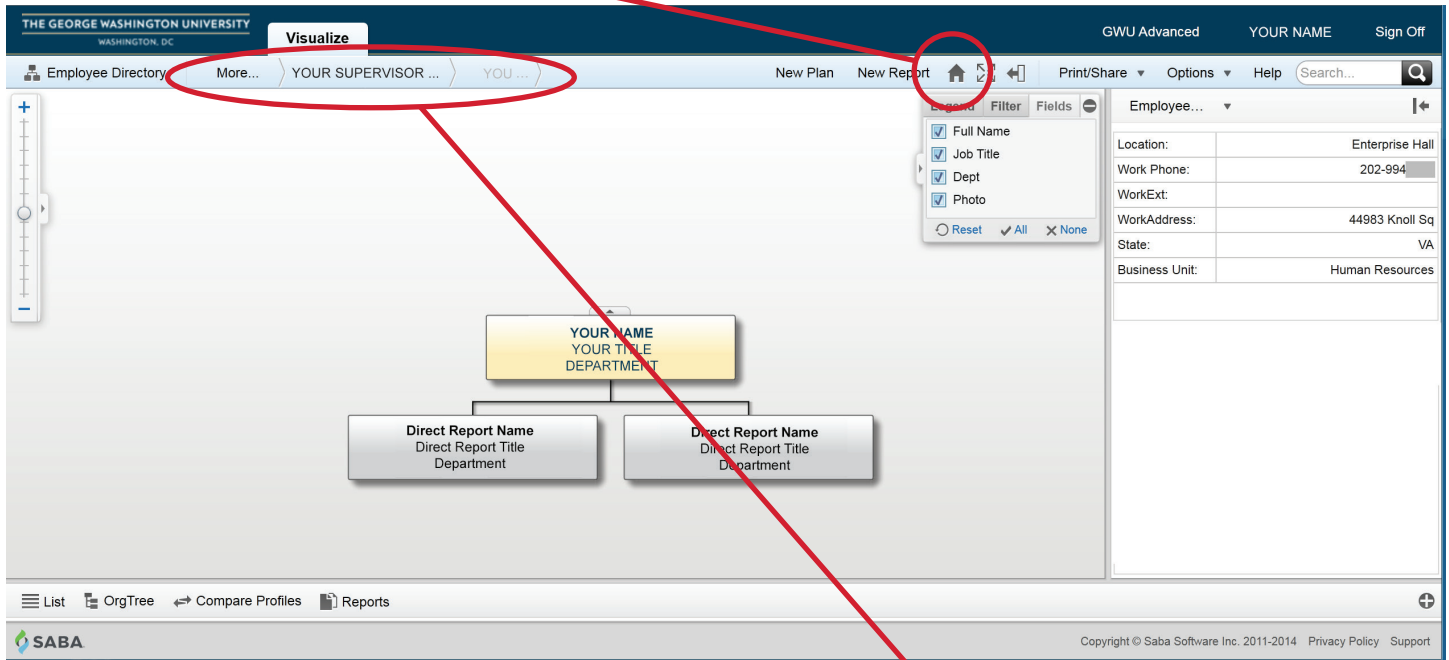# THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

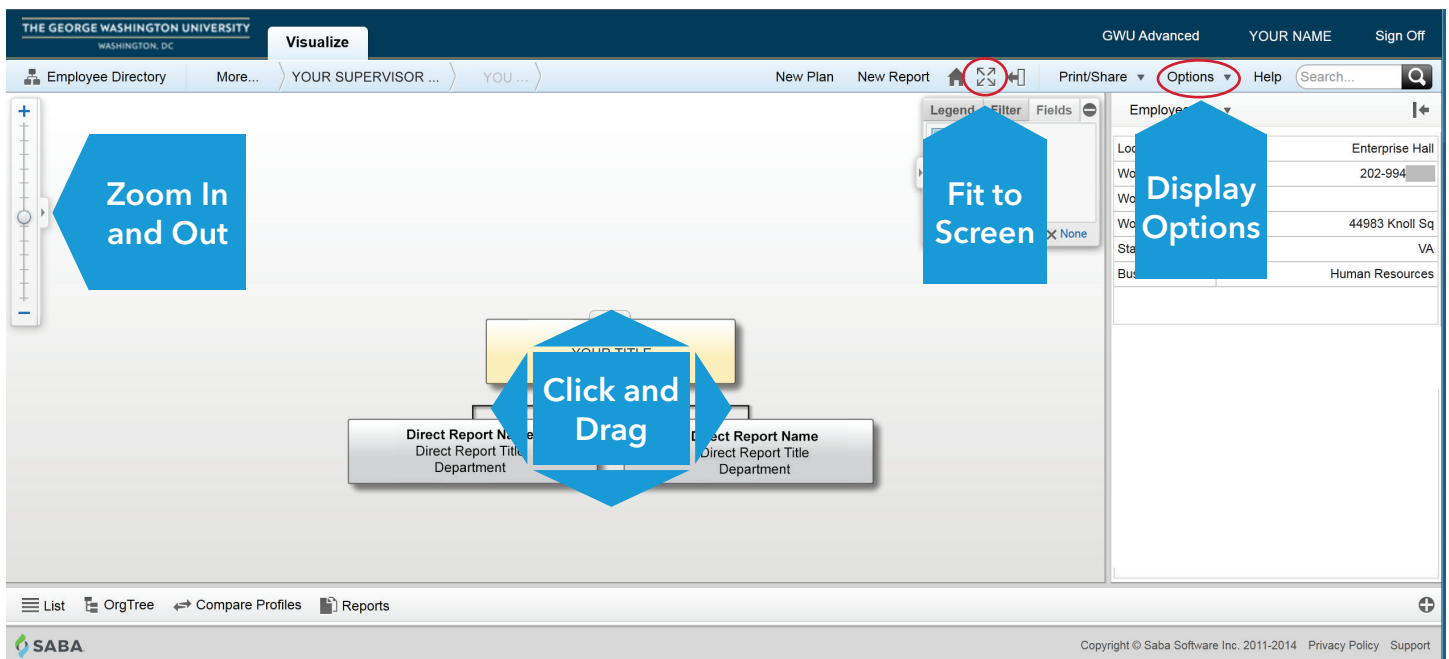# GW Organizational Chart Instructional Guide

Home Screen

When you first log into the Organizational Chart, you will be at your **home screen.** This screen is customized to your position in the Organizational Chart. You can return to this screen at any time by clicking the home icon.

The hierarchy of the Organizational Chart is represented at the top of the screen, allowing you to see a partial **chain of command.** Click "More..." to see further up the hierarchy.
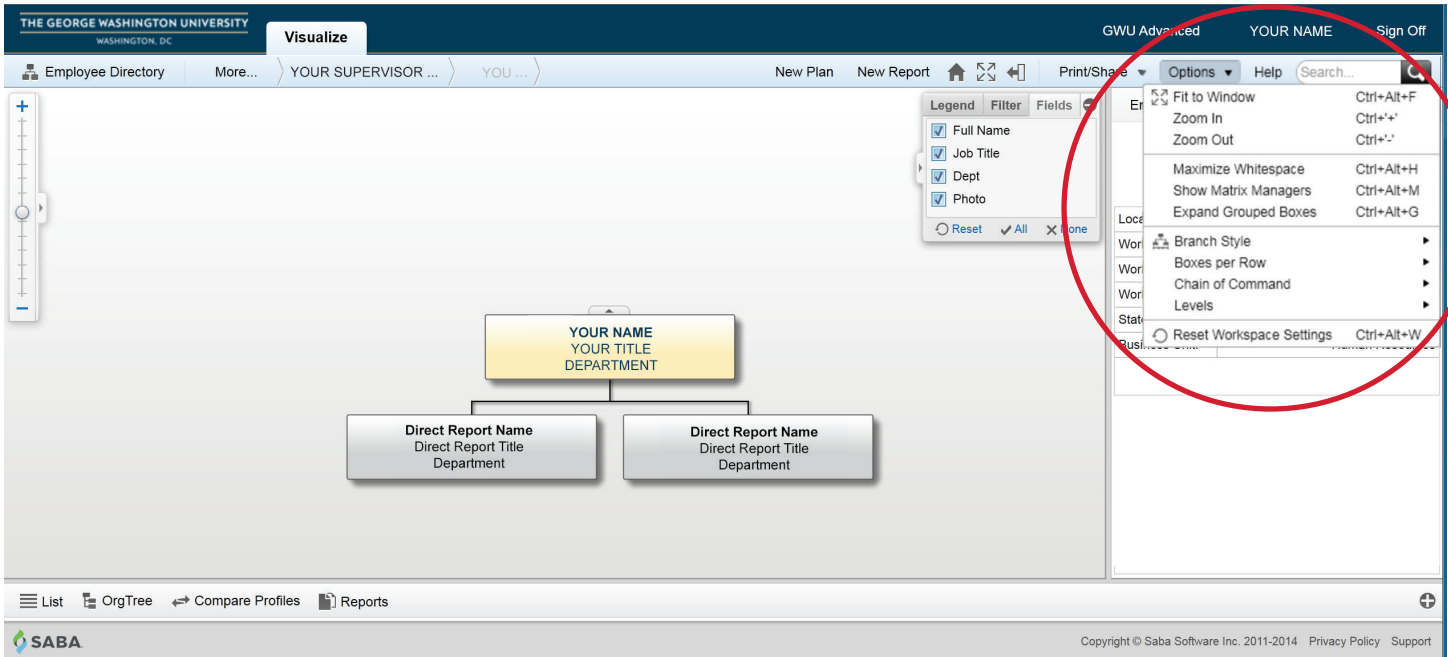
Managing the Display

The display on the screen can be chaged in a number of ways:
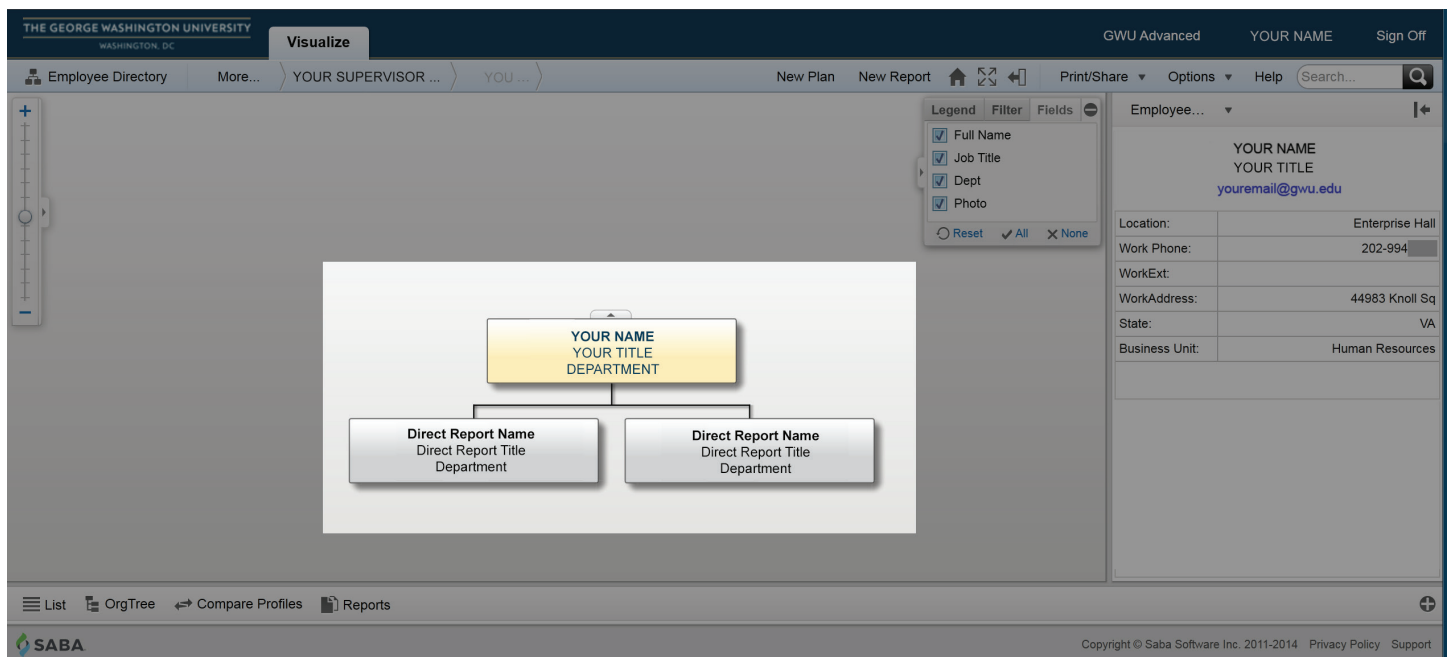
Display Options

You can set display options for the Organizational Chart through the Options menu.

You can toggle the displayed chart, the style, and number of levels that show. If you change any options and would like to revert to the original display, click "Reset Workplace Settings" at the bottom of the menu.

Organizational Chart

The organizational chart will display a record and any direct reports. The default display is two levels; you can have more displayed at one time by changing the settings in the "Options" menu.
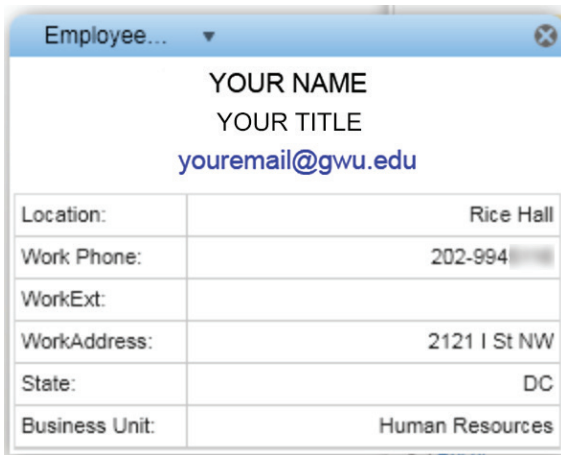
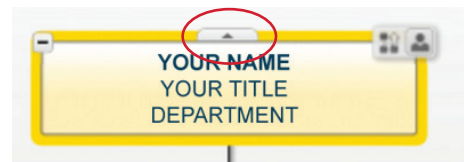When you hover your mouse over a record, additional icons will appear:

Clicking the ⊖ symbol will hide any direct reports. If direct reports are hidden, the symbol will change to a ⊕, and you can unhide direct reports by clicking on the ⊕.

Clicking on the 👤 will show a baseball card of the record for easy reference:
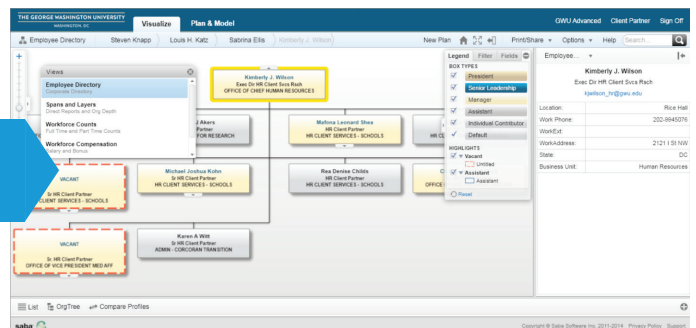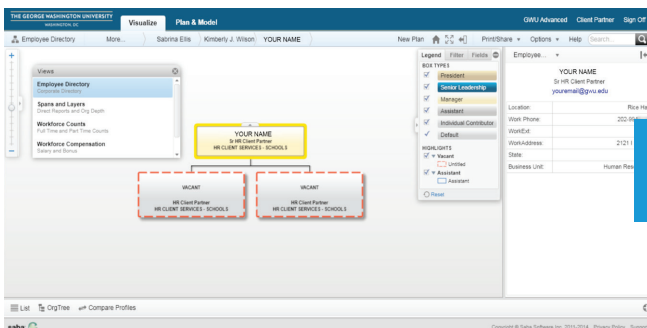

Clicking on the 🏛 on any record will show you the Organizational Chart starting with that particular record.

At the top of each record, you will find a tab symbol:

Clicking the upward tab symbol will display the next level up. You can also click downward-facing tabs to view the chart from a certain record down.

Additional Help

More help topics, FAQs, and videos can be found on the Saba Help site by clicking the "Help" button.