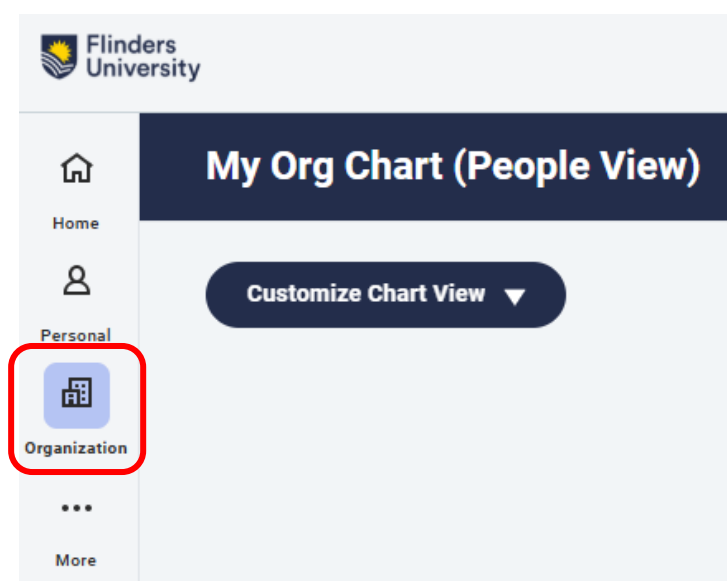


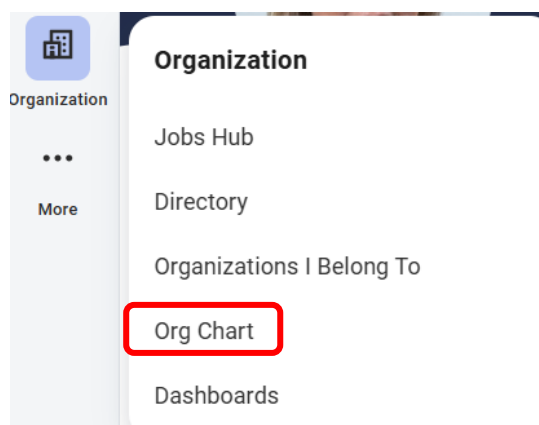
How to View and Export Organisational Charts in Workday

Option 1: View Your Own Direct Reports

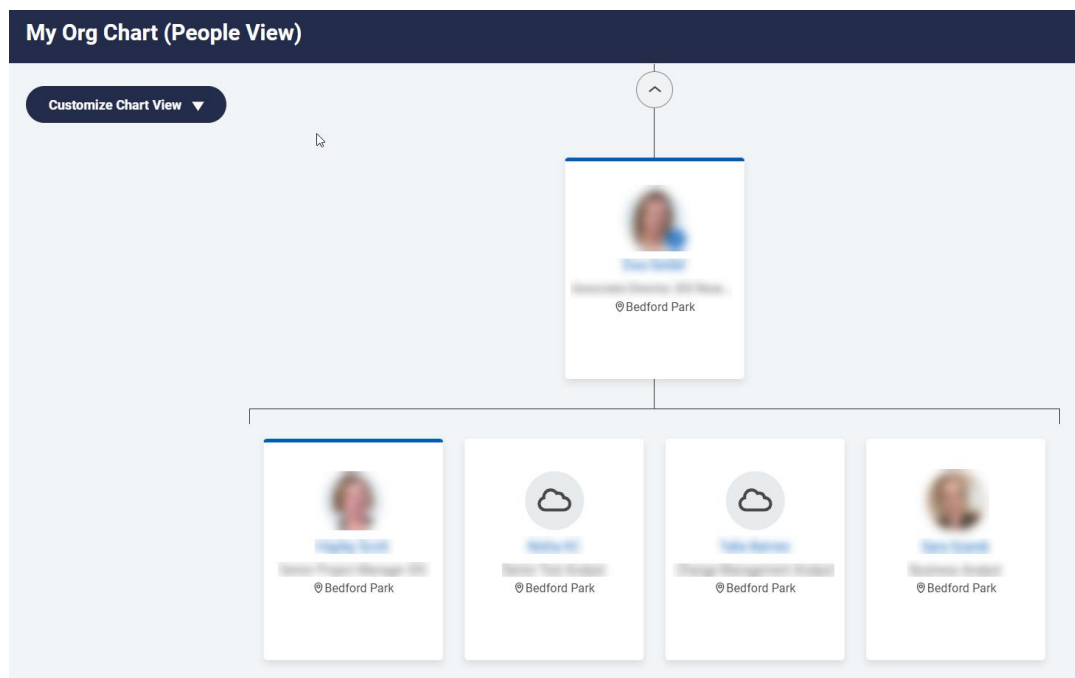
1. Once logged in to Workday, click on the **Organization** button on the left-hand side.



2. Click on **Org Chart**.

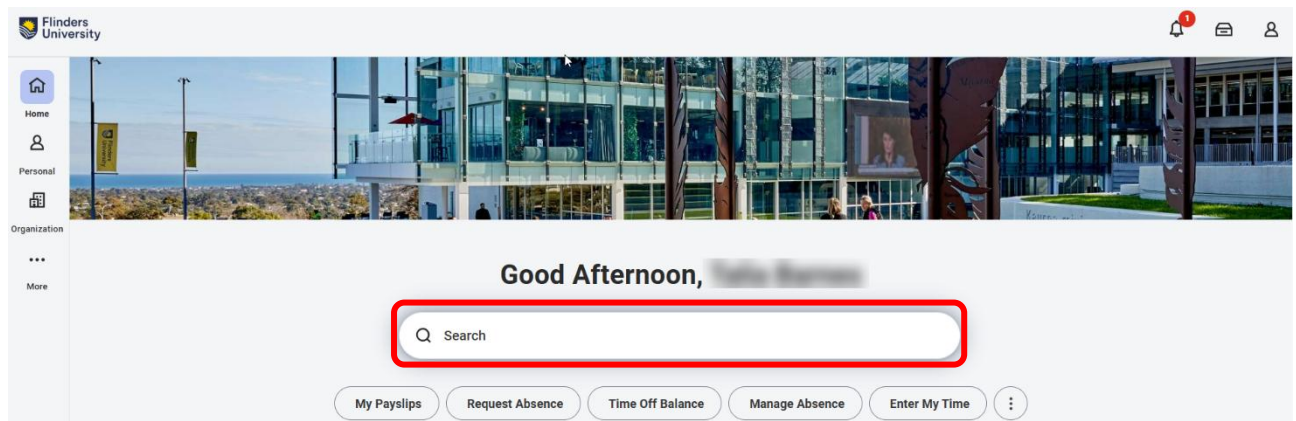


3. All employees who report to you will be shown in the My Org Chart (People View) screen.

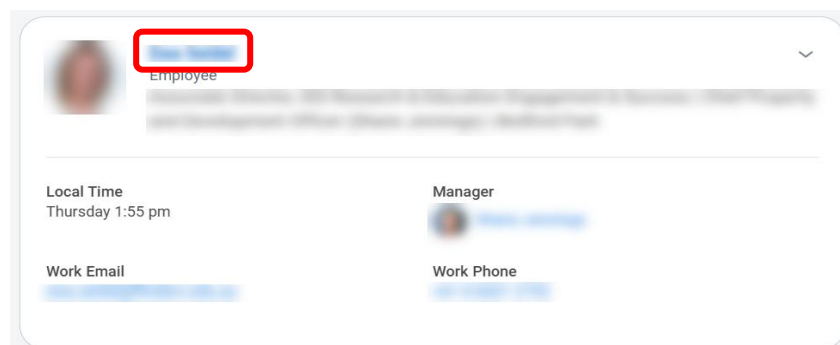


Option 2: View Someone Else's Direct Reports

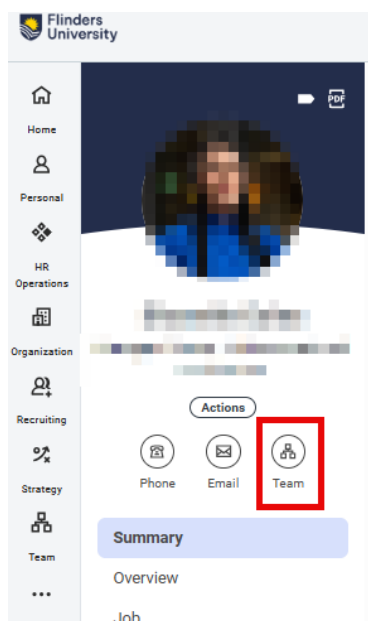
1. In Workday, **search** for the person whose direct reports you want to view.



2. Click on the person's name (in blue).



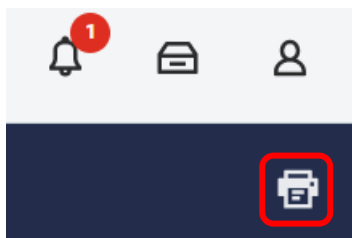
3. Click on the **Team** button.



You can now view reporting lines on the **My Org Chart (People View)** screen.

Option 2: How to Export Organisational Chart

1. Once you have navigated to the **My Org Chart (People View)** screen using either of the two options above, click on the **Print Org Chart** button at the top right-hand side of the screen.



2. The **File Name** will auto-populate. Select the applicable **File Format** from the dropdown menu and the number of **Levels** of Organisational reporting you want. You can opt to **Include Pictures** by checking the box. Press **Print**.

A screenshot of the 'Print Org Chart' dialog box. It has a title bar 'Print Org Chart'. Below the title are three input fields: 'File Name' with a red asterisk and a text box containing a greyed-out name; 'File Format' with a red asterisk, a dropdown menu showing 'Excel', and a downward arrow; and 'Levels' with a red asterisk, a dropdown menu showing '1', and a downward arrow. Below these fields is an 'Include Pictures' checkbox, which is currently unchecked. Underneath the checkbox is a small line of text: 'Preparing your document, do not close this window...Preparing your document, do not close this window...'. At the bottom of the dialog are two buttons: 'Print' (highlighted with a red rectangular box) and 'Cancel'.