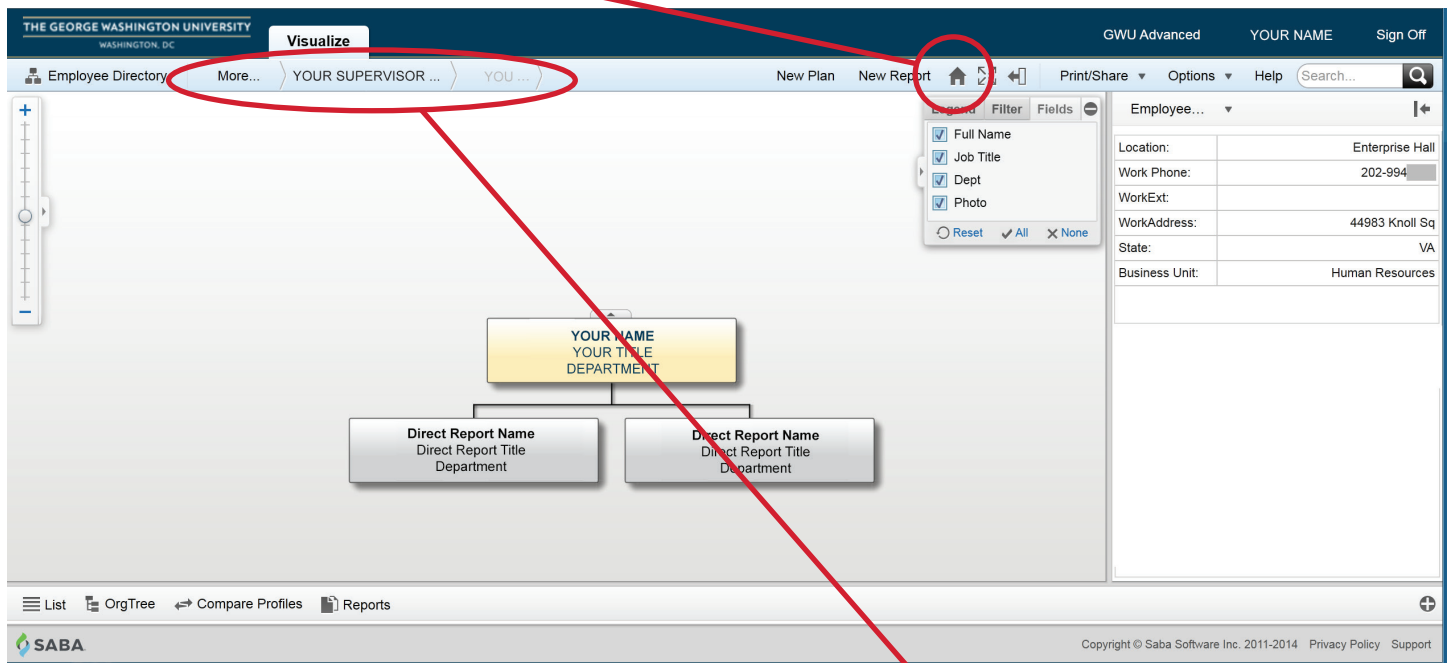

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

GW Organizational Chart Instructional Guide

Home Screen

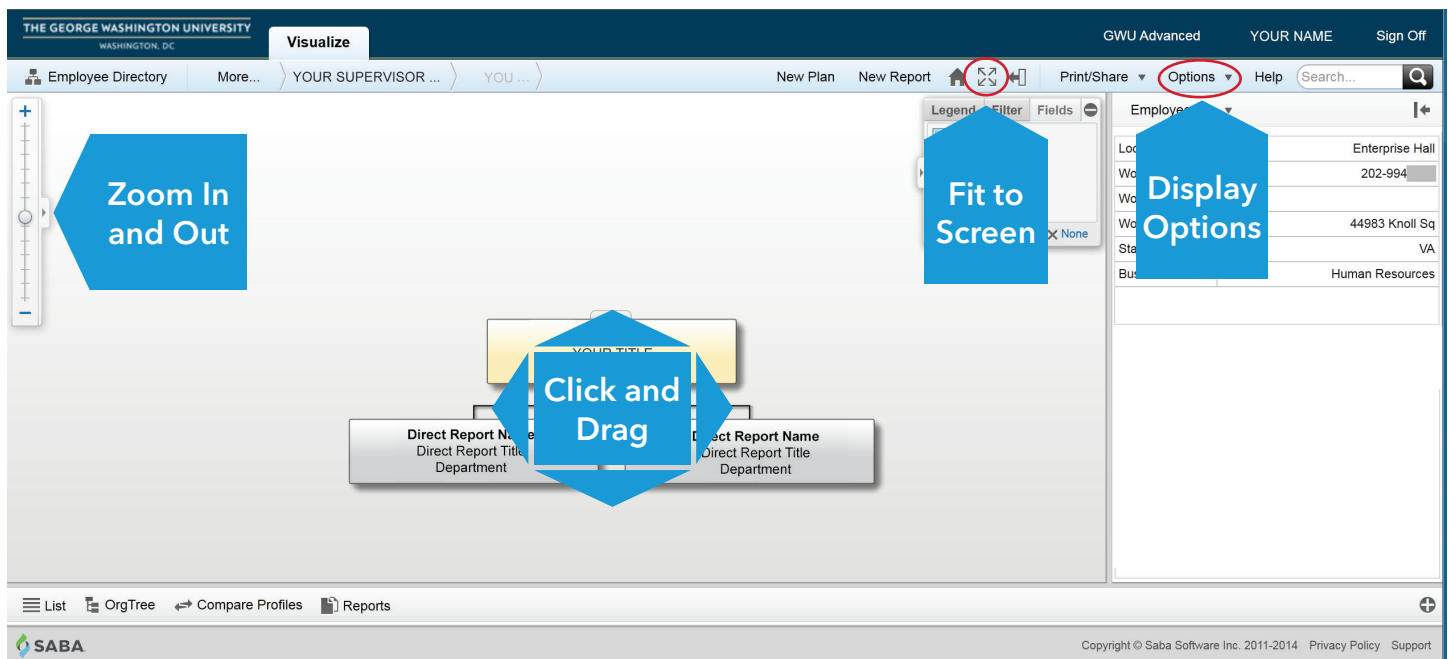
When you first log into the Organizational Chart, you will be at your **home screen**. This screen is customized to your position in the Organizational Chart. You can return to this screen at any time by clicking the home icon.



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

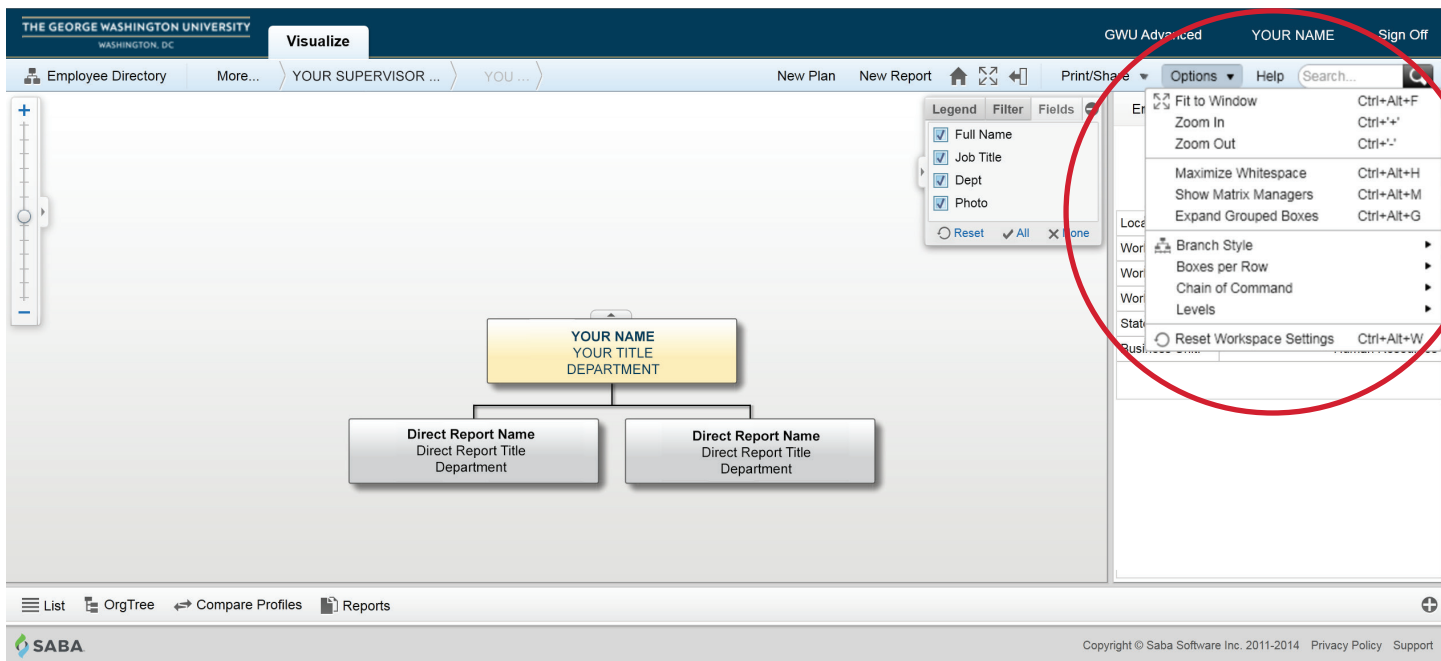
The display on the screen can be chaged in a number of ways:



Display Options

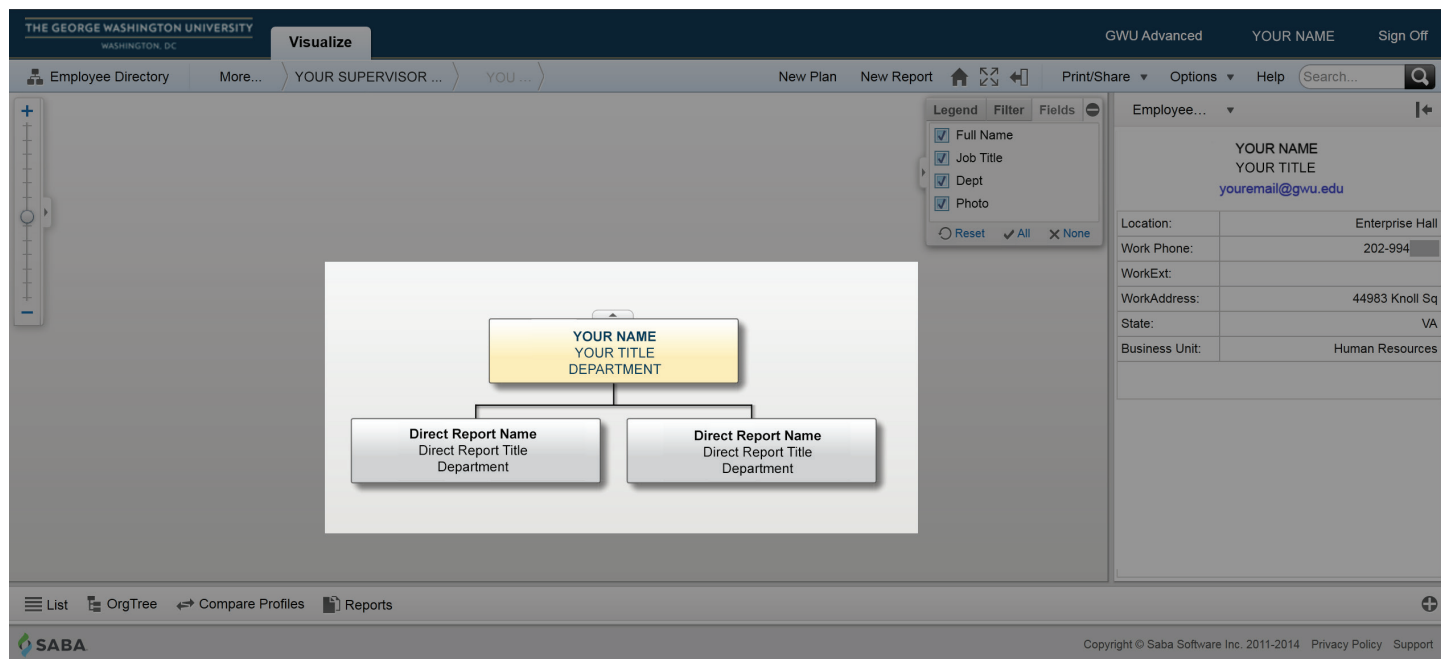
You can set display options for the Organizational Chart through the Options menu.

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:

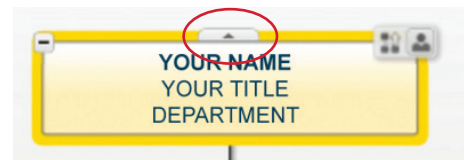
Employee... 

YOUR NAME
YOUR TITLE
youremail@gwu.edu

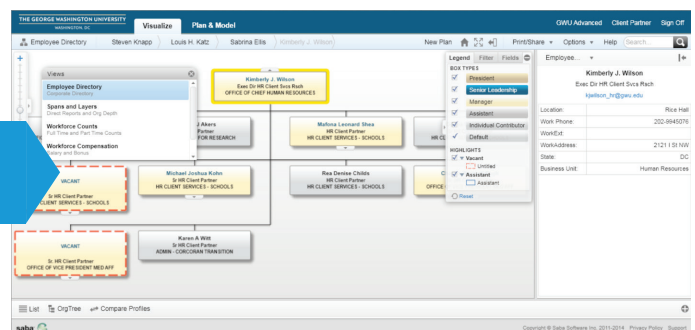
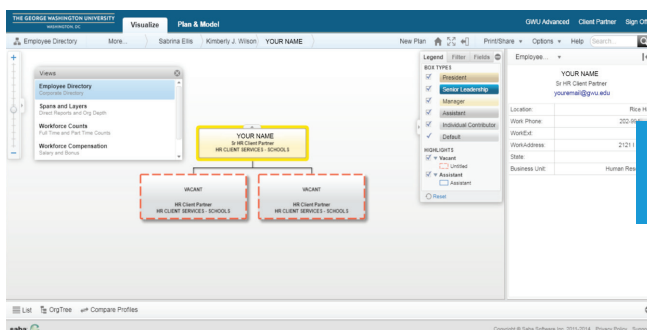
Location:	Rice Hall
Work Phone:	202-994-XXXX
WorkExt:	
WorkAddress:	2121 I St NW
State:	DC
Business Unit:	Human Resources

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.

The screenshot displays the Saba Employee Directory interface. At the top, the header includes 'THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC' and a 'Visualize' tab. The main navigation bar contains 'Employee Directory', 'More...', 'YOUR SUPERVISOR ...', and 'YOU ...'. The right side of the header shows 'GWU Advanced', 'YOUR NAME', and 'Sign Off'. A red circle highlights the 'Help' button in the top right corner. Below the navigation bar, the main content area features an organizational chart with a central box labeled 'YOUR NAME YOUR TITLE DEPARTMENT' and two boxes below it labeled 'Direct Report Name Direct Report Title Department'. To the right of the chart is a 'Legend' panel with checkboxes for 'Full Name', 'Job Title', 'Dept', and 'Photo'. Further right is a 'Fields' panel with a search bar and a 'Help' button. At the bottom, there is a table with employee details.

Employee...	
Location:	Enterprise Hall
Work Phone:	202-994
WorkExt:	
WorkAddress:	44983 Knoll Sq
State:	VA
Business Unit:	Human Resources

At the bottom of the interface, there is a footer with the SABA logo and copyright information: 'Copyright © Saba Software Inc. 2011-2014 Privacy Policy Support'.