

ORGANIZATION CHART

Introduction

In organization chart we mainly deal with the employee profile, here we can add employees, roles, department, employee profile and other important aspects.

The Organization chart scenario flow will be as follows

Add Location → Add Department → New Roles → View Roles → Add Position
→ View Position → New Employee → View Employees

Add Location

In this User can add the location of the organization where it is located and also it is used to add employee based their work location.

Hr Management

Add location

Organization Chart

www.relgo.com says
Data Added Successfully

hr@sbcsl.com

HR Management Add Location //

Organization Chart

Import Bulk Data
Employee Licences
Map
View Map
Add Organization
Add Position
view Position
Own Profile
Add Member
View Add Member
Update Employee Documents and profile
Add Department
New Role
Add Designation
View Role
New Position
View Positions
Add Employee
view employees
Add Location
View Locations
PayRoll Management

*Location Name

Existing Locations
bengalur
madhapur
secundrabad

Address:

Country

City

State

Postal Code

*Phone Number

*GeoTagid:

Add Location

OK

Location Name	Address:	Country	City	State	Postal Code	Phone Number	GeoTagid:	Edit	Delete
Bengalur						9876543210	123456789		
Madhapur	Madhapur PS	India	Hyderabad	Telangana	500081	9949357989	17.4395° N, 78.3959° E		
secundrabad	beside railway station	india	hyderabad	telangana	500081	1234567899	17.4395° N, 78.3959° E		

Showing 1 to 3 of 3 entries

← Previous 1 Next →

- In this step user will define the location with the details such as address, city pin code, country and state.
- In additional there is option to add geotag id to locate the location by entering latitude and longitude values which will be useful in location integrations with attendance devices

Add Department

In this user can add new department to the Organization



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Administration ▾

HR Management ▾ Add Department // Add Department

Organization Chart

Import Bulk Data

Employee Licences

Map

View Map

Add Organization

Add Position

view Position

Own Profile

Add Member

View Add Member

Update Employee Documents and profile

Add Department

New Role

Add Designation

View Role

New Position

View Positions

Add Employee

view employees

Add Location

*Department Name ⓘ

Existing Departments

Select Some Options

Description

Add Cancel

OK

HR Management

Add Department //

- Organization Chart
- Import Bulk Data
- Employee Licences
- Map
- View Map
- Add Organization
- Add Position
- view Position
- Own Profile
- Add Member
- View Add Member
- Update Employee Documents and profile
- Add Department
- New Role
- Add Designation
- View Role
- New Position
- View Positions
- Add Employee
- view employees
- Add Location
- View Locations
- PayRoll Management

*Department Name

Description

Existing Departments

- Production Team
- employee
- management team
- operations team

Add Cancel

- Organization Chart
- PayRoll Management
- Shift Management
- Expense Management
- Series
- External Variable Settings
- Working Year Setup
- Attendance Management
- Leave Management
- Certification

*Department Name Existing Departments

Description

Production Team
employee
management team
operations team
DEV TEAM
QA Department
Automation Team

Add

- Organization Chart
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- Add Designation
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- New Position
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- Add Employee
- view employees
- Add Location

*Department Name Existing Departments

Select Some Options

Description

Add Cancel

- HR Management
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- view employees
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- View Locations
- PayRoll Management

Add Department //

*Department Name

Description

Existing Departments

- Production Team
- employee
- Implementation team
- management team

*Department Name ⓘ

Description

Existing Departments

- Production Team
- employee
- Implementation team
- management team
- operations team
- DEV TEAM
- QA Department
- Automation Team

Add

- In the figure user can add the department details, which includes the Department Name, Description
- In addition to this you can notice "Existing Department" field which is used for reference and it displays the existing department in the organization
- Fill all the details and click on "**Add**" to add the Department.

New Role

In this user can define / add the organization roles along with description

HrManagement

New Role

Organization Chart

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HR Management ▾ Add Designation // New Role

Organization Chart

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- Add Designation
- View Role
- New Position
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- view employees
- Add Location

*Role Name

Existing Roles

Description

Select Modules:

Select Feature:

Select Scenarios:

Action

Select Process

Select AppSpace:

HR Management

Add Designation //

OK

- Organization Chart
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- PayRoll Management

*Role Name

Description

Existing Roles

- Account Manager
- consultant
- Human Resource Manager
- Implementation consultant

Select Modules:

Select Feature:

Select Scenarios

Human Resource Manager

Organization Directory

HR Management Add Designation //

Organization Chart

PayRoll Management

Shift Management

Expense Management

Series

External Variable Settings

Working Year Setup

Attendance Management

Leave Management

Certification

*Role Name

Description

Select Some Options

Select Some Options

Select Some Options

Tasks And Permissions

Action

Select Process

Select AppSpace:

Existing Roles

- Account Manager
- consultant**
- Human Resource Manager
- Implementation consultant
- QA Engineer

Select Feature:

Select Scenarios

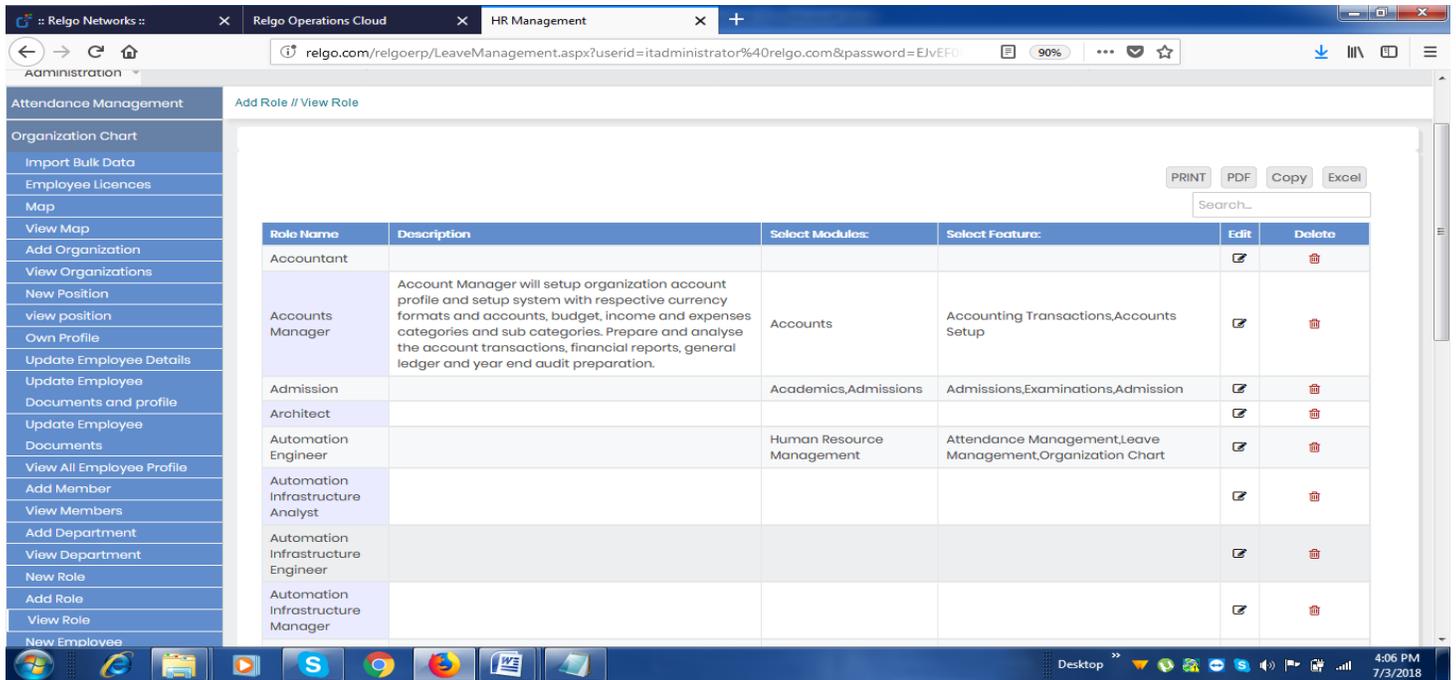
Save as Role Template Add Cancel

- In this screen the user have to enter the Role name and Description about the role
- The Existing roles displays the existing roles in the organization
- The respective tasks and permissions for the role can be selected and click on **"Add"** to add the role.

View Roles

This View Role is used to view the defined roles in the organization.





By the above view user can view the different roles and there is option to search, edit and delete the roles if required.

New Position

- In this User can add New Position for the defined roles
- A hierarchy interlink will be established between the selected role and defined position

Hr Management

New Position



Organization Chart

*Select Role ⓘ

List of Positions

*Position Name ⓘ

www.relgo.com says
Position Added Successfully!!

*Select Role ⓘ

List of Positions

*Position Name ⓘ

- In the above form user have to enter the Position name, Description about the position and click on "Add" to add the position for the selected role
- The Existing Rolesfield displays the existing positions for the selected role

View Positions

- In this User can view the various positions in the Organization.



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HR Management Add Position // View Positions

Organization Chart

Import Bulk Data

Employee Licences

Map

View Map

Add Organization

Add Position

View Position

Own Profile

Add Member

View Add Member

Update Employee Documents and profile

Add Department

New Role

Add Designation

View Role

New Position

View Positions

Add Employee

view employees

Add Location

PRINT [Settings] [Settings] [Settings]

Search...

Select Role	Position Name	Edit	Delete
Account Manager	Account Manager4		
consultant	consultant 1		

Showing 1 to 2 of 2 entries

← Previous 1 Next →

- By the above View user can view the different positions and there is option to edit and delete the Positions.

New Member

Add new member, member can be either customer or vendor or employee.

The screenshot displays the RELGOERP web application interface. At the top, the logo for RELGOERP (Intuitive Business Process) is visible on the left, and a user profile icon with the email 'hr@sbsin.com' is on the right. A navigation menu includes Home, Leads, Order Processing, HR, Application Processing, Products, Material Management, Support Ticket Management, Reports, and ConstructionEstimates. Below this, a sub-menu for Administration is expanded to show HR Management, which is further expanded to 'New Member // Add Member'.

The 'New Member // Add Member' form contains the following fields and options:

- *First Name: Input field with 'omkar' entered.
- Last Name: Empty input field.
- *Email Address: Input field with 'omkar123@gmail.com' entered.
- *Phone Number: Input field with '12354567899' entered.
- Role's: Dropdown menu with 'Account Manager x' selected.
- Position: Dropdown menu with 'consultant' selected (other options: Human Resource Manager, Implementation consultant, QA Engineer).
- Manager: Input field with 'QA Engineer' entered.
- Contact Address: Empty input field.
- *Location Name: Empty input field.
- Relation Type: Dropdown menu with 'Select an Option' selected.
- *Employee Code: Empty input field.

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- view Position
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- Add Member
- View Add Member
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- Add Designation
- View Role
- New Position
- View Positions
- Add Employee
- view employees
- Add Location
- View Locations
- PayRoll Management

New Member //

OK

*First Name

Last Name

*Email Address ⓘ

*Phone Number ⓘ

Role's ⓘ

Position

Manager

Contact Address

*Location Name

View Member

- In this User can view the various employees in the Organization.

- HR Management
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- View Positions
- Add Employee

New Member // View Add Member

PRINT

First Name	Last Name	Email Address	Phone Number	Role's	Position's	Manager's	Contact Address	Location Name	Relation Type	Employee Code	Member Group
omkar		omkar123@gmail.com	01234567899	Account Manager	Position 1	Mounika		madhapur	Employee	2263	Implement team

Showing 1 to 1 of 1 entries (filtered from 13 total entries)

← Previous 1 Next →

New Employee

- In this User can add New employee selecting the appropriate department, roles and Positions
- User will have enter different modules like payroll details, etc, Personal details, and other important Aspects.

Hr Management

New Employee

Organization Chart

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Administration ▾

HR Management ▾ Add Employee //

Organization Chart

PayRoll Management

Shift Management

Expense Management

Series

External Variable Settings

Working Year Setup

Attendance Management

Leave Management

Certification

Professional Details

*Employee Code

*Employee Name

Employee Surname

*Email Address

Date of Joining

*Select Department

*Role

Member Photo No file chosen

HOD

RFID Number

*Password

Location of Work

*Position

PayRoll Details

Current Annual CTC

Current Monthly Gross Salary

ESI No

PF No

HRA

Account Manager

consultant

Human Resource Manager

Implementation consultant

QA Engineer

HR Management
Add Employee //
OK

- Organization Chart
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- Add Designation
- View Role
- New Position
- View Positions
- Add Employee
- view employees
- Add Location
- View Locations
- PayRoll Management

Professional Details

*Employee Code <input type="text"/>	Member Photo <input type="button" value="Choose File"/> No file chosen <input type="button" value="📷"/>
*Employee Name <input type="text"/>	HOD <input type="text"/>
Employee Surname <input type="text"/>	RFID Number <input type="text"/>
*Email Address <input type="text"/>	*Password <input type="text"/>
Date of Joining <input type="text" value="12/15/2018"/> <input type="button" value="📅"/>	Location of Work <input type="text" value="bengalur madhapur secundrabad"/>
*Select Department <input type="text"/>	*Position <input type="text"/>
*Role <input type="text"/>	

PayRoll Details

Current Annual CTC

- In the aboves fields user have to enter the details of employee in accepted format and click on "**add employee**" to create the employee.
- The verification code will be sent to the registered employee email id.

View Employee

- In this User can view the various employees in the Organization.



- Organization Chart
- Import Bulk Data
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- Map
- View Map
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- view Position
- Own Profile
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- View Add Member
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- New Role
- Add Designation
- View Role
- New Position
- View Positions
- Add Employee
- view employees
- Add Location

PRINT   

Employee Code	Employee Name	Manager	Email Address	Date Of Joining	Select Department	Role	Position	Employment Status	Phone Number	Edit
2263	omkar		omkar123@gmail.com	12/15/2018	Implementation team	Account Manager	AUtomation Engineer1		01234567899	

Showing 1 to 1 of 1 entries (filtered from 20 total entries)

← Previous 1 Next →

- Here user can view the different Employees and there is option to edit and delete the employee details

View Employee Profile

- In this user can view the employee profiles according to the locations
- It displays details like name, department roles, positions and other important fields.



Relgo Networks :: Relgo Operations Cloud View All Employee Profile

relgo.com/relgoerp/LeaveManagement.aspx?userid=itadministrator%40relgo.com&password=EJvEF0

RELGO ERP

Home Leads Order Processing HR Application Processing Products Material Management Support Ticket Management Reports ConstructionEstimates Administration

Attendance Management View All Employee Profile // View All Employee Profile

Organization Chart

Import Bulk Data

Employee Licences

Map

View Map

Add Organization

View Organizations

New Position

view position

Own Profile

Update Employee Details

Update Employee

Documents and profile

Update Employee

Documents

View All Employee Profile

Add Member

View Members View All Employee Profile

Add Department

View Department

New Role

Add Role

View Role

New Employee

View Employee

Add Location

View Locations

Payroll Management

relgo.com/relgoerp/LeaveManagement.aspx?userid=itadministrator@relgo.com&password=EJvEF0HTa6uy7APf+Kmmw==#

Desktop 4:18 PM 7/3/2018