




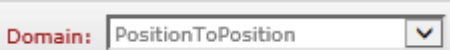
# ORGPLUS QUICK REFERENCE GUIDE

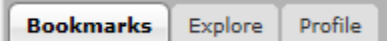


JOB AID OM-22



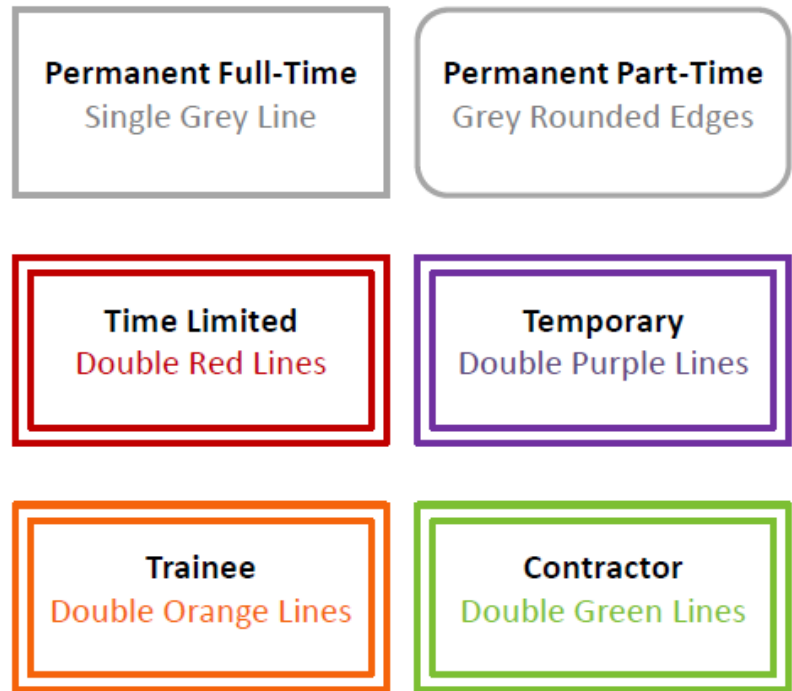
The purpose of this job aid is to provide a quick reference to tips and reminders for OrgPlus.

## Tips & Reminders

-  **Zoom Wheel:** Click this icon to return to the normal vertical scrolling wheel function from the OrgPlus function that magnifies or shrinks the charts.
-  **Domain:** PositionToPosition
 

**Switching Domains:** To switch between Position and Org Unit views, use this Domain selection box at the bottom of the screen.
-  **Bookmarking:** Use the bookmark tab in the right panel to save your frequently used charts.
-  **Open/Close Profile:** Click on any box in an Org Chart and then click the open/collapse button pictured above to reveal additional information on this employee in the Profile Tab. To close the Profile Tab, click the collapse button at the top right of the Profile: 

## Org Chart Colors and Shapes



## Update Schedule

Org Charts are based on data updated daily.