



Viewer

Manual, Release 2.11

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Multi-Platform

The Viewer runs literally in the webbrowser of any device: desktop PC, laptop, tablet, or smartphone. It can run on (not too old versions of) all browsers: IE, Chrome, Firefox, Opera, etc.

Zero Install

There is no need to install any software on your device. The Viewer is 100% zero install.

Performance

The Viewer runs in the memory of your device. It does not run on a server. The performance is very high, when the following conditions are met: enough memory, fast internet, and folded orgcharts (explained later).

Language switch

The user can switch from language inside the Viewer. Each language is supported. Unicode characters are supported as well. There are five languages standard available: English, German, French, Spanish, and Dutch. But the Administrator can add more languages.

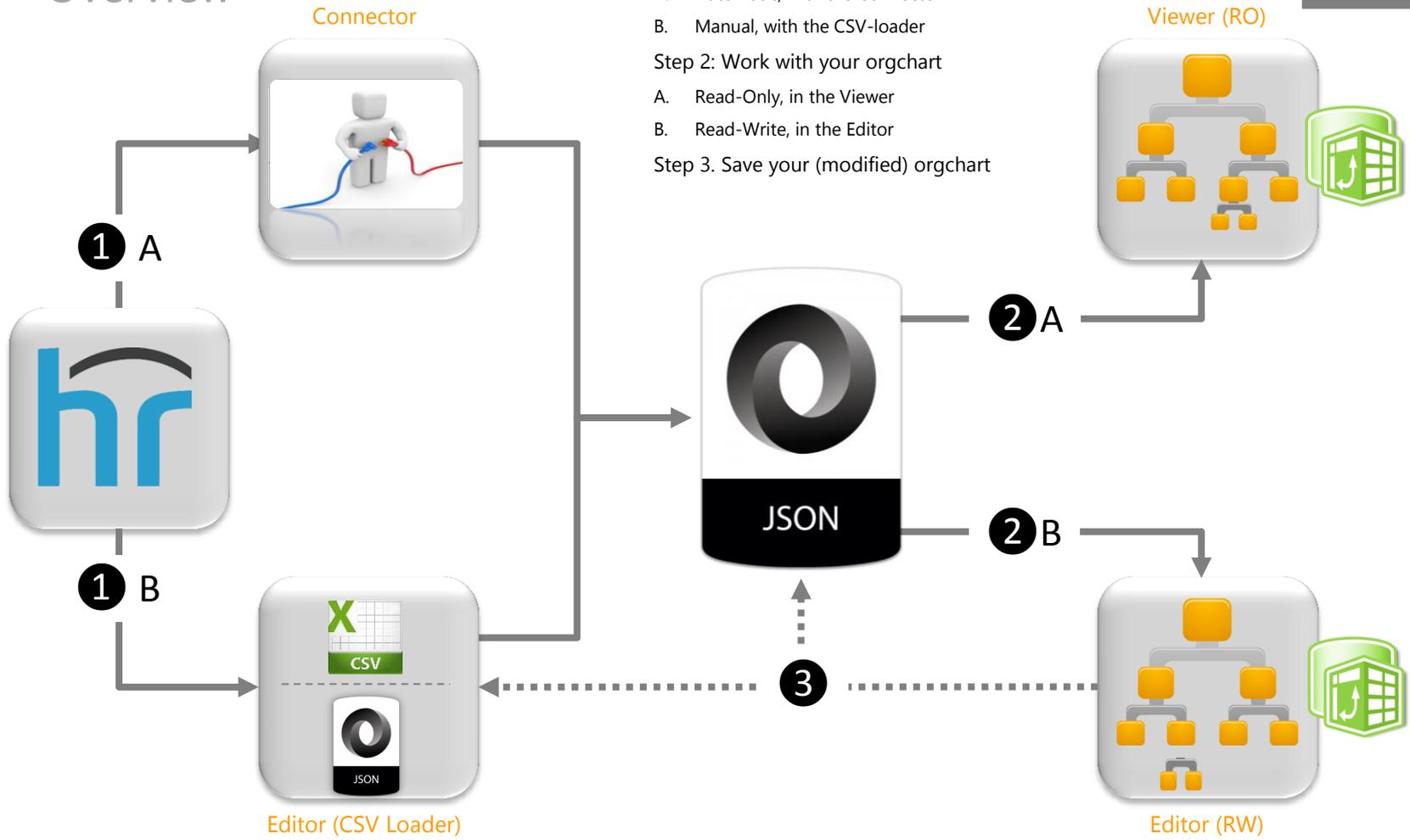
Flexible menu options

The Viewer menu is flexible, which means that menu options can be removed by the Administrator. Two users working with the Viewer at the same time, may see different options: one has a Metrics icon - the other hasn't, one can choose any orgchart - the other can't. These menu-appearances depend on the Administrator's choices.

Security

Security is another reason why orgcharts appear in a different way. There is security inside and outside the orgchart. An orgchart could be password-protected. But even inside the orgchart differences are possible: one user can see sensitive data – the other can't, one user can see the whole orgchart – the other can see only his own department. Again, these are Administrator's choices.

Overview



Each orgchart has its own JSON-file. You can load a valid JSON-orgchartfile either in the Viewer or in the Editor. When loaded, the orgchart is returned. The **Viewer** produces a **read-only** (RO) and the **Editor** a **read-write** (RW) orgchart.

JSON-sourcefile: JSON stands for JavaScript Object Notation. The Viewer is written in JavaScript. In order to visualize an orgchart, the Viewer needs a JSON-sourcefiles in a proper format. A proper JSON-file contains a **valid unlock-code**, **parameter-settings**, and **data**.

There are two ways to produce a JSON orgchartfile:

STEP 1A: Connector

The Connector retrieves data from your HR-system and stores them in your JSON template-file. Step 1A is not further explained in this manual.



STEP 1B: CSV-Loader

The CSV-Loader loads data from a CSV-sourcefile and stores them in your JSON one-box-file. Step 1B is not further explained in this manual.



The (super)user has to produce his own CSV-file.

Viewer (STEP 2A) and Editor (STEP 2B)

The Viewer is **Read-Only**, the Editor is **Read-Write**.

None of the Write-functionality is available in the Viewer.

All Read-functionality is available in the Editor

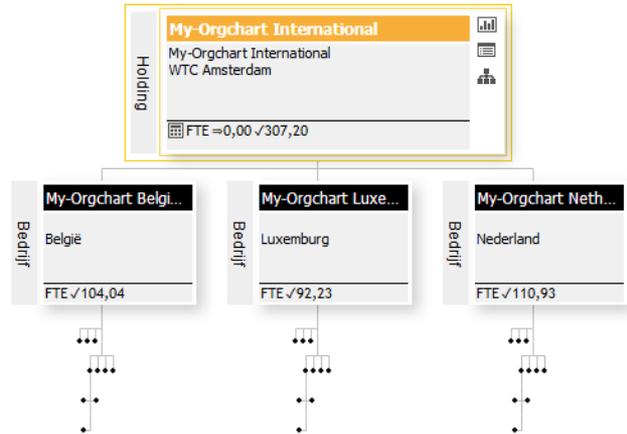
... with the following exceptions:

1. Specific views at the orgchart
 - Sub-charts: select a box and make this box top (Make top) and only visualize the selected box and the boxes below,
 - Context-charts: select a box and visualize this box, the surrounding boxes, and the boxes to the top,
2. Print
 - PDF-button,
 - Fullscreen-button for screen capture software (like FireShot),
3. Orphan-check
 - Checks the orgchart for boxes without parents.

PS: The Editor is not further explained in this manual.

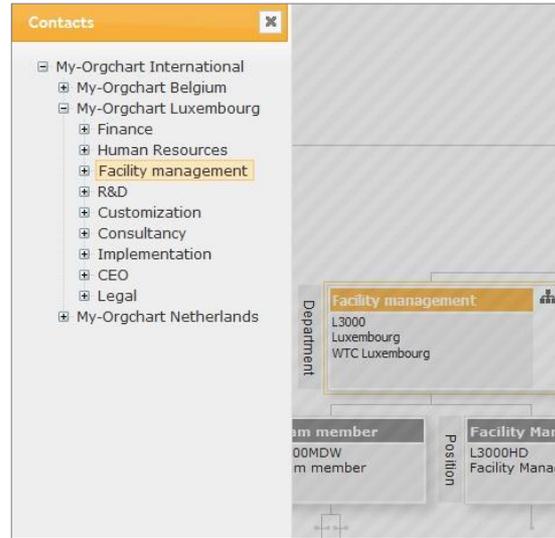
Orgchart View

- Drawn orgchart
- Default environment



Tree View

- Character-based orgchart
- Press icon (top left)



Tables

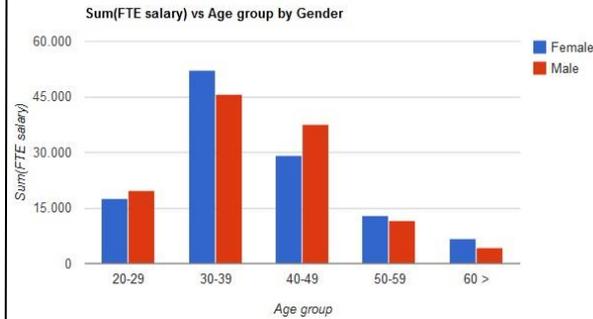
- Pivot Table analysis
- Table format

HOLDING My-Orgchart International

Table		Count	Gender		
FTE		Age group	Female	Male	Total
Working hours group		20-29	22	25	47
Years of service group		30-39	74	60	134
Employee type		40-49	67	59	126
Appointment type		50-59	46	38	84
Salary scale		60 >	14	19	33
FTE salary		Total	223	201	424

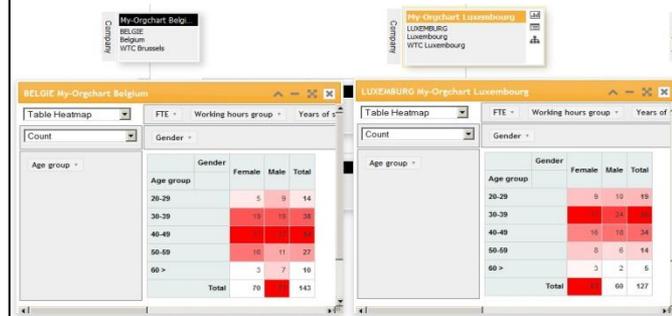
Graphs

- Pivot Table analysis
- Graph format



Heatmaps

- Pivot Table analysis
- Heatmap format



Start the Viewer

Direct Start: from my-orgchart.com

You can always start the empty Viewer (without JSON) from my-orgchart.com.



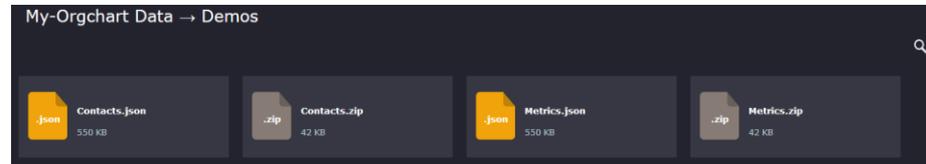
PS:

Before loading, the Viewer does some error checking on your JSON-file. In general:

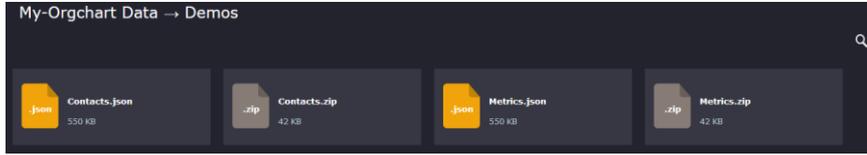
- Data-errors (invalid filetypes, forbidden characters, loops in hierarchies, etc.) lead to error-messages.
- Wrong parameter settings lead to "other than expected" orgcharts.
- Broken reporting relationships lead to orphans.

Embedded Start: From a Portal

When a portal is available, you can choose your orgchart (JSON- or ZIP-file).
The Viewer will start automatic.

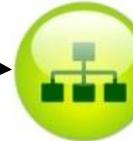


Loading

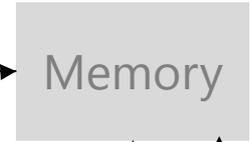
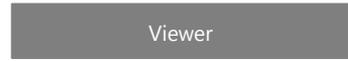


When you load a large orgchart ..

- Make sure there is enough memory available
- Make sure you have a good internet connection
- Be carefull with unfolding your orgchart



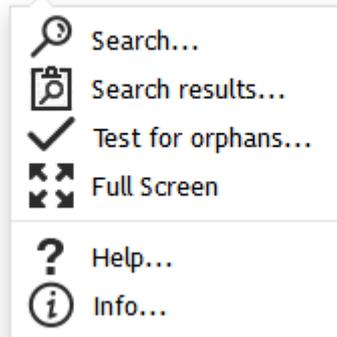
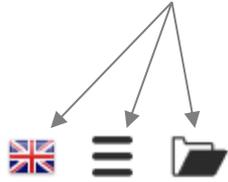
Viewer



Viewer

Menu-options

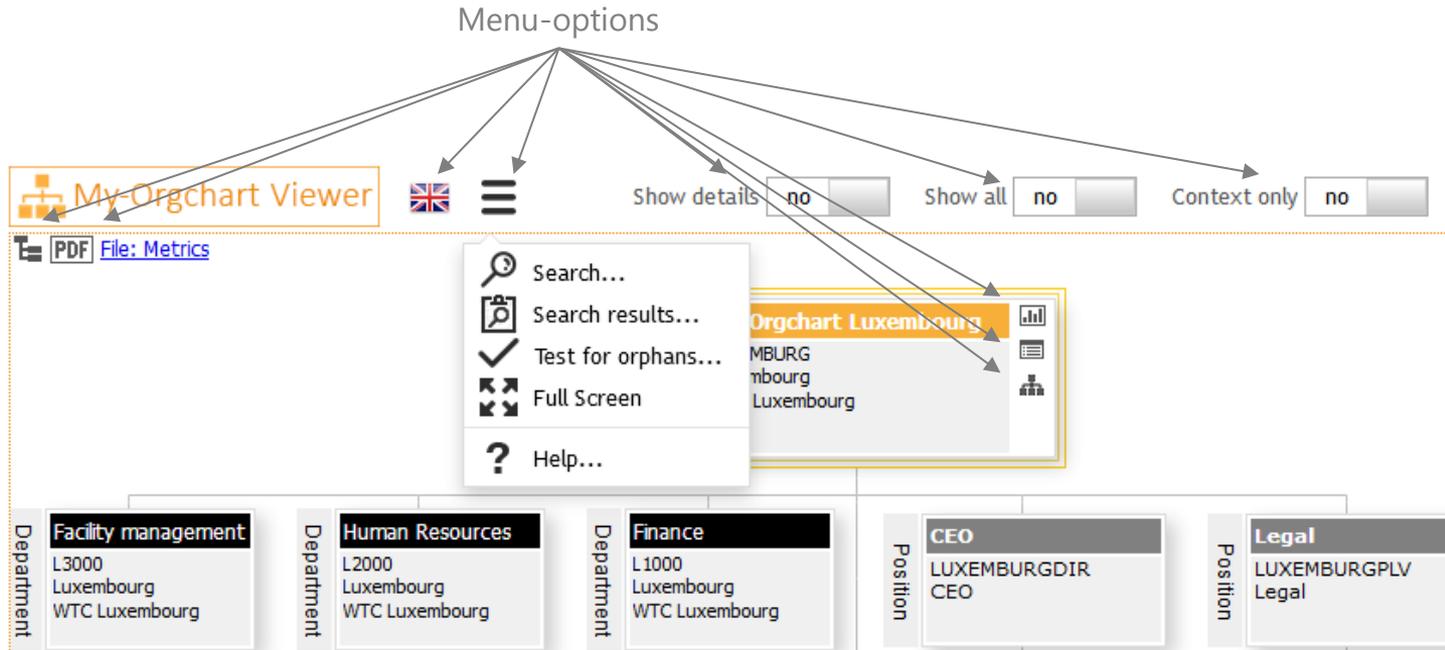
 My-Orgchart Viewer



After loading the empty Viewer, an empty background will appear with **limited menu-options** :

- at the **top ribbon**,
- in the **drop down window**.

First you have to load a **valid JSON-file**. When you click on the empty map icon  your Explorer will open, so you can select the JSON-file that you have prepared.



After loading the Viewer and the JSON-file, a folded orgchart will appear with **multiple menu-options at several locations:**

- at the **top ribbon**,
- in the **drop down window**,
- in the top (left and right) of the **background**,
- at the right side of **selected boxes**, and
- in the **pop-up windows** (not shown in the picture).

Language

Language switch

You can switch your language in the Ribbon Menu by clicking on the flag.

What is translated?

Translated are: fieldnames, fieldvalues and the user-interface (menu-options, error messages, etc.). These items are all translated in five standard languages : English, German, French, Spanish, and Dutch. The translated fields are the hierarchy fields, box fields, common fields, and example fields.

Accessible

All translations are stored in a simple Excel-file. This file is not encrypted, because there is no secret information in there. We advise you to store this file in an accessible place, like: Google Drive, One Drive, etc. This has two advantages: 1.) the system can reach it, and 2.) the user can reach it for adding extra translations.

Extra translations

The user might decide to add some additional translations for new fields (fieldnames and -values) and new languages. There is no limit on additional translations. Unicode characters are supported.

Universal data

The Translation table can also be used for making the data universal. If we look to our example at the right. In English the system reports "Gender - Female" and in German "Geschlecht - Weiblich". Suppose this org-chart receives its data from two HR-systems: an English one using "M" and "F", and a German one using "M" and "W" as values for gender. By defining the right translations, the system can be made universal in its values for this field.



Japanese is added >



The Viewer offers you the following functionality:

- **Orgcharts**
 - Tree View and Orgchart View including Detail Cards and Modeling
- **Metrics (analyze the orgchart-data)**
 - Pivot-table analysis including Tables, Graphs and Heatmaps

The Viewer has two modes:

- The Viewer comes up in Orgchart-Mode
- Press this (box) icon  to switch to Metrics Mode

Mode-1: Orgcharts

This mode enables the user to navigate and to visualize an orgchart. Zooming in and out is important for seeing both company structures at a birdseye level and employee data at a detail level.



Mode-2: Metrics

This mode enables the user to analyze the data. The system can generate ad-hoc reports in tabular, graph and heatmap format. The records included in an analysis are the selected box and all boxes below.



Unfolding & Walk Through

Unfolding

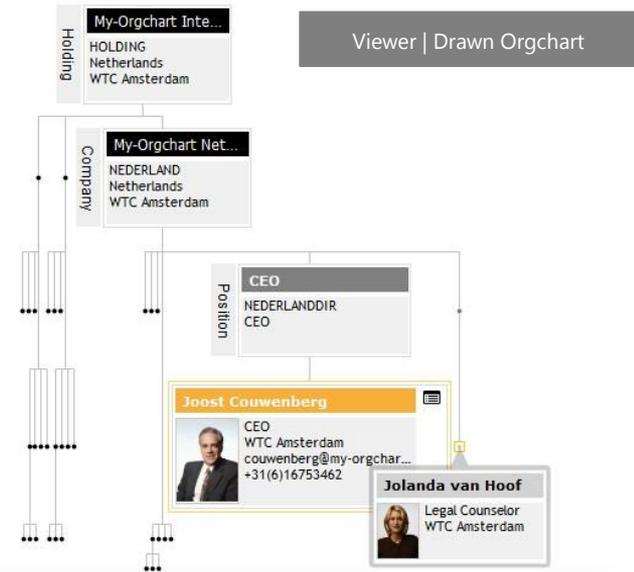
The idea behind this technology is to show the user only a small part of the orgchart. The rest of the orgchart is either hidden or compressed. A box can have the following status:

1. **Hidden** – the box is there, but is invisible.
2. **Dot** – the box is compressed into a dot.
3. **Default** – the box is visible in small format.
4. **Selected** (only one box at the same time) – when a box is selected, the heading background is in orange, the box is in larger format, and the box submenu becomes visible.

PS: At mouse-over: a dot box pops up as a default box.

Walk Through

The folding-mechanism is “walk-through sensitive”: the box that you click on will become Selected, the boxes in the direct environment will become Defaults, the boxes nearby will become Dots, and the boxes far away will be Hidden.



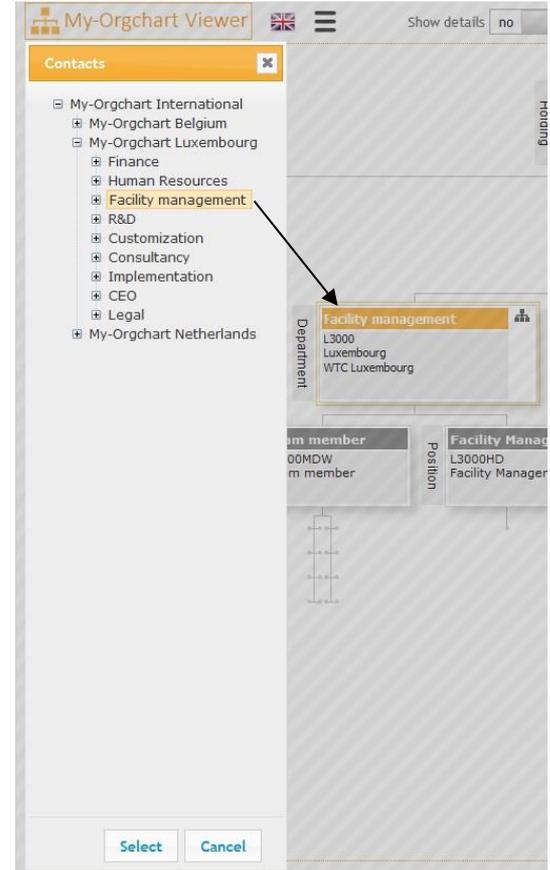
3 Joost Couwenberg

	Last name	: Couwenberg
	First name	: Joost
	Gender	: Male
	Job title	: CEO
	Employee type	: Internal
	Country	: Netherlands
	Location	: WTC Amsterdam
	Google Maps	: https://goo.gl/maps/sjmWj
	E-mail	: couwenberg@my-orgchart.com
	Mobile phone number	: +31(6)16753462
	Work phone number	: +31(33)8881602

Tree View

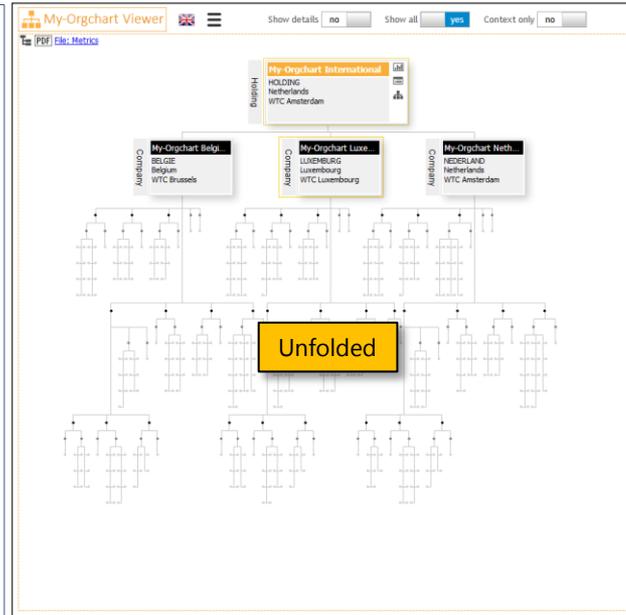
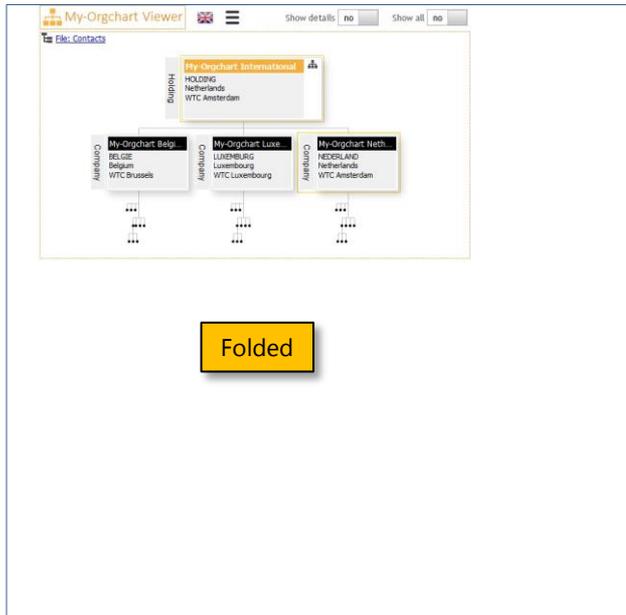
Tree View

- Character based orgchart (require little resources).
- Open the Tree View by pressing the icon  (top left background).
- By pressing the [+] and [-] buttons, you can open or close the boxes on the level below.
- Switch to the Drawn Orgchart: choose a line from the Tree View and press the [Select] button.



There are a few important things to realize:

- Orgcharts are drawings. The Viewer actually draws the lines and boxes of an orgchart based on the data from your JSON-file.
- The Viewer draws the total orgchart **on one page**. There are no subcharts or subpages.
- Drawing an orgchart of a large, detailed organization, including all photographs, is a heavy computer task.
- The Viewer has “Folding” technology. It only shows the part of the orgchart you have asked for (by selecting).
- By default the orgchart appears folded, with the following settings:
- However, the user can unfold the orgchart with the following settings:



PS:

Deactivating folding and walk-through on a small device (smartphone or tablet) in combination with a large orgchart is asking for trouble: the device will probably not respond any more. Your System Administrator might decide to remove the “Show all” and “Show details” buttons from your Viewer, and keep both settings on “no” as a default.

Explore

Start with a folded orgchart.

To find the proper boxes ...

1. if you know what you are looking

for, you can either:

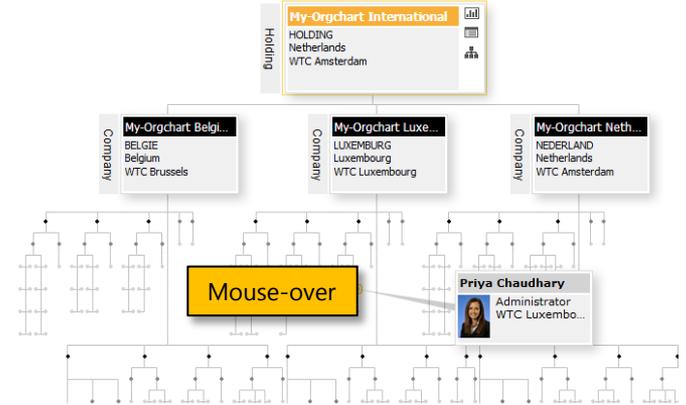
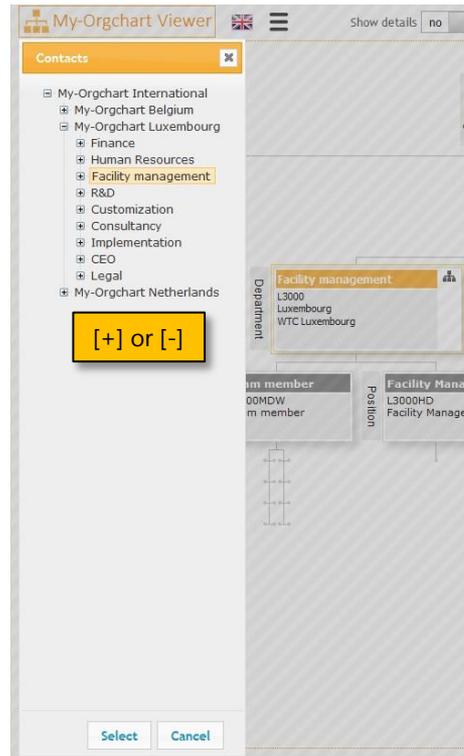
- use the Search facility if you know the "search string(s)", or
- walk directly to the right box if you know the way.

2. if you don't know what you are

looking for, then you better unfold the orgchart before you start exploring:

- the drawn orgchart with mouse-over,
- or
- the character orgchart (Tree View) with the [+] or [-] buttons.

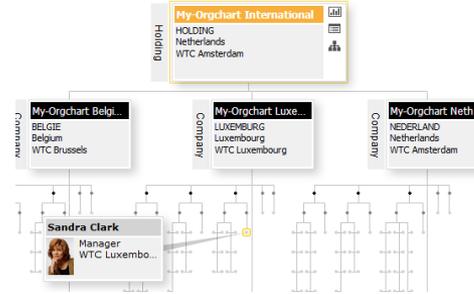
As soon as you have found the proper box, you can request local unfold and all details.



Subchart

When exploring:

Explore the unfolded orgchart with mouse-over.



When found:

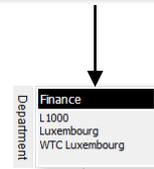
Make a local top and ask for details.

1. Make a local top:

- make a nearby box the local top by selecting the box (name bar becomes orange) and pressing the Make Top icon  (at the right side of each box).

2. Show details:

- then ask for details and select the proper box (name bar becomes orange and menu-items appear at the right side)



When finished:

Restore the original top by pressing the Reset Top button at the right side of the Ribbon-menu.



Context View

When found:

Ask for line-of-control details.

3. Make a Context View:

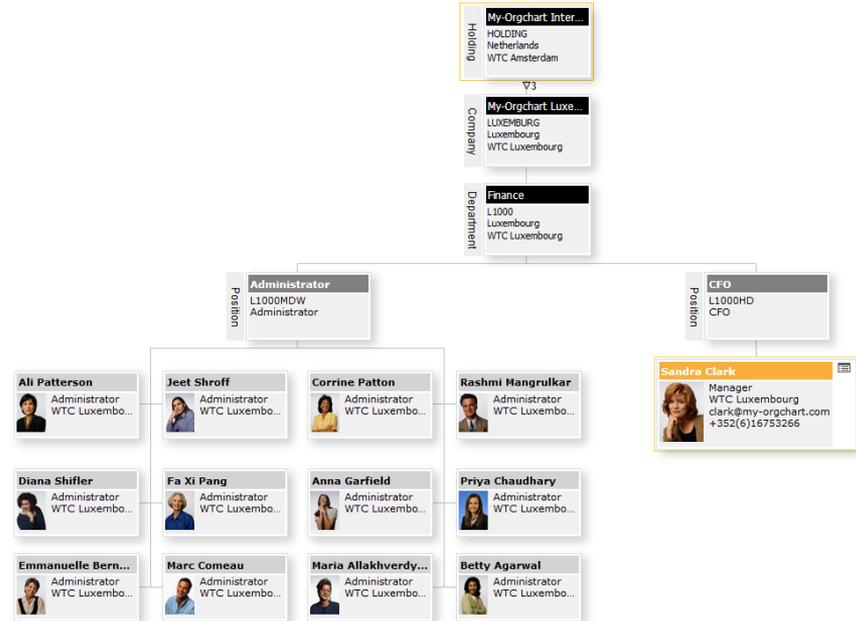
- as an alternative, you can have a Context View for a selected box by setting the "Context only" button

on yes. Show details no Show all no Context only yes

When finished:

Close the Context View by setting the "Context Only" button

on no again.



Details

When found:

Ask for even more details.

4. Metrics Card:

- you can have a Metrics Card for a selected box by pressing the “Metrics Card” button  .

5. Detail Card:

- you can have a Detail Card for a selected box by pressing the “Detail Card” button  .

When finished:

Close the Metrics or Detail Card by pressing [x] (top right of the pop-up window).



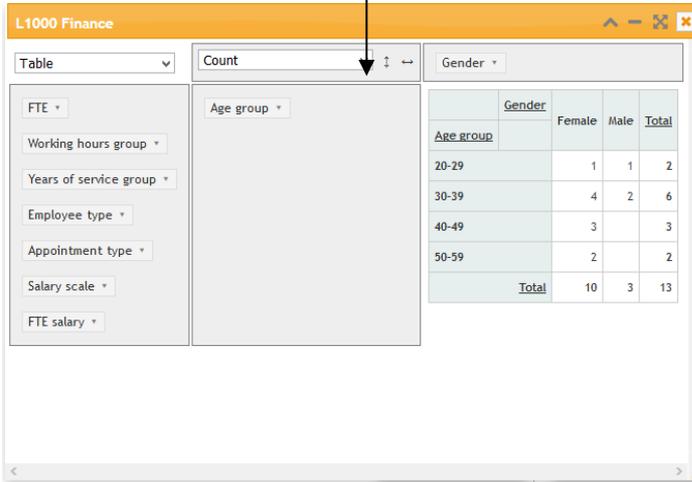
Department

Finance

L 1000
Luxembourg
WTC Luxembourg



Metrics Card



L1000 Finance

Table: Count Gender

FTE Working hours group Years of service group Employee type Appointment type Salary scale FTE salary

Age group	Gender		Total
	Female	Male	
20-29	1	1	2
30-39	4	2	6
40-49	3		3
50-59	2		2
Total	10	3	13

 Metrics card

 Detail card

 Make Top

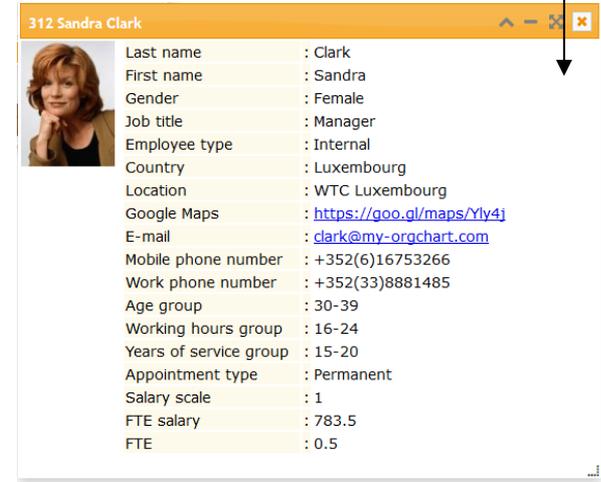


Sandra Clark

Manager
WTC Luxembourg
clark@my-orgchart.com
+352(6)16753266



Detail Card



312 Sandra Clark



Last name : Clark
First name : Sandra
Gender : Female
Job title : Manager
Employee type : Internal
Country : Luxembourg
Location : WTC Luxembourg
Google Maps : <https://goo.gl/maps/Yly4j>
E-mail : clark@my-orgchart.com
Mobile phone number : +352(6)16753266
Work phone number : +352(33)8881485
Age group : 30-39
Working hours group : 16-24
Years of service group : 15-20
Appointment type : Permanent
Salary scale : 1
FTE salary : 783.5
FTE : 0.5

PS: On employee-level there is no Metrics Card available. Metrics (mode-2) will be explained later.

Modeling

When found:

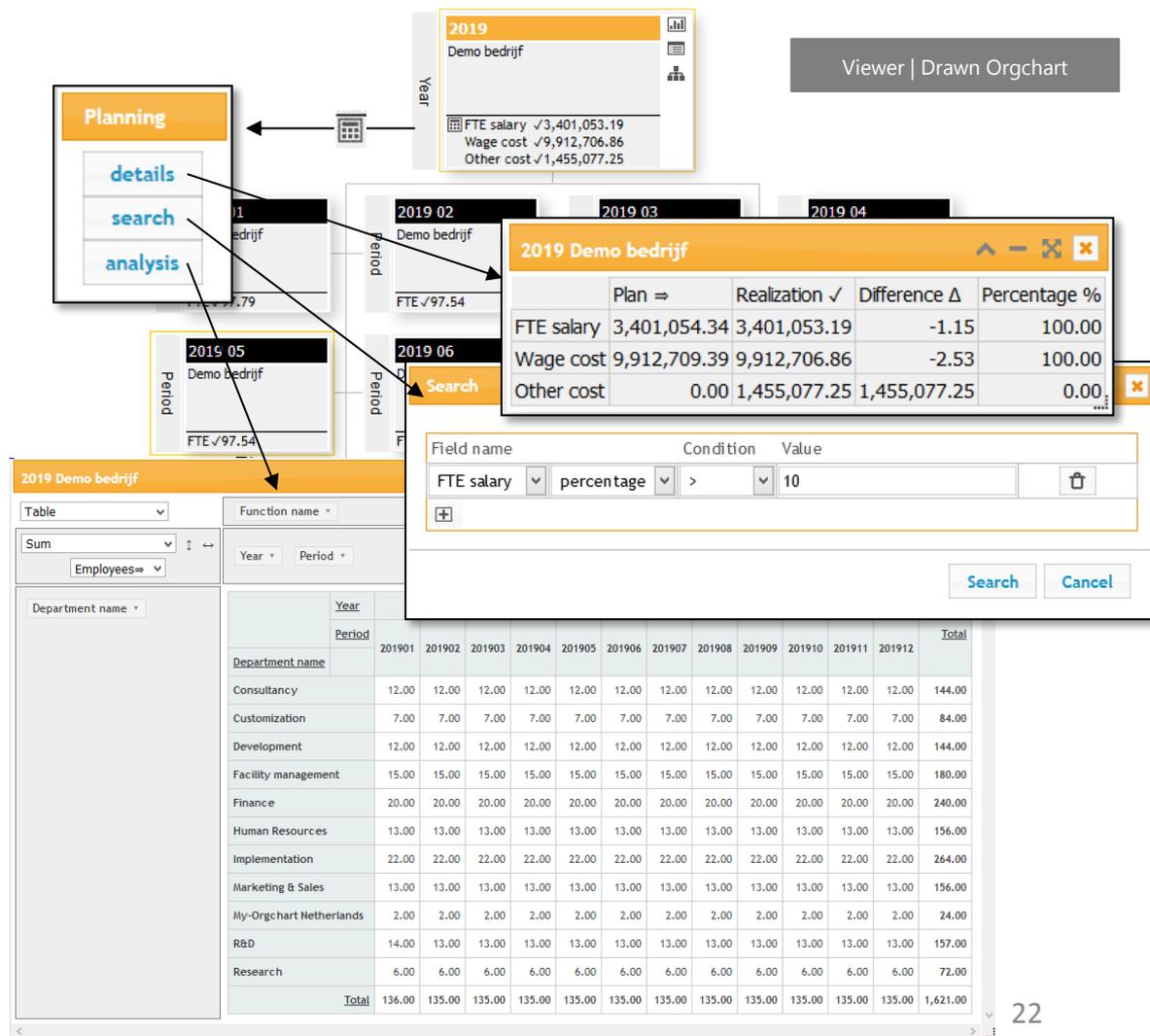
Consider the Modeling information.

6. Modeling section:

- boxes can have a horizontal split, below the line you will find the modeling results,
- you can have more detailed modeling information by clicking the Modeling Details icon .
- the Modeling Menu will appear offering you the following options:
 - [details]: with details on the budget exhausting,
 - [search]: search for (high) budget deviations,
 - [analysis]: specific pivot table analysis based on personnel budgeting.

When finished:

Close all windows by pressing [x] (top right of each pop-up window).



The screenshot displays a software interface for budget modeling. At the top right, there is a 'Viewer | Draw Orgchart' button. The main area is divided into several panels:

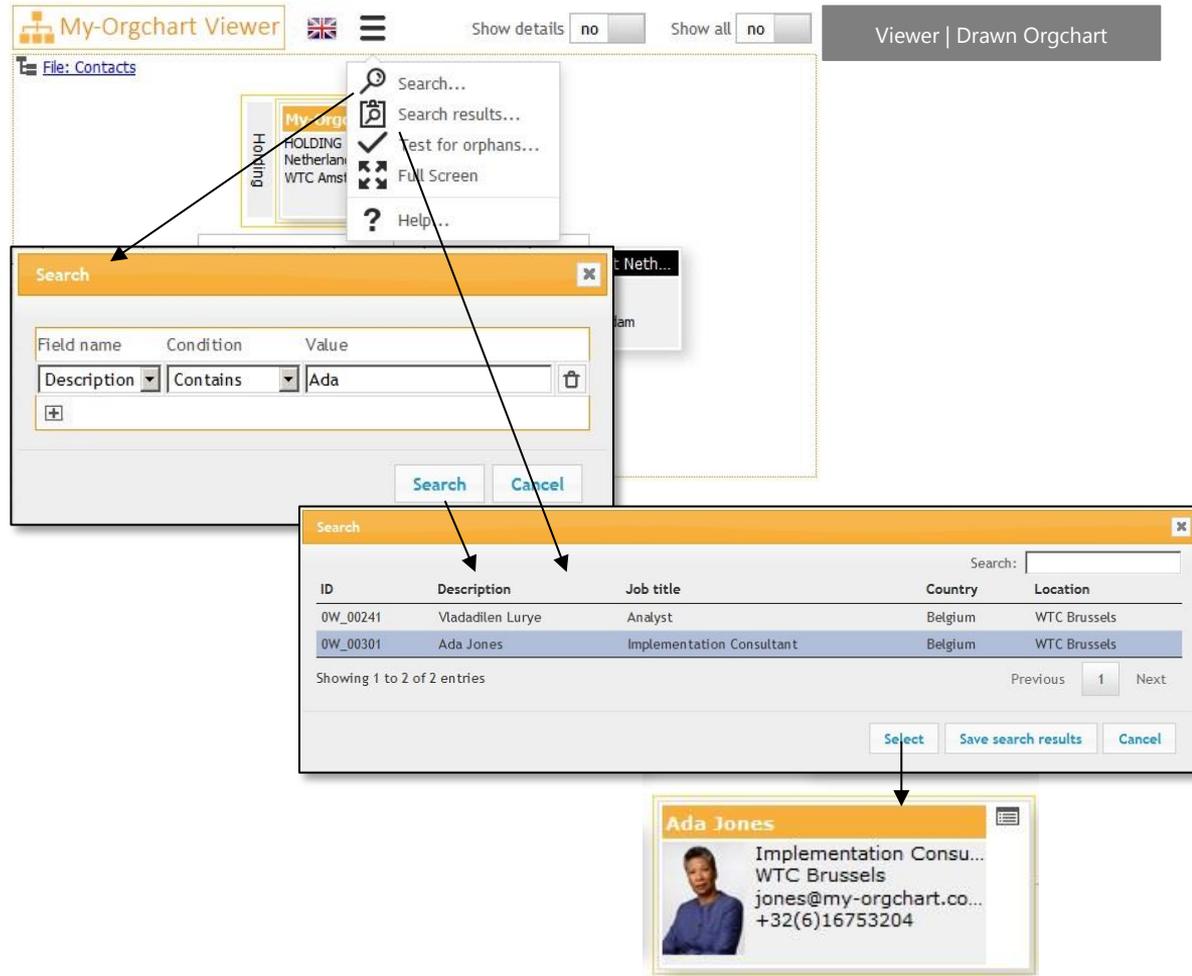
- Planning Panel:** Contains buttons for 'details', 'search', and 'analysis'.
- 2019 Demo bedrijf Summary:** Shows a table with columns for 'Year' and 'Period'. It lists 'FTE salary' (3,401,053.19), 'Wage cost' (9,912,706.86), and 'Other cost' (1,455,077.25).
- 2019 Demo bedrijf Detailed View:** A table with columns: Plan, Realization, Difference, and Percentage. It shows values for FTE salary, Wage cost, and Other cost.
- Search Panel:** A form with 'Field name' (FTE salary), 'Condition' (percentage), and 'Value' (> 10).
- Pivot Table:** A table with 'Department name' as rows and 'Year' (201901-201912) as columns. It shows budget values for various departments like Consultancy, Customization, etc., with a 'Total' column on the right.

Department name	201901	201902	201903	201904	201905	201906	201907	201908	201909	201910	201911	201912	Total
Consultancy	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	144.00
Customization	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	84.00
Development	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	144.00
Facility management	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	180.00
Finance	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	240.00
Human Resources	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	156.00
Implementation	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	264.00
Marketing & Sales	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	156.00
My-Orgchart Netherlands	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	24.00
R&D	14.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	157.00
Research	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	72.00
Total	136.00	135.00	1,621.00										

Search

The best way to have optimal use, is to start with the **Search-facility**. Here are the steps:

1. Click on one of the two Search-icons in the Ribbon Drop Down menu:
 - start a new search 
 - reload your last search results 
2. The Search option opens an empty search-window. The Search results option opens the last search results.
3. In the search-window, you can enter multiple search criteria on multiple fields for one search.
4. Next a window with the search result will open. Choose the record you wish to select from the list with records that match your search criteria.
5. The Viewer will move to this record, and present it a a selected box (orange bar).
6. You might want to save your search results before you move on to the selected box. In that case choose [Save search results] first.



My-Orgchart Viewer

File: Contacts

Search...

Search results...

Test for orphans...

Full Screen

Help...

Search

Field name Condition Value

Description Contains Ada

Search Cancel

Search

ID	Description	Job title	Country	Location
0W_00241	Vladadilen Lurye	Analyst	Belgium	WTC Brussels
0W_00301	Ada Jones	Implementation Consultant	Belgium	WTC Brussels

Showing 1 to 2 of 2 entries

Previous 1 Next

Select Save search results Cancel

Ada Jones

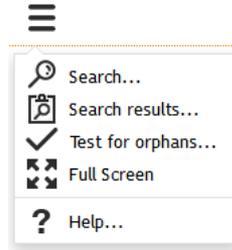
Implementation Consu...
WTC Brussels
jones@my-orgchart.co...
+32(6)16753204

Test on Orphans

- An Orphan is a box (not always an employee) without a (good) Parent.
- Orphans can be located with the Orphan-test.
- Click on [Test for orphans] in the Ribbon Dropdown Menu.

Difference in the sourcefile between an Orphan and a Multi-Top

- Orphan - A box with a wrong parent code.
- Multi-top - Multiple pyramids.



ID	Parent
A	
x	A
2	x

ID	Parent
B	
y	B
3	y

A and B are both Tops (Multi-top).

ID	Parent
Pete Jones	
Kenny Smith	Pete Jones
Jack Johnson	Kenn Smith

Jack Johnson is an Orphan, because Kenny is misspelled.

Metrics is based on Hypercube- or OLAP-technology. Here is what you can do with this technology: Slicing, Dicing, Roll Up, Drill Down and Pivot..

- **Pivot**

You can pivot the table by drag & drop with the dimensions from unused to used and from horizontal to vertical.

- **Slice & Dice**

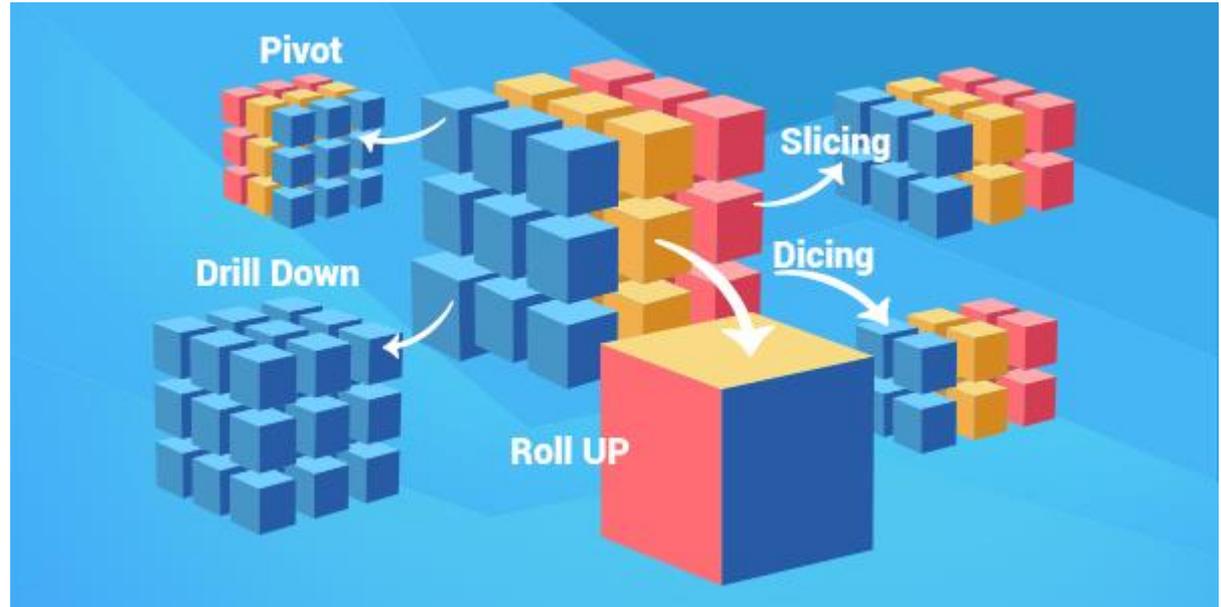
You can take subsets of the total population either by starting from a box lower in the hierarchy or by setting the selections.

- **Roll Up**

The Metrics figures are aggregated (rolled up) along the not used dimensions.

- **Drill Down**

The opposite: if you move a dimension from the unused to one of the used areas, the figures will drill down. You can have further drill downs by adding multiple dimensions to a used area.



PS:

Hypercube or OLAP analysis is done with figures only. The figures (in the cells) could be “counts”, “totals”, “amounts”, or “percentages”. Your Administrator decides which figures and which dimensions you will find in your hypercube model.

Activate Metrics by pressing the Metrics icon  in the Box-menu.

- Metrics is only relevant when there is quantitative data available.
- Your Administrator decides if you have access to Metrics.
- If you don't have access, the icon won't appear in the boxes.
- Your Administrator also decides how your Metrics stat-up screen will look like.



Box Menu items:

-  • Metrics card
-  • Detail card
-  • Make Top

LUXEMBURG My-Orgchart Luxembourg

Table | FTE | Working hours group | Years of service group | Employee type | Appointment type | Salary scale | FTE salary

Count | Gender

Age group

Age group	Gender		Total
	Female	Male	
20-29	9	10	19
30-39	31	24	55
40-49	16	18	34
50-59	8	6	14
60 >	3	2	5
Total	67	60	127

Each Metrics window has a top bar with the following options:

- [^] Hide/unhide information
- [-] Minimizes the Metrics card
- [X] Make the Metrics card full screen
- [x] Close the Metrics Card.

When an Metrics opens, a tabular report will become visible with dimensions and variables.

- **Unused dimensions**



At the top there is a bar with unused dimensions. Those dimensions (sort criteria) are available for use, but at the start they are parked here.

- **Used dimensions**

Then we have the measures which are in use right now.

In our example: Age group and Gender.

Age group is used for the **vertical sort** and Gender for the **horizontal sort**.



You can drag & drop dimensions: from unused to used, or from horizontal to vertical and back.

The table will rotate accordingly.

LUXEMBURG My-Orgchart Luxembourg

Table: Count Gender

Age group	Gender	Female	Male	Total
20-29		9	10	19
30-39		31	24	55
40-49		16	18	34
50-59		8	6	14
60 >		3	2	5
	Total	67	60	127

PS:

Your Administrator influences the number of dimensions, the place of the dimensions (used/unused, horizontal/vertical) at the startup, and the variables

(numeric fields) that will appear in the start table.

Dimensions and variables can only be added to the reporting environment, if they are available in the (JSON) sourcefile.

LUXEMBURG My-Orgchart Luxembourg

Table: Count Age group

Age group	20-29	30-39	40-49	50-59	60 >	Total
Gender						
Female	9	31	16	8	3	67
Male	10	24	18	6	2	60
Total	19	55	34	14	5	127

Roll Up & Drill Down

You can roll up or drill down on dimensions.

In the roll up example all dimensions are in the unused area, which means that all dimensions are rolled up and that the displayed amount represents the total wage cost over the full year.

You can drill down by moving dimensions to the used area. In this example: department and function are moved to the used, vertical area. This offers a larger and more detailed table (a Drill Down).

You can have a roll up again by moving used dimensions back to the unused area.

The total amount (€ 9,912,706.86) remains all the time the same.

PS:

When you drag & drop with dimensions, you have to watch the readability of the chart. In particular, graphs and heathmaps will become unreadable when you drill down too much.

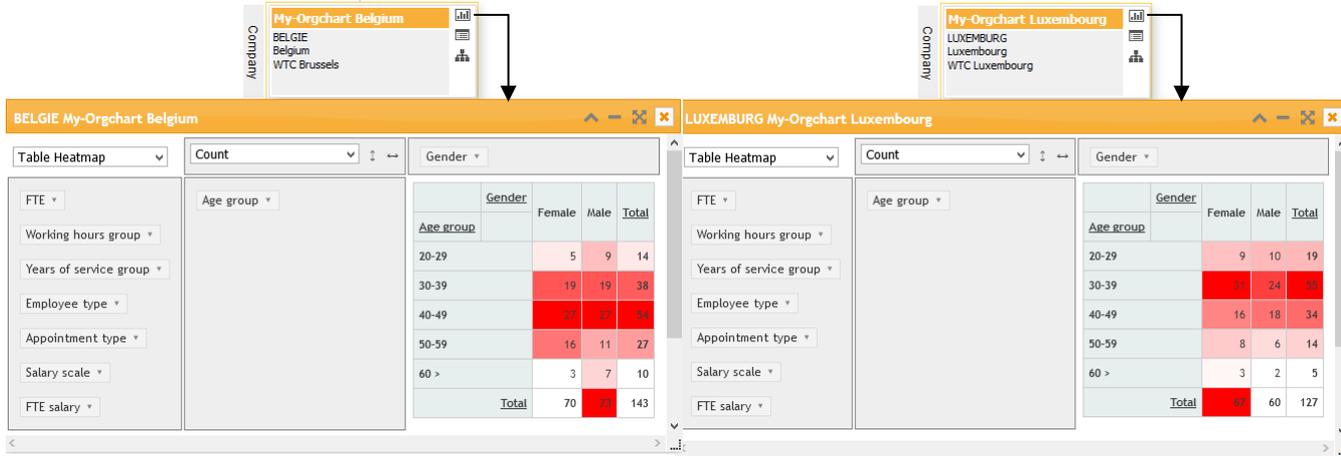
There are also limits in the size of the table.

The screenshot shows a BI tool interface for '2019 Demo bedrijf'. The main table displays 'Wage cost' with a 'Sum' aggregation. The interface is divided into two panels: 'unused' (top) and 'used' (bottom). Dimensions are moved between these panels to roll up or drill down. A table on the right shows the resulting data.

Department name	Function name	Total
Consultancy	Consultant	872,169.87
	Manager Consultancy	150,198.30
Customization	Analyst	457,177.14
	Team Leader	25,453.95
Development	Analyst	819,098.66
	Team Leader	138,674.14
Facility management	Analyst	1,065,169.47
	Facility Manager	54,964.01
Finance	Administrator	1,249,712.33
	CFO	122,763.51
Human Resources	HR Administrator	788,280.37
	Manager HR	81,062.62
Implementation	Helpdesk Representative	1,539,815.53
	Manager Helpdesk	64,130.27
Marketing & Sales	Manager Marketing & Sales	110,932.73
	Sales Representative	583,706.65
My-Orgchart Netherlands	CEO	212,053.73
	Legal	90,183.67
R&D	Analyst	1,052,878.36
	Manager R&D	34,515.89
Research	Analyst	399,765.65
Total		9,912,706.86

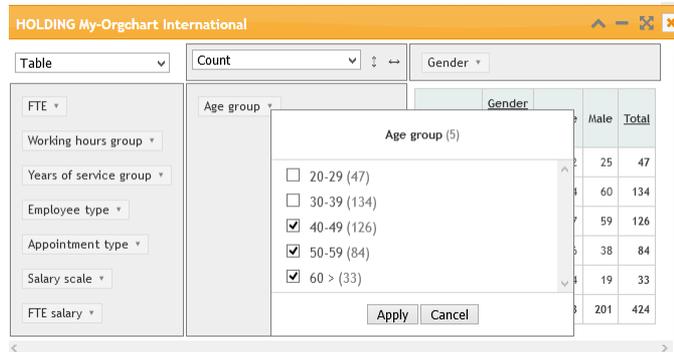
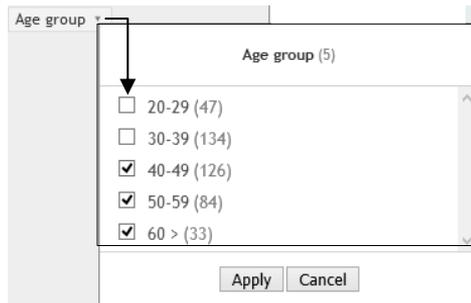
Slicing and dicing means that you are not analyzing the total database (or population) but only a part of it. There are two ways to do so:

1. by the choice of your start box (the icon from the Belgium box leads to another table than the icon of the Luxembourg box),



PS:
You can leave multiple pop-up windows (tables) open to compare the results.

2. and by selecting from an available dimension.



Cells

In the top left grey area, there are two drop down menu's with which you can influence the content of the cells.

- The drop down menu above gives you the manipulation types, e.g.: count, sum, fraction, average, etc.
- The drop down menu below gives you the variables. In the cells will only appear numeric data (figures). If the variable is alphanumeric, then "count" will be the only manipulation type.

The screenshot shows a software interface for viewing data. At the top, there is a title bar that says "HOLDING My-Orgchart Inter". Below this, there are two main dropdown menus. The first dropdown menu, located at the top center, lists manipulation types: "Count", "Sum", "Count as fraction of total", "Sum as fraction of total", and "Average". The "Sum" option is currently selected and highlighted in blue. The second dropdown menu, located below the first, lists variables: "FTE", "FTE salary", "Wage cost", and "Other cost". The "FTE" option is currently selected and highlighted in blue. To the right of these menus is a table with columns for "Gender" (Female, Male) and "Total". The rows represent "Age group" categories: "20-29", "30-39", "40-49", "50-59", and "60 >". A "Total" row is at the bottom. The table data is as follows:

	Gender		Total
Age group	Female	Male	Total
20-29	0.00	0.00	0.00
30-39	0.00	0.00	0.00
40-49	0.00	0.00	0.00
50-59	0.00	0.00	0.00
60 >	0.00	0.00	0.00
Total	0.00	0.00	0.00

PS:

Your Administrator sets the variables and calculation types that will appear in your start table.

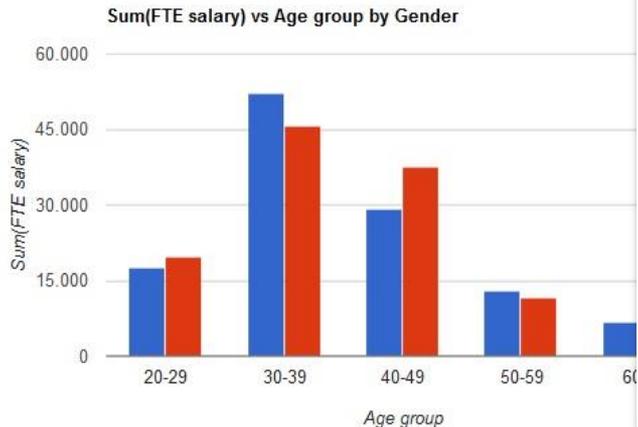
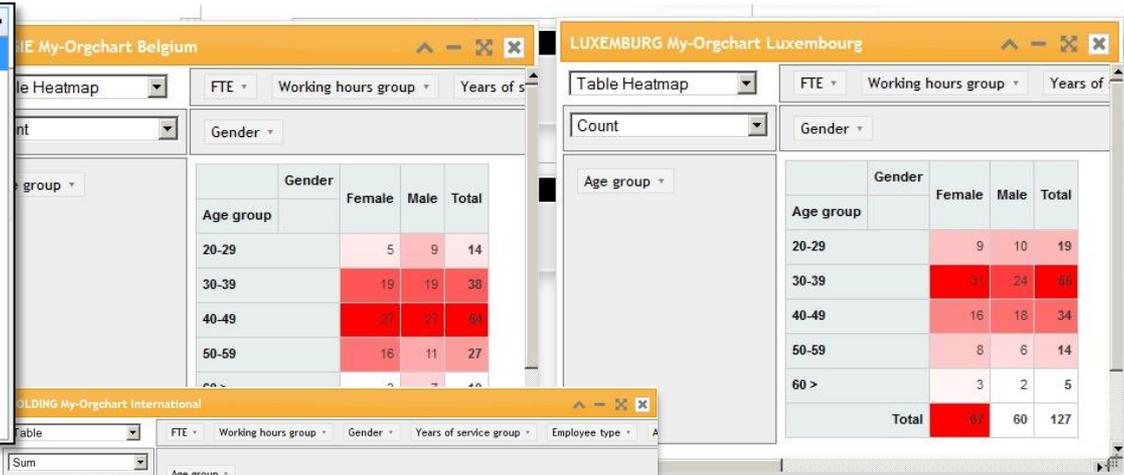
Report types

The user has 12 report types to choose from (drop down menu, top left).

Table is most common used, but color graphs and heathmaps are also possible.

Table gives you the opportunity to copy/paste your data (to a spreadsheet or other software).

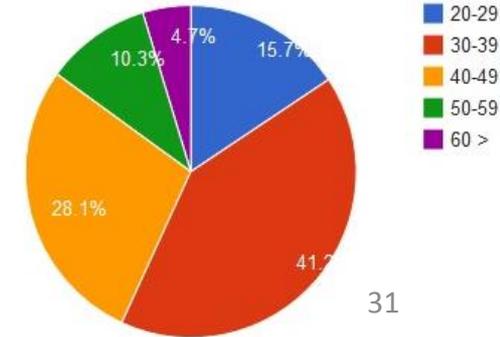
- Table
- Table
- Table Barchart
- Table Heatmap
- Col Heatmap
- Row Heatmap
- Pie Chart
- Bar Chart
- Stacked Bar Chart
- Column Chart
- Stacked Column Chart
- Line Chart
- Area Chart



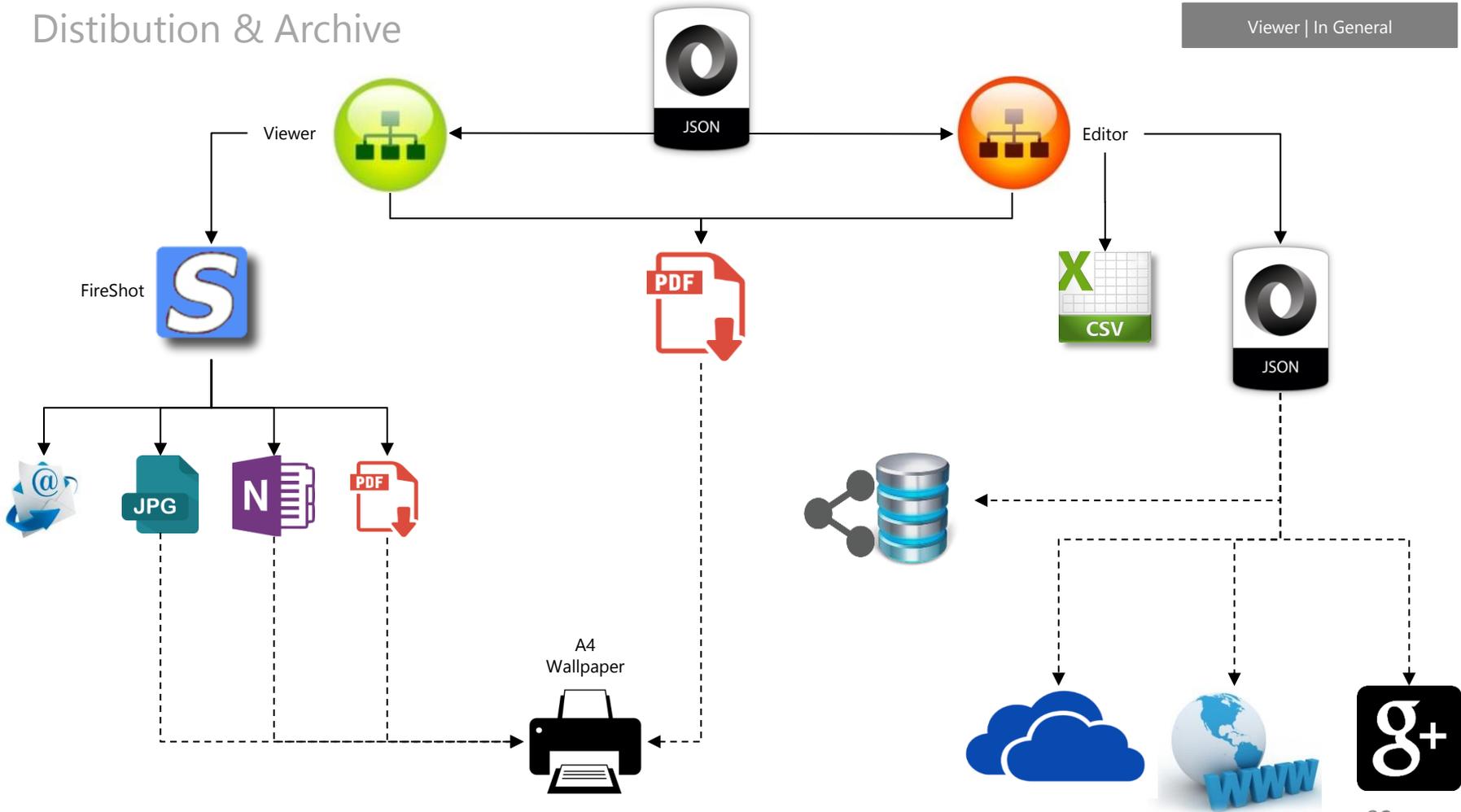
Sum(FTE salary) vs Age group by Salary scale

Age group	20-29	30-39	40-49	50-59	60 >	Total
1	5,559.31	12,453.04	8,043.72	11,255.11		37,311.82
2	3,061.05	3,042.85	7,381.05	2,881.87	1,554.00	22,900.50
3	3,738.25	3,898.33	12,054.00	9,553.07	2,491.06	36,735.51
4	7,429.72	12,176.42	8,852.38	8,076.32	2,723.50	37,258.32
5	2,628.67	7,899.00	10,961.47	9,036.50	3,526.00	36,249.64
6	5,137.52	17,147.85	13,677.11	8,038.00	3,171.50	45,169.98
7	3,575.15	13,448.16	9,914.72	10,965.81	4,782.00	41,665.88
8	3,972.52	11,103.21	18,117.62	12,402.82	4,895.83	50,401.78
9	9,989.82	23,119.67	28,839.33	11,368.33	9,092.50	85,354.76
10	8,435.67	18,349.89	25,611.72	12,929.24	9,309.44	72,616.10
11	17,473.00	20,031.45	18,818.25	21,542.75	11,175.00	87,040.45
12	4,683.52	30,589.90	30,910.50	15,652.00	10,244.16	92,269.14
13	3,672.50	33,515.70	32,482.99	18,007.50	4,774.00	93,652.69
14	9,529.33	29,604.08	39,068.50	18,104.99	1,343.25	95,650.17
Total	92,455.15	249,389.08	259,754.54	163,802.83	68,874.04	834,276.75

Sum(FTE salary) vs Age group



Distribution & Archive



Option	Method	Format	Size	
PDF-button	Export	PDF	Full-size	Print with a wallpaper-printer. No Edit.
FireShot	Capture	PDF	Full-size	Resize and edit. Print with any printer.
		PDF	A4	Breakdown till multiple A4's. Print with an A4-printer.
		JPEG, etc.	Full-size *	Photo-format. View with photo-viewer, or edit with Paint.
		One-Note	Full-size *	Export and print with One-Note.
		Application	Full-size *	Export to Facebook, Flickr, Picassa, Twitter, FTP, ...
		Email	Full-size *	Append to email.
		Clipboard	Full-size *	Load in Clipboard.

* Advise: downsize the orgchart first to the relevant part (use MakeTop, or Context-view).

Save as PDF

You can save the full orgchart in PDF-format by clicking on the PDF-icon:  .

The easy way to print an orgchart is to save it in PDF-format. The filename remains the same, but the filetype will change from JSON into PDF.

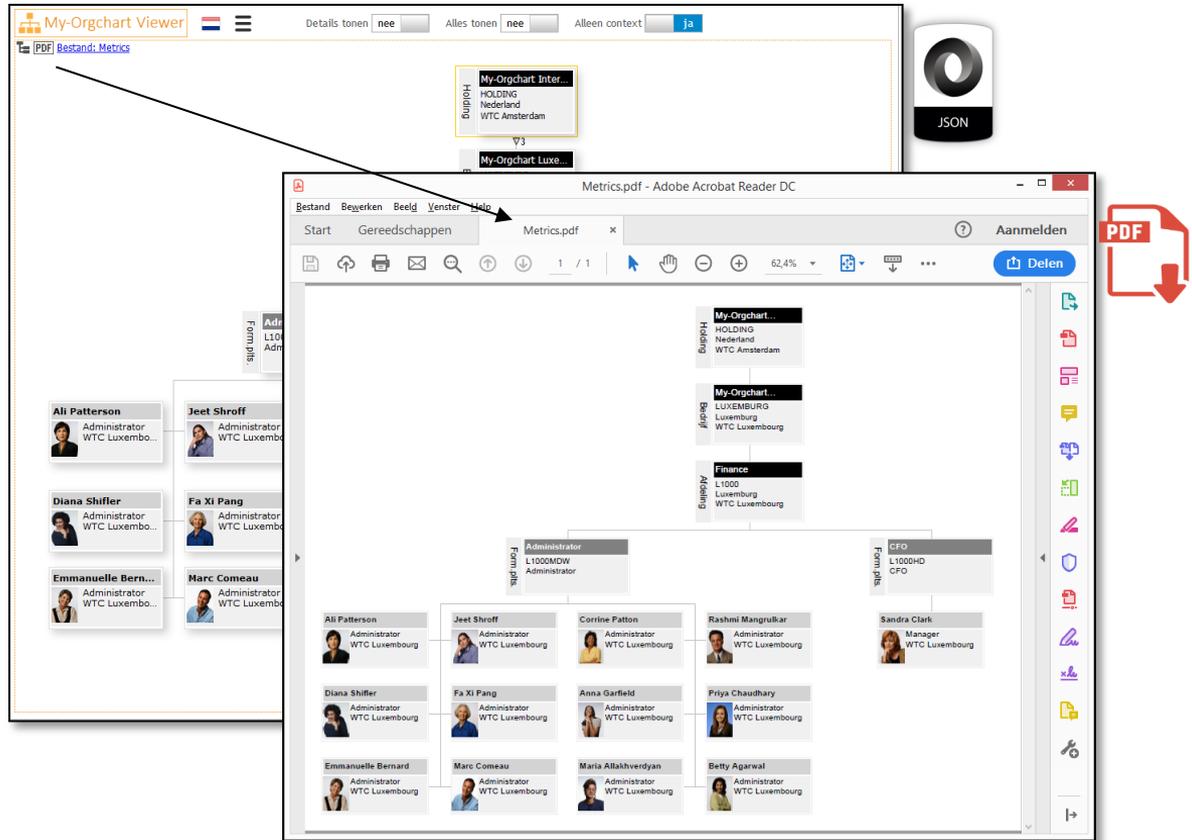
Once in PDF-format you can print the file directly or you can edit it first with a PDF-editor.

A few remarks::

1. Only the boxes that can be seen in the orgchart, will appear in the PDF-files. Hidden boxes will not appear.
2. Boxes are all saved in default format. Selected boxes will be downgraded, and dotted boxes will be upgraded to this format.
3. Detail and Metrics cards are not included in the PDF.

PS:

Once in PDF-format the file is no longer within reach of the Viewer functionality.



Screen Capture

- Install FireShot (free or paid version).
- A new icon will appear in your browser: 
- FireShot will make a screen capture as soon as you click on this symbol. The result will appear in a new browser tab. From there on, the FireShot functionality takes it over.
- FireShot will capture the **total** webpage, including the parts outside your screen.

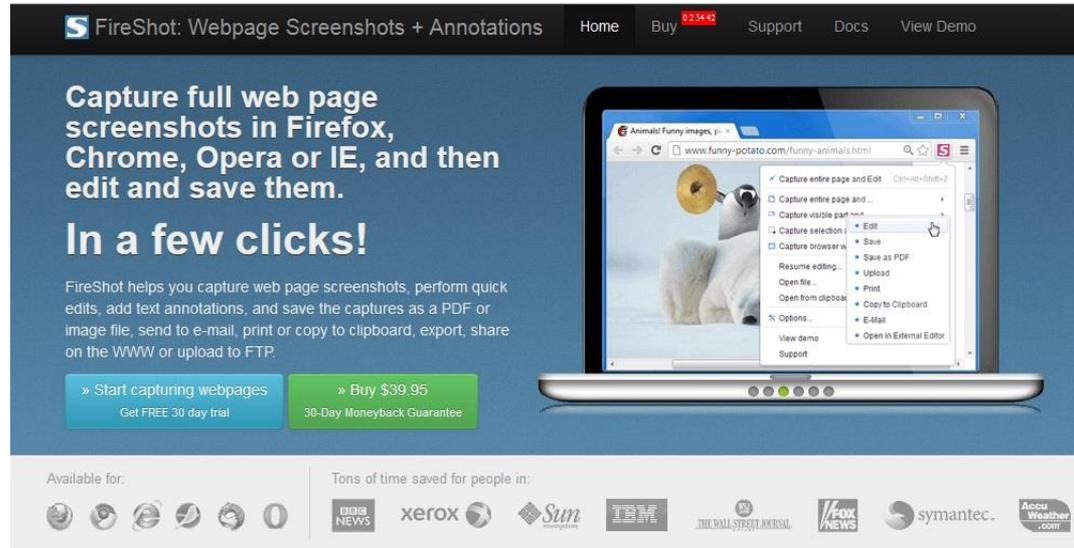
Prepare your orgchart

- Before you fire your FireShot, you have to prepare your orgchart with the Viewer.
- First, you bring your orgchart “on stage” and then, you remove the Viewer options by clicking on the Full Screen icon in the Ribbon Drop Down menu:  Full Screen

PS:

FireShot is an example of screen capture software, embedded in a browser.

Once captured, the file is no longer within reach of the Viewer functionality.



FireShot: Webpage Screenshots + Annotations

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Capture full web page screenshots in Firefox, Chrome, Opera or IE, and then edit and save them.

In a few clicks!

FireShot helps you capture web page screenshots, perform quick edits, add text annotations, and save the captures as a PDF or image file, send to e-mail, print or copy to clipboard, export, share on the WWW or upload to FTP.

» Start capturing webpages
Get FREE 30 day trial

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30-Day Moneyback Guarantee

Available for: 

Tons of time saved for people in: 

Capture

FireShot integrates with Firefox, Google Chrome, Internet Explorer, Seamonkey, Thunderbird and Opera.

By doing this, FireShot **can capture web pages entirely** providing a high quality output. It's also possible to capture a selection or just a visible part of the web page.

Edit

There's no need to run an external editor to quickly resize, crop, highlight, blur, or erase desired elements. It's also extremely easy to add some quick text annotations!

The captured web page is automatically opened in the built-in editor allowing you to perform all these tasks (and many more).

[View demo »](#)

Store

The captures can be quickly annotated and:

- Uploaded to Twitter, Facebook, Picasa, Flickr, imageShack, Custom HTTP of FTP server
- Saved to disk as a PDF, PNG, GIF, JPEG or BMP
- Copied to clipboard
- Printed
- E-mailed
- Exported
- Sent to Microsoft OneNote

