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 \rightarrow Add Department \rightarrow New Roles \rightarrow View Roles \rightarrow Add Position

 \rightarrow View Position \rightarrow New Employee \rightarrow 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.

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- 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

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



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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



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	Add Position //	*Position Nar	w.relgo.com says ition Added Successfully!! ole me	v Ø	OK Select Role Cancel	List of Positions	

- In the above form userhave 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. ٠ Hr Management **View Positions Organization Chart** hr@sbcsin.com Leads * Order Processing * HR * Application Processing * Products * Material Management * Support Ticket Management * Reports * ConstructionEstimates * Home -Administration HR Management Add Position // View Positions PRINT Employee Licences Search Select Role Position Name Delet Ø Ŵ Account Manager Account Manager4 consultant 1 Ø consultant Ŵ > view Position Showing 1 to 2 of 2 entries ← Previous Next → Add Member

• 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.

	RP		hr@sbcsin.com
Home - Leads - Order P	rocessing - HR - Application Processing - Produc	cts - Material Management	Support Ticket Management Reports ConstructionEstimates
Administration -			
HR Management	New Member // Add Member		
Organization Chart			
- Import Bulk Data	*First Name	omkar	
Employee Licences	Last Name		
Мар	Lastriano		
View Map	*Email Address	omkar123@gmail.com	0
Add Organization			
Add Postion	*Phone Number	12354567899	0
view Position	Dalala	Account Manager	>
Own Profile	Role's	Account manager x	0
Add Member		l	
View Add Member	Position	consultant	
Update Employee Documents		Human Resource Manager	
and profile	Manager	Implementation consultant	
Add Department	Contact Address	QA Engineer	
New Role			
Add Designation			
New Role			
View Positions	*Location Name		
Add Employee			
view employees	Relation Type	Select an Option	0
Add Location	*Emplovee Code		A
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	RP	www.relgo.com says	y		hr@sbc	sin.com
HR Management	New Member //			ОК		
Organization Chart				1	-	
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PavRoll Management		*Location Name				-

View Member

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

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Administration 👻												
HR Management	New Member //	View Add N	/lember									
rganization Chart												
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view Position	omkar		omkar123@gmail.com	01234567899	Account	Position 1	Mounika		madhapur	Employee	2263	Implementa team
Own Profile					manager							tean
Add Member	Showing 1	to 1 of 1 e	entries (filtered from 13 tot	al entries)						← Pre	vious 1	Next
View Add Member	4											Þ
Update Employee Documents												
and profile												
Add Department												
New Role												
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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, ctc, Personal details, and other important Aspects.

Hr Manage	ement				New Employ	/ee
•		•			۲	
		Organizatio	n Chart			
	P OCESS					hr@sbcsin.con
Home - Leads - Order Pro	ocessing - HR - Applica	tion Processing 👻 Products	 Material Management 	Support	Ticket Management 👻 Re	ports - ConstructionEstimates -
Administration HR Management	Add Employee //					
Organization Chart						
PayRoll Management	Professional Details					
Shift Management	*Employee Code	2263	Member Photo	Choose	File No file chosen	•
Expense Management	*Employee Name	omkar	HOD	Select a	n Option 👻	
Series	Employee Surname		RFID Number			2
External Variable Settings	*Email Address	omkar123@gmail.com	*Password	•••••		
Attendance Management	Date of Joining	12/15/2018	Location	n of Work	Select Some Options	
Leave Management	*Select Department	Implementation team -				
Certification	*Role	Account Manager	-	*Position	AES1	*
	PayRoll Details	Account Manager				
	Current Annual CTC	consultant Human Resource Manager				
	Current Monthly Gross Salary	Implementation consultant QA Engineer	PF No			
			LIDA	0		

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		www.relgo.com says Memeber Added Successfu	lly				ົ@sbcsin.com
HR Management	Add Employee //			OK			
Organization Chart							
Import Bulk Data	Professional Details						
Employee Licences							
Мар					-		
View Map	*Employee Code		Member Photo	Choose	File No file chosen	\odot	
Add Organization							
Add Postion	*Employee Name		HOD		*		
Own Profile							
Add Member	Employee Surname		RFID Number				
View Add Member	*Email Addroso		*Decoword				
Usdate Employee Documents	"Email Address		Password				>
and profile	Date of Joining	0/45/0040	Location	of Work	bengalur		
Add Department	Date of soliting	2/15/2018	Location	OI WOIK	madhapur		
New Role					secundrabad		
Add Designation						-	
View Role	*Select Department	*					
New Position							
View Positions	*Role	*		Position		*	
Add Employee							
view employees	PayRoll Details						
Add Location							
View Locations							
PavRoll Management	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.



											nr@	sbcsin.co
Home - Leads - Order	Proces	sing - HR	- Applicatio	n Processing	- Products - Mat	erial Managerr	nent - Support	Ticket Man	agement 👻	Reports 👻	ConstructionEstima	ates -
Administration -												
HR Management	Add	Employee // viev	w employees									
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Add Postion		2263	omkar		omkar123@gmail.com	12/15/2018	Implementation	Account	AUtomation		01234567899	
view Position		2200	onnar		onnar 120@gmail.com	12/10/2010	team	Manager	Engineer1		01204001000	-
Own Profile		Showing 1 to 1	of 1 entries (f	iltered from 2	0 total entries)					-	Previous 1	
Add Member		J			,						Tevious	NCAL -
View Add Member		4										
Update Employee Documents												
and profile												
Add Department												
New Role												
Add Designation												
View Role												
New Position												
View Positions												
Add Employee												
view employees												
Add Location												

• 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.

Hr Management	N	View employee Profile	
•	۲	٠	
	Organization Chart		
			18 P a g e

