

OrgPlus® Premium

Organise. Visualise. *Strategise.*

Organisational Charting for Planning and Change Management

- ▶ Automatic Chart Creation, Maintenance and Distribution
- ▶ Connection to Current Human Resource Data
- ▶ Dynamic Scenario Planning and Reporting
- ▶ Track Workforce Changes
- ▶ Generate Employee HR Action Reports or PANs
- ▶ Microsoft Office Integration

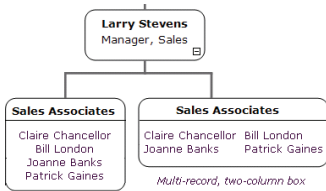
CHOSEN BY OVER 400
FORTUNE 500
COMPANIES

OrgPlus Standard is part of the OrgPlus family of solutions, which also includes:

- OrgPlus Premium
- OrgPlus Professional
- OrgPlus Enterprise
- OrgPlus Express
- OrgPlus Reader

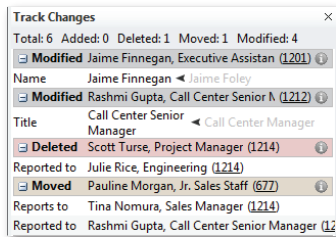
- ▶ OrgPlus is the industry-standard software for creating, maintaining and communicating organisational charts. Now with OrgPlus Premium, manage all human resources activities around workforce change from planning through reporting and documentation. OrgPlus Premium enables you to design your future organisation, and automatically create all the reports and HR forms you need to action workforce changes.
 - ▶ **Create Charts Automatically**
OrgPlus Premium creates organisational charts automatically from virtually any database, and integrates directly into a wide range of HR systems and directory services. Data can be imported from several file formats such as CSV, XLS and XML.
 - ▶ **Customise Charts**
Create boardroom quality charts for the organisation, management team or board of directors. Personalise your charts by effortlessly applying 36 colorful, professionally designed templates. Also select from various box layout options such as multi-column or multi-record to more efficiently visualise large groups. Use optimised branch styles to eliminate repetitive steps and improve chart views.
 - ▶ **Understand the Organisation**
OrgPlus Premium embeds over 36 commonly used HR views into Predefined View Templates. Just map your data to OrgPlus fields and quickly toggle through organisational views ranging from contact information to salary and diversity analyses.
 - ▶ **Automate Chart Updates**
Refresh and republish the chart data on a scheduled basis to ensure that your employees always have the latest information. The process of communicating organisational information becomes completely automated.
 - ▶ **Plan for the Future**
Intuitive and powerful modeling helps you create and communicate organisational scenarios. Set limits for headcount, total compensation or any other parameter and watch your changes take place as you update your chart.
- ▶ **Track Every Change to Your Workforce**
Start with your current org chart and make the changes you need: add or remove positions, redeploy employees and update their information, such as titles or salary. OrgPlus Premium keeps track of every change you're planning to make.
- ▶ **Monitor Effects of Proposed Changes**
See how org changes impact financial projections, span of control and other KPIs. Confirm each change, and manage the financial and headcount effects of the planned changes.
- ▶ **Easily Collaborate and Review**
Every change to the org chart is recorded so you can easily share ideas with colleagues and can then accept or reject changes. OrgPlus Premium keeps a full audit trail of each change made, including who made the change and when.
- ▶ **Produce HR Action Forms**
Once changes have been made and approved, OrgPlus Premium generates all your employee HR action forms or Personnel Action Notices (PANs) for entry into your HR system. OrgPlus Premium ensures that your organisational data will always be accurate with new hire, separation, and transfer information.
- ▶ **Access Detailed Reporting**
Choose from over two dozen predefined reports or create your own to easily view comparisons, summaries and other detailed information that meets all of your HR reporting needs.
- ▶ **Integrates with Microsoft Office**
OrgPlus technology is embedded in Microsoft Office applications ensuring compatibility with your existing software investments.

Feature Overview

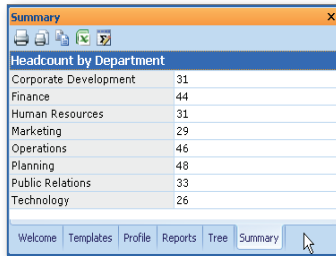


Multi-record box

Create customised charts with multi-record, multi-column boxes.



Improve reporting capabilities with chart comparison summaries.



Understand pre-defined metrics with summary criteria panels.

Track Changes

- Tracks and displays history of changes such as adding or removing positions, redeploying employees and updating salary information.
- View summaries and details of all your changes in exportable Excel reports.
- Share charts with your managers or team members and easily accept or reject changes.
- Produce a navigable, boardroom quality PDF or PowerPoint presentation of the current and proposed organisations.
- Create summary and detailed reports of changes and metrics.
- Generate Personnel Action Notices (PAN) and reports that translate your org chart actions into HR transactions.

Planning Tools

- Create summary panel to understand predefined metrics such as headcount, salaries and similar values.
- Calculate salaries, headcount roll-ups, averages, fractions of total, standard deviation and more.
- Create budgets from chart data.
- Utilise drag-and-drop calculating and dynamic hierarchical reporting tools.
- Define criteria to view pre-defined groups at a glance.
- Uncouple hierarchy between charts in different tabs for scenario planning, without affecting the primary chart.
- Insert comments in OrgPlus charts to clarify organisational changes.

Data Import and Export

- Connect to almost any live database. Import data from sources including LDAP, Active Directory, ODBC, OLE DB, Oracle, SQL Server, SAP HR-OCI, TXT, and XLS. Retrieve data from almost any HR system.
- Refresh data with one click.
- Identify and correct gaps in 'reports-to' information with integrated orphan management.
- Merge fields during imports.
- Specify assistants, chart breaks, chart collapse points and branch styles during import.
- Specify alternate managers to indicate matrix or shared reporting relationships.
- Filter data to create charts for specific departments.

Chart Formatting

- Choose from over 100 pre-made view, chart and box style templates.
- Include images and pictures in boxes that autofit to content.
- Use box layout options with multi-records and multi-columns.
- Create multiple tabs within a single file.
- Customise charts with fill effects, including gradients and textures or background template.
- Automatically break large charts into smaller, more manageable sub-charts for analysis.

Integrated Data Management and Reporting

- View organisational information in over two dozen pre-defined reports.
- Compare chart versions.
- Define archiving rules to quickly retrieve past and present information.
- Create phone lists, salary tables, headcount roll-ups, directories and profiles.
- Perform spreadsheet functions on data in chart boxes, such as roll-up totals, averages, and fractions.
- Show or hide sensitive data.
- Insert links to other files that contain employee-related information.
- Search and sort chart data within charts.

Chart Publishing and Sharing

- Distribute charts by publishing directly to a corporate intranet or shared network folder.
- Create PowerPoint presentations, MS-Word booklets or PDF documents complete with title page, table of contents and index, as well as a hyperlinked slide or page for each sub-chart.
- Distribute charts via email from within OrgPlus.
- Set up schedules to refresh and distribute your published files automatically.

Integration with Microsoft Office

- Create, view and edit OrgPlus-created files from within Microsoft Office.
- Use charts in Microsoft Office applications with object linking and embedding (OLE).
- Export chart or report data to Excel for further analysis.

HUMANconCEPTS

Workforce Modelling and Intelligence

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System Requirements

Processor Requirements:	- Modern processor (at least 500MHz)	Environment:	- Administrator rights required to install OrgPlus
Operating System Requirements:	- Windows XP (SP2) - Windows Vista - Windows 7		- Internet connection recommended for product activation
Minimum Memory Requirements:	- For Windows XP: 256MB - For Windows Vista: 512MB - For Windows 7: 512MB	CR-ROM or DVD Drive:	- Used when installing from a CD
	- 1GB recommended - 2 GB > 10,000 boxes - 4 GB > 30,000 boxes	Minimum Graphics Requirements:	- 1024 x 768 resolution (1280 x 1024 recommended)
		Microsoft Office Requirements:	- Office XP (SP3) - Office 2003 (SP2) - Office 2007 - Office 2010
Minimum Hard Disk Requirements:	- 80MB of free disk space	Browser Requirements:	- Internet Explorer 7 - Internet Explorer 8