

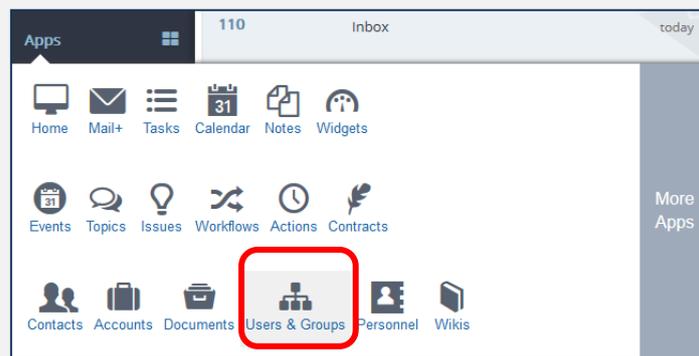


How to create your organizational chart with Comidor



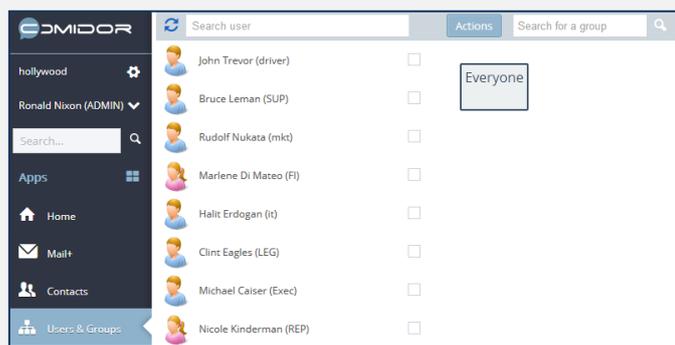
How to create your organizational chart

The organizational chart represents the structure of the company and, based on its accuracy, the company information is flowing amongst the correct directions. One of the first-to-complete applications of Comidor is the “Users & Groups”. From the Apps choose to open the “Users & Groups” unit.

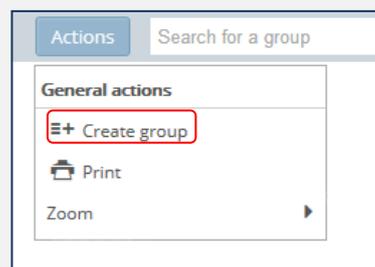


Create new group

1. This is the screen you see the first time you enter in the unit as administrator. There is only one group with no user in it. You should create new groups to start building your organizational chart.

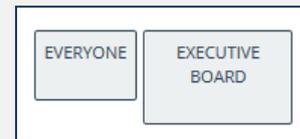


2. You can create a new group of users very easily. Click the “Actions” button and hit “Create group”.



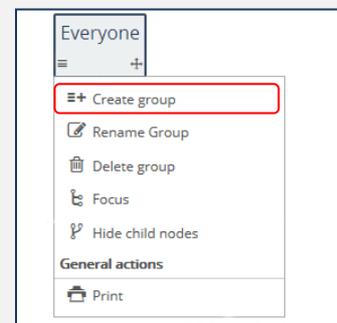
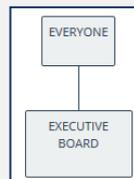
3. Give a **name to the group** and select if it is Affiliate (group with guest users, externals, contractors, one-off users etc) or Virtual group (group with users from different departments).

4. Click **“Create”**. The new group appears in your screen next to the previous group.

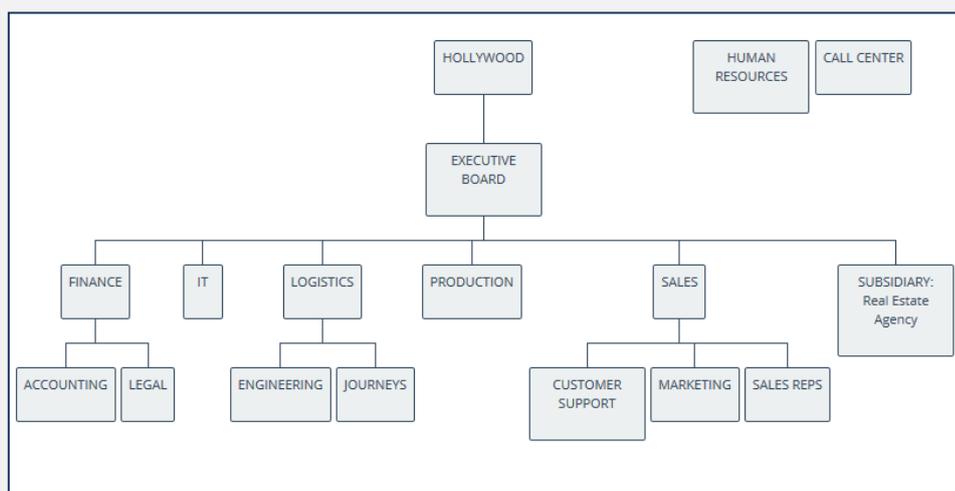


5. You can also create a new group by clicking the options button  and select **“Create group”**.

In this case, the new group appears under the previous group.



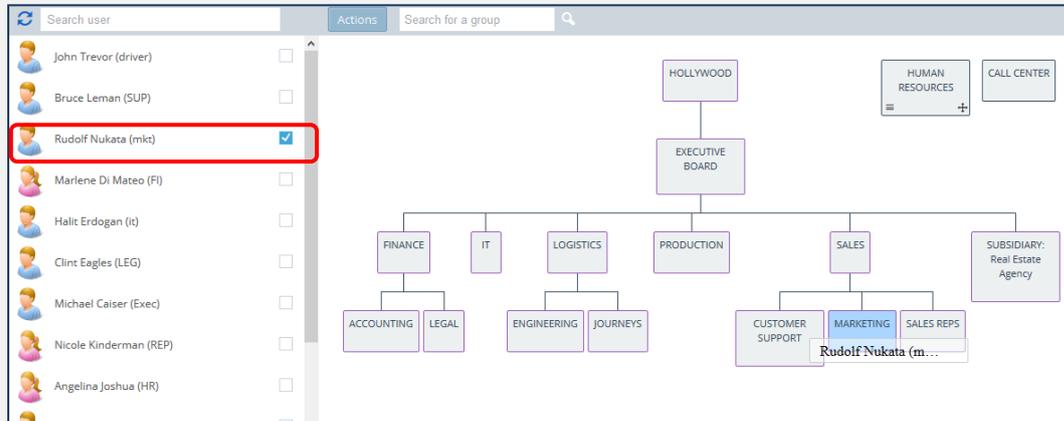
6. **Repeat** these steps in order to create all the groups of your organization. Of course you can add a new group at any time.



B

Add users to group

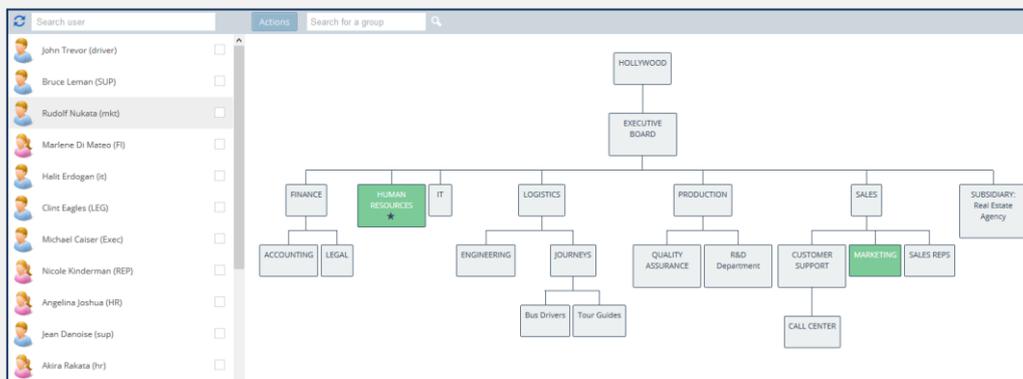
Adding users to a group is a straight forward process. Click on a user at the left column and simply **drag&drop the user** in any group. You can also select multiple users and repeat the same procedure.



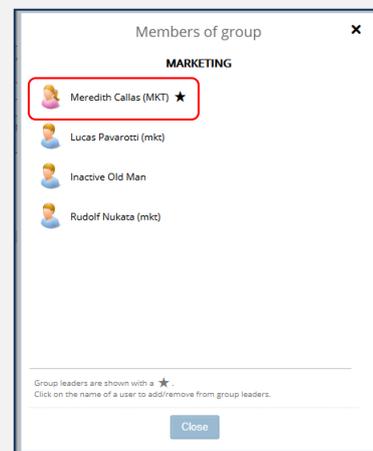
C

Define group leader

1. Click a user and see the groups that he belongs (the relative group(s) become green).



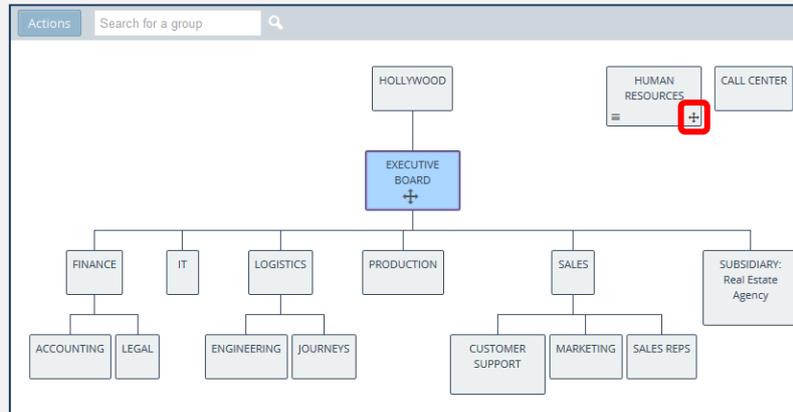
2. View the members of every group simply by clicking on the group.
3. Click on any user and make him a team leader. A star next to the name indicates the team leader(s) of the group.



D

Move a group

Move a group under any group you like simply by clicking the cross  in the group you want to move and **drag&drop** it under the one you want it to be.



In order to **edit a group**, click the options button and select “Rename Group”



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