner. Click the **Action** button.
- 2. Click the **Add direct report** option in the options list.

The Add Direct Report dialog opens.



Figure 59.

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3. Type a **Box Title** and **Job Title** and click **OK**.

The new open position box appears below the selected action box.

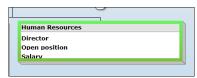


Figure 60.

Adding an Open Position

- 1. Select the box where you want to add the open position and hover the cursor over the lower right corner. Click **Action**.
- 2. Click **Add Open position** in the options list.

An open position appears below any existing records and the selected box is outlined in green.



Figure 61.

Use the **Action** button again to <u>fill the position</u>.

Duplicating a Box

- 1. Select the box you want to duplicate and hover the cursor over the lower-right corner. Click **Action**.
- 2. Click **Duplicate box** from the options list.

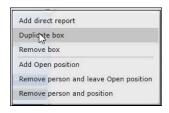


Figure 62.

Another box appears either next to or below the original box.



Figure 63.

The duplicated box contains the same base information, such as box and job title. All custom or personal information is removed and an open position is shown.

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Removing an Open Position

- 1. Select the section in the box where you want to remove the open position and hover the cursor over the lower right corner. Click **Action**.
- 2. Click Remove Open position in the options list.

A message displays asking you to verify this action. Click **Yes**.

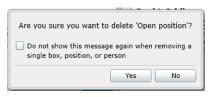


Figure 64.

If you do not want to display the verification message every time you select an option, select the **Do not show** check box.

The open position is removed from the box.

Removing a Person and Leaving an Open Position

- 1. Select the box where you want to remove the person and hover the cursor over the lower right corner. Click **Action**.
- 2. Click **Remove person and leave Open position** in the options list.

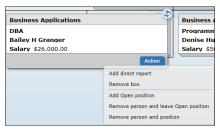


Figure 65.

A message displays asking you to verify this action. Click **Yes**. The person is removed and an open position is left in the box.



Figure 66.

Filling an Open Position with an Internal Transfer

- 1. Select the box where you want to fill the open position and hover the cursor over the lower right corner. Click **Action**.
- 2. Click **Fill position with internal transfer** in the options list.

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The Fill Position with Internal Transfer dialog opens.



Figure 67.

3. Type some or all of the name you want to find. You can type either the first or last name or both.



Figure 68.

4. When you stop typing, a list of possible matches appears. Select the name you want. The dialog indicates that an open position will replace that person in his current box.



Figure 69.

Click OK.

The selected person replaces the open position, as shown on the left, and an open position now exists in the employee's original box, shown on the right.



Figure 70.

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Filling an Open Position with an External Hire

- 1. Select the box where you want to fill the open position and hover the cursor over the lower right corner. Click **Action**.
- 2. Click **Fill position with external hire** from the options list.

The Fill Position with External Hire dialog opens.



Figure 71.

- 3. Type the **First Name** and **Last Name** of the person filling the position. Click **OK**.
- 4. The box now contains the name just entered.

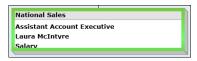


Figure 72.

Removing a Person and Position

- 1. Select the box where you want to remove a person and position and hover the cursor over the lower right corner. Click **Action**.
- 2. Click **Remove person and position** from the options list.



Figure 73.

3. A message appears asking you to verify this action. Click **Yes**. All information is removed from the box except the box title.



Figure 74.

Removing a Box

- 1. Select the box where you want to add the open position and hover the cursor over the lower right corner. Click Action.
- 2. Click **Remove box** in the options list.

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A message appears, asking you to verify that you want to delete the selected box. Click **Yes**.

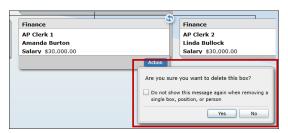


Figure 75.

The selected box no longer appears in the chart.

Undoing and Redoing Changes in the Planning Chart

When you make a change to a box, position, or person in the planning chart, you can have the option to reverse that change.

- Click this button to reverse the last change to the plan.
- Click this button to reinstate the change you just reversed.

Searching the Cross Browser Chart

If enabled by your administrator, you can search fields in a published cross browser/Silverlight chart.

1. In the Search field search in the toolbar, type the name or partial name of the field you want to find.

The search results open in a List View dialog. The **List** view displays a maximum of 10 people with the rest accessible via additional pages.



Figure 76.

2. Use the scroll bar or page browser to find the name you want and click on it.

OrgPublisher moves to the box location in the chart and highlights your selection.



Figure 77.

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You can also view the search results in a Card View. The Card view displays a maximum of 5 people with the rest accessible via additional pages.



Figure 78.

3. Click **Done** to close the search results.

Dragging and Dropping into an Open Position from Search

1. Select the drag button in the left-corner of the employee record and click.



Figure 79.

2. As you begin dragging, the open positions appear with a green outline in the chart boxes. Hold the mouse button down and drag the record to the open position you want to fill.



Figure 80.

3. Drop the record on the box.

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Figure 81.

The person now fills the open position. That person's associated data, such as salary displayed above, also moves with the person.

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Configuring Cross Browser Search View

If enabled by your administrator, you can search fields in a published cross browser/Silverlight chart.

1. Click the Settings button in the toolbar
The Personalize Settings dialog opens.



Figure 82.

In the **Search Results Configuration** section two configuration options are available.

- Hide Search Results window after each selection the default selection; hides the view once you have made a selection from the results list. You can clear the check box if you want the view to remain open. Unless you resize or move the view, this option may actually hide the chart box you want to view.
- **Begin search in currently visible top of chart** this option limits the search area to the selected top of chart and levels below.
- 2. Make the selection you want and click **Save**. The chart displays your choices.
- 3. You can also click **Reset to Chart Defaults** to return to the published chart original settings.

Viewing and Editing the Profile in Cross Browser Planning

- 1. Hover the cursor over the upper-right corner of a selected chart box. A Flip button appears.
- 2. Click the button to open the Profile. Click the button again to close the Profile.

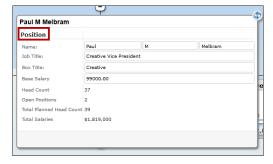


Figure 83.

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Section titles in the Profile are displayed in bold font, such as Position in the above sample.

Editing a Profile Field

 Select an editable field in the Profile. Editable fields display within an accessible field.



Figure 84.

When you place the cursor within an editable field with no formatting, such as a numeric field, the value displays just below the field, showing the associated format.

- 2. Type the new value in the Profile field. Once an editable field is modified, the Profile displays **Save** and **Cancel** buttons at the bottom-right of the dialog.
- 3. Click Save to accept your changes. The Planning chart refreshes to display the new value.

Protected fields that cannot be modified display the value as though it is part of the background in the Profile.



Figure 85.

You can also select dates, such as Hire Date, using a calendar selector, as shown in the sample below.



Figure 86.



Viewing Multiple Positions/People in the Profile

1. Hover the cursor over the upper-right corner of a selected chart box containing multiple positions/people. A Flip button appears.



Figure 87.

2. Click the button to open the Profile.

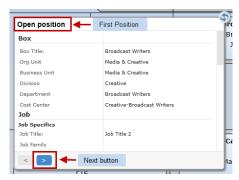


Figure 88.

3. If applicable, edit the fields associated with this position/person. Click the Next button .

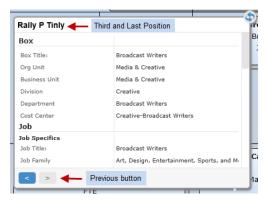


Figure 89.



Once the Next button is activated, a Previous button displays in the Profile as well.

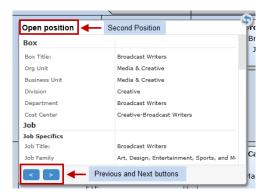


Figure 90.

If necessary, both the Next and Previous buttons are enabled.

4. Click the Previous button to view the preceding positions. If you have changed any fields, click the Save button that appears in the dialog after a modification has been made.

Using Drag and Drop in the Planning Chart

Using the Split View

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When you open your planning chart, the display defaults to the split screen view. When you hover the cursor over the hint box, a description appears.

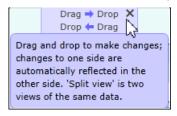


Figure 91.



The split screen allows you to navigate easily through the chart levels using one view as your start location and the other view as your destination location.

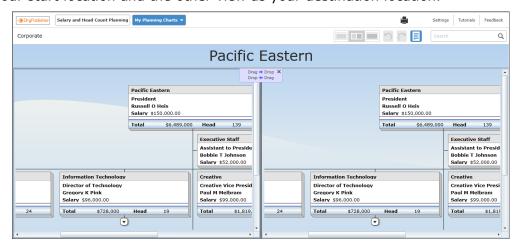


Figure 92.

If you do not want to work with the split view, select either the left or right view instead.

Dragging and Dropping a Box

Select the box you want to move.
 A purple glow appears around the box border.



Figure 93.

2. Begin dragging the box in the direction you want to go. The box turns a translucent purple, and green directional boxes appear wherever you are allowed to drop the box.

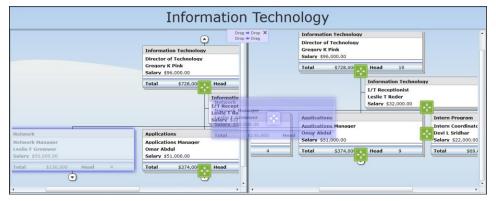


Figure 94.

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3. When you hover over the destination box, the direction boxes disappear everywhere but the destination box.

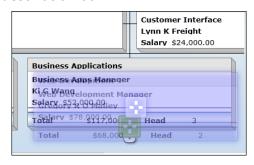


Figure 95.

4. Drop the box. The chart displays the dragged box in its new location.

If applicable, you can click the Undo button to revert to the previous hierarchy.

Dragging and Dropping a Person

11/12/2015

You can drag a person only into an open position in the chart.

1. Select the person you want to move. The person's name and any fields related to the name appear with a purple glow as a border.



Figure 96.

2. Begin dragging the person in the direction of the Open position box.

The selection is now a translucent purple and a small green dot is visible inside the moving field.

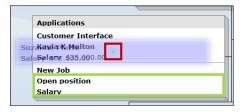


Figure 97.

The fields allowed to accept the person drop are outlined in green.

3. Drop the name on the **Open position** field. The person's name replaces the "open position" text in the destination box, while in the original box, **Open position** has replaced the previous occupant's name.

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Generating a Change Report in the Cross Browser Planning Chart

Once you have made changes to your planning chart, you can create a PDF Change Report that lists the differences from the original planning chart to the planning chart in its current state.

1. In the planning chart, click the Change Report button in the toolbar. A progress meter displays while the report is generated.



Figure 98.

Once complete, you have the option to **Open** or **Save** the report. The Change Report is divided into several sections.

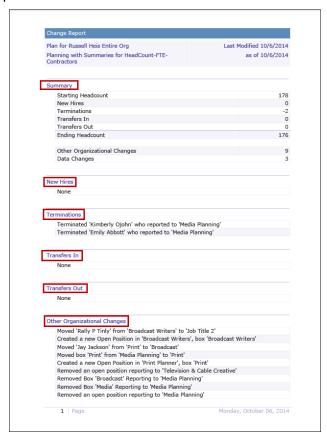


Figure 99.

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Change Report Sections

The Planning chart Change report contains several sections, highlighting select types of changes made in the chart. These sections include:

Summary

The Summary contains the number of changes to each section in the Change Report, as well as a Headcount beginning and ending number.

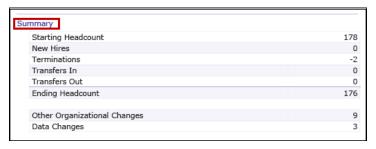


Figure 100.

New Hires

New Hires include employees, not already in the planning chart, dragged into the planning chart from the planning-enabled source chart.

Terminations

Terminations are the names of employees completely removed from the planning chart.



Figure 101.

Transfers In

Transfers In include people dragged from outside the planning chart hierarchy, such as another hierarchy within the planning-enabled source chart.

Transfers Out

11/12/2015

Transfers Out include people dragged from the hierarchy in the planning chart to another hierarchy of the planning-enabled source chart.



Other Organizational Changes

Other Organizational Changes include new open positions and deleted boxes.



Figure 102.

Data Changes

Data changes are changes made to Profile fields.

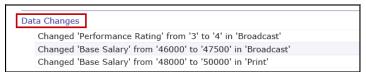


Figure 103.

Sending Feedback from Cross Browser Charts

If enabled by the chart administrator, you can send feedback about your experience with the cross browser/Silverlight chart.

- 1. Click the Feedback button to open your e-mail client.
- 2. If necessary, log in to your email client. The e-mail opens with the **To** and **Subject** fields filled in. Type your message then click **Send**.

Viewing Tutorials for Published Cross Browser Charts

You can view video tutorials and a PDF user guide on how to use a published cross browser/Silverlight chart.

- 1. Click the Tutorials button Tutorials.

 The OrgPublisher Silverlight tutorials web page opens.
- 2. Select the tutorial or PDF you want to view.

OrgPublisher product support is also available at orgpub.support@peoplefluent.com.

Publishing Wizard Enhancement for Crossbrowser Planning Charts

With version 11.6, the Publishing Wizard has been enhanced to support the enhanced cross-browser/Silverlight chart design.

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The Toolbars dialog for cross browser/Silverlight publishing shows only a selection check box because the new cross browser toolbar displays buttons only, no dropdown options.

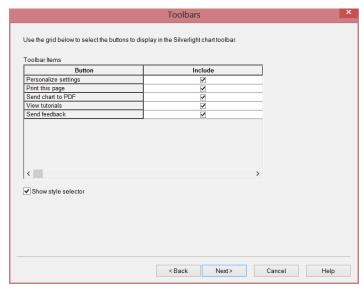


Figure 104.

The Search Feature dialog for cross browser/Silverlight publishing reflects the new options of **List** and **Card** views in the search results.

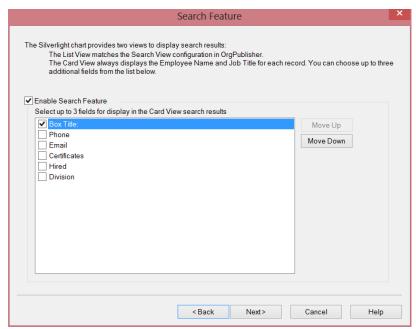


Figure 105.

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Advanced Box Layout Editor Enhancement

You can now select multiple items at the same time when in the Advanced Box Layout work area.

Press **Ctrl>Alt** and select the items you want to modify.

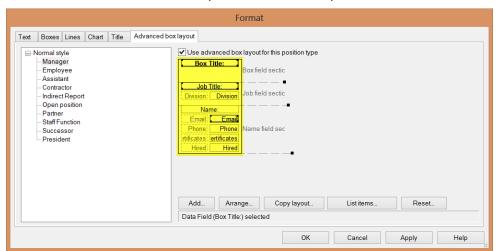


Figure 106.

11/12/2015



What's New with Version 11.7

- OrgPublisher Executive for iPad iOS8 compatibility and enhanced UI
- Successor data is now hidden outside the user's span of control
- sortable columns in Errors Found in Data dialog
- Enhanced security for what-if planning Profile View
- Improved performance for large data sets

OrgPublisher Executive for iPad Enhancements

OrgPublisher Executive for iPad enhancements include:

- Apple iOS 8 compatibility
- Support for multiple network domains Active Directory
- Employee photo load optimizations
- Enhanced <u>user interface buttons</u>
- Configurable logo
- <u>Data labels</u> in server URL list (based on publishing definition) for easier identification
- Updated in-app support
- Updated feedback <u>email address</u>

New IOS Version 8

OrgPublisher Executive for iPad, version 11.7.0, has been updated for Apple IOS 8 compatibility.



Figure 107.

Enhanced Security Options

OrgPublisher Executive works with multiple network domains in support of Active Directory Authentication (AD). Companies with more than one AD network domain can now have users authenticated regardless of which AD domain they use.

This is accomplished with two steps. The first step occurs during the implementation process by modifying the webconfig file. The second step is selecting the **Chart** option and the login and password fields in the Publishing Wizard.



Figure 108.

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Employee Photo Load Optimization

OrgPublisher Executive offers an optional sync setting to update all employee photos during the sync process.



Figure 109.

Enhanced User Interface Buttons

The Menu and Clear Filters buttons have been enhanced based on IOS 8 designs.

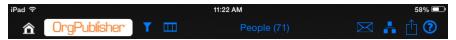


Figure 110.



Figure 111.

Configurable Logo

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During the implementation process, you can configure OrgPublisher Executive to display your company logo.



Figure 112.

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Chart Data Label

You can display an identifying label in chart data URL by using the publishing definition name.



Figure 113.

Updated In-Application Support

A Quick Start Guide is available to the iPad user.

OrgPublisher Executive is the mobile solution designed exclusively for business leaders to deliver actionable workforce intelligence in easy-to-understand, graphical reports.



Figure 114.

The guide identifies the action and task areas, as shown in the figure above...

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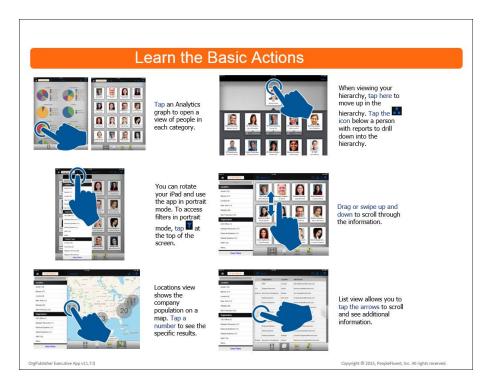


Figure 115.

...as well as how to navigate on the iPad, as shown in the figure here.

Once downloaded and installed, the choices made by the OrgPublisher administrator when creating and publishing chart data to iPad, drive the initials actions, and determine the data and views available on iPad.

<u>Updated Support Contact Information</u>

The new email address for the Product Support team is:

orgpub.support@peoplefluent.com



Sortable Columns in Errors Found in Data dialog

When building a chart from data, OrgPublisher notifies you when hierarchical errors exist.

The Errors Found in Data dialog provides a list of records with a brief description of the problem.

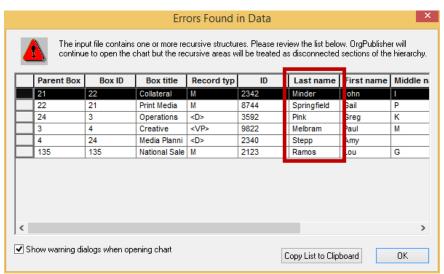


Figure 116.

You can now sort the columns in the dialog in ascending or descending order for easier resolution of the problem.

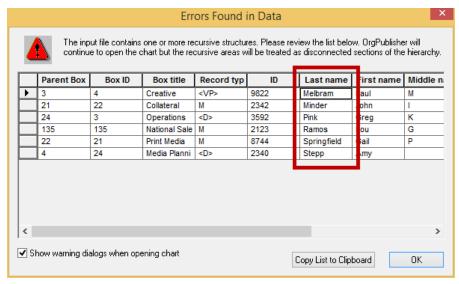


Figure 117.

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Enhanced What-if Planning Profile View Security

The ability to configure the Profile View in what-if org model or succession planning has been disabled. This prevents a planning chart administrator from inadvertently displaying fields in a planning chart that should remain hidden. Only the Copy right-click menu option is available.

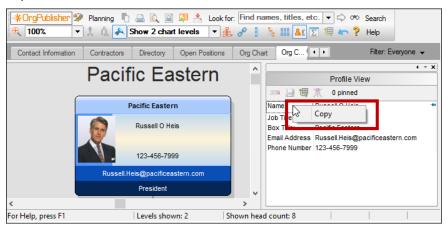


Figure 118.

Enhanced Performance for Large Charts

OrgPublisher provides improved performance when opening, publishing, and archiving very large charts (150K+ records with 20+ custom fields).

Benchmarks

These are performance benchmarks of published ECharts and Silverlight/Cross Browser charts already loaded into server memory.

The test computers were Dell™ Latitude 6410 (2.8 GHz – 4GB RAM) running Microsoft® Windows® 7 operating system Professional Edition.

Benchmark times include:

- 1. Time to open the chart
- 2. Time to navigate through chart levels
- 3. Time to display search results



Published Silverlight/Cross Browser Charts

Number of records	Number of Custom Fields		Time to navigate through chart	Time to display search results
20K	20	2 seconds	1 second	1 second
50K	20	2 seconds	1 second	1 second
100K	20	2 seconds	1 second	1 second
200K	20	2 seconds	1 second	1 second

Published ECharts

Number of records	Number of Custom Field	Time to open Is chart	Time to navigate through chart	Time to display search results
20K	20	1 second	1 second	1 second
50K	20	1 second	1 second	1 second
100K	20	1 second	1 second	1 second
200K	20	1 second	1 second	1 second



What's New with Version 11.8

With this version of OrgPublisher:

New

- OrgPublisher/InSight integration enhancement: InSight user is authenticated with OrgPublisher
- <u>iPaaS navigation bar support in Silverlight charts</u>
- Access Control List (ACL) support in cross-browser/Silverlight charts with user ID and password

Enhancements

- <u>Enhanced matrix reporting view</u> all indirect reporting relationships are displayed and include the supervisor name
- More flexible graphs view graph data labels can be reordered
- Start date copied to Successors so that Hire Date can show in chart
- 64-bit application for <u>Silverlight</u> and <u>OrgPublisher Executive</u> published charts

New for OrgPublisher Silverlight Charts

• Silverlight and OrgPublisher Executive for iPad are now 64-bit applications.

Note: If you are using OrgPublisher on Windows Server 2003 or locally on Windows 7, and you publish charts to Silverlight or for use on the iPad, you must separately install the 32-bit supplemental, **OP_Supplemental_x86.exe**, included with the OrgPublisher Install folder.



Silverlight support for PeopleFluent iPaaS v1.4 navigation bar

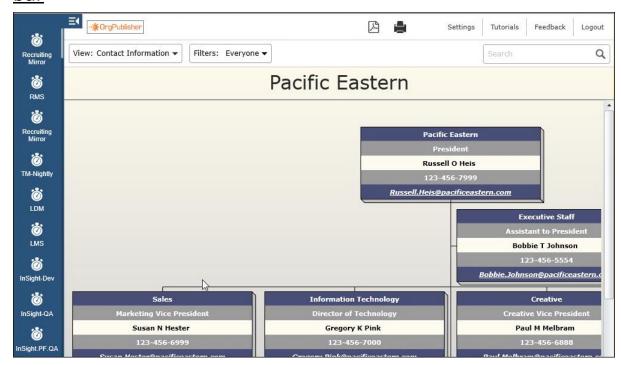


Figure 119.

New for OrgPublisher Executive

11/12/2015

OrgPublisher Executive for iPad and Silverlight are now 64-bit applications.

Note: If you are using OrgPublisher on Windows Server 2003 or locally on Windows 7, and you publish charts to Silverlight or for use on the iPad, you must separately install the 32-bit supplemental,

OP_Supplemental_x86.exe, included with the OrgPublisher Install folder.



OrgPublisher Enhancements

Matrix Reporting Hover Display

The Matrix Hover Display enhancement allows an OrgPublisher Premier chart administrator to add a custom field and enter a formula to display manager information for indirect reports.

1. Add a Matrix/Multi-report icon.

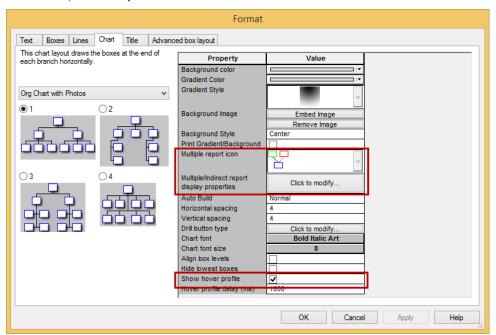


Figure 120.

2. Add a custom field.

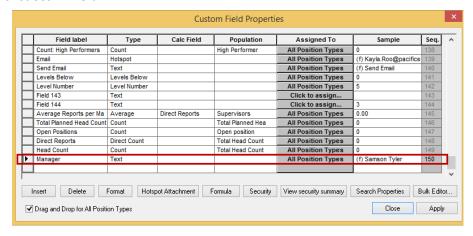


Figure 121.

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3. Add the formula.

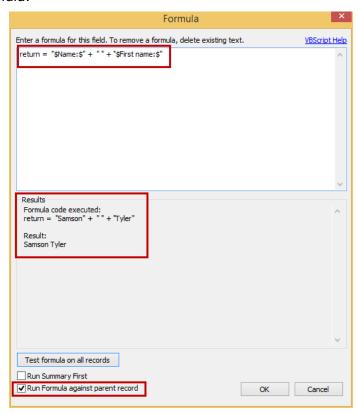


Figure 122.

4. Show the new custom field.

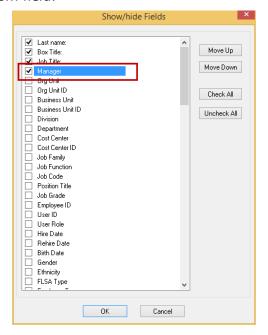


Figure 123.

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5. Hover over the matrix/multi-report icon in the chart.

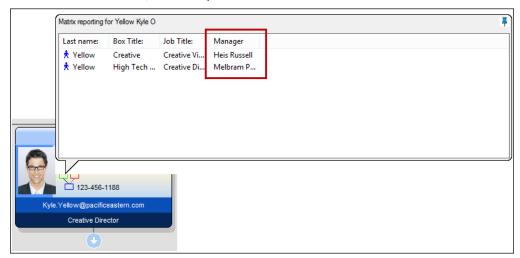


Figure 124.

Summary View Graph Display

The Summary View graph display order enhancement allows a chart administrator and planners to rearrange multiple graphs display order left/right or up/down.

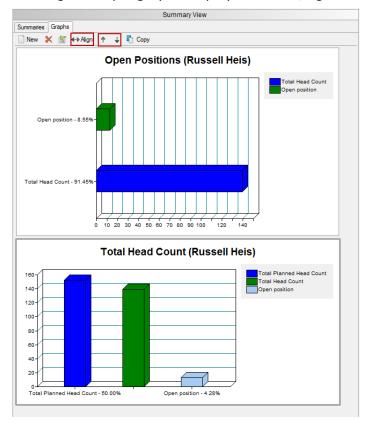
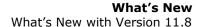


Figure 125.

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Support Contact Information

The email address for the Product Support team is: orgpub.support@peoplefluent.com