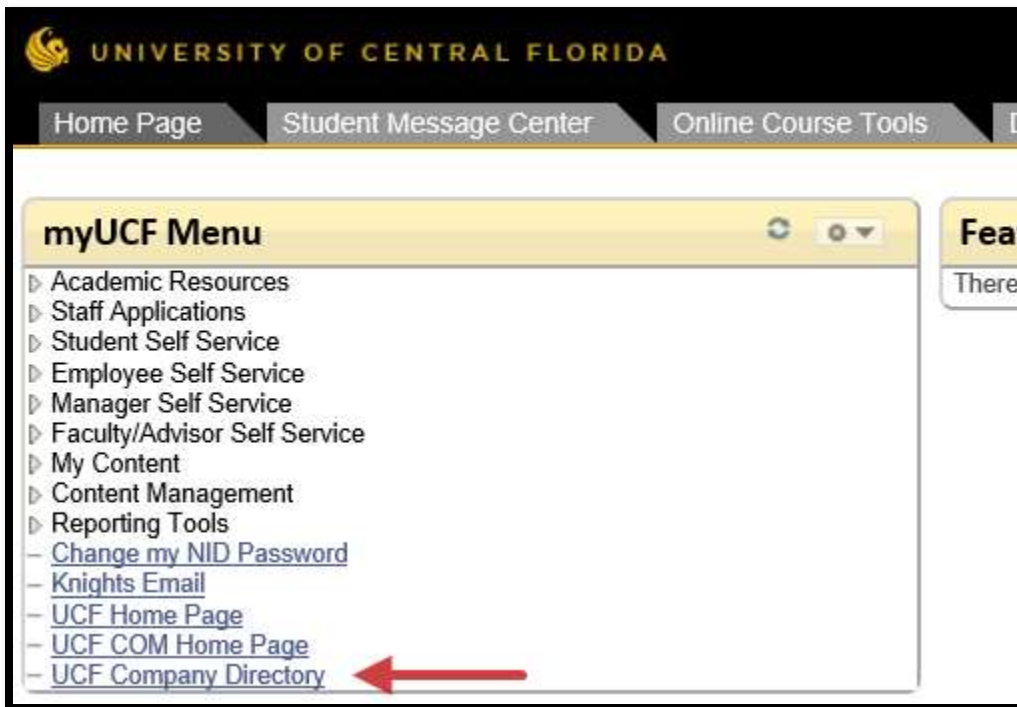




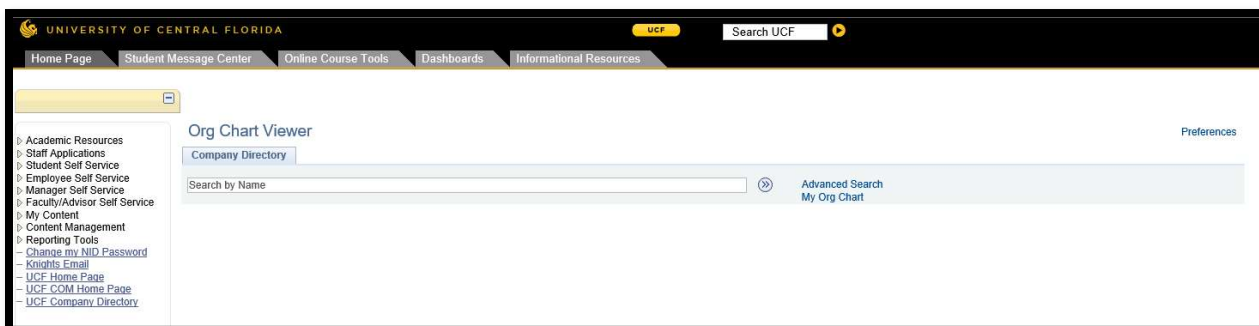
UCF Company Directory

Getting Started

1. Logon to the **myUCF portal** (my.ucf.edu).
2. From the **myUCF Menu**, navigate and click on the **UCF Company Directory** link.



3. The **Org Chart Viewer** search page opens





Human Resources

Note:

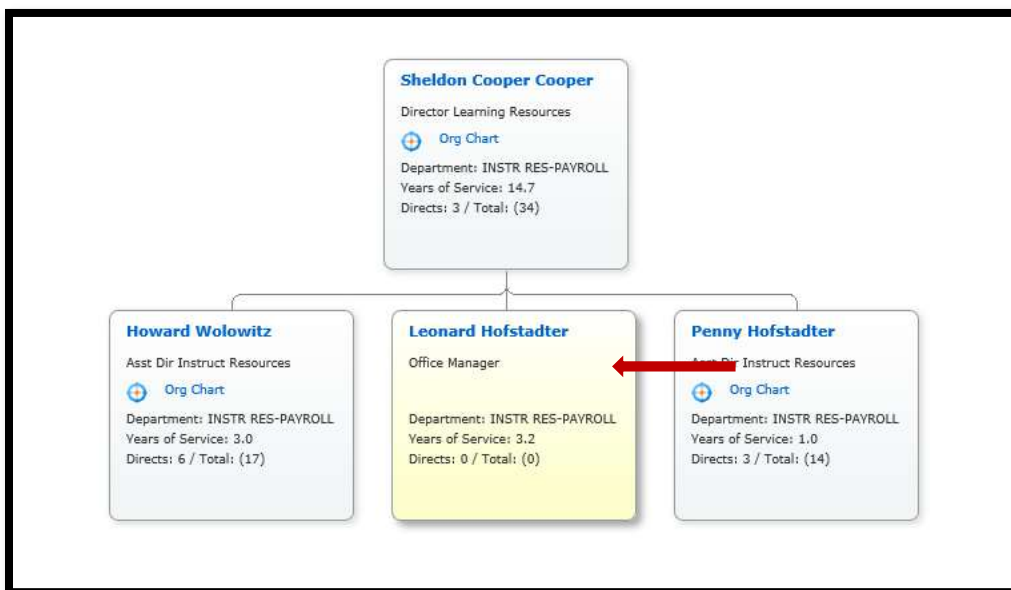
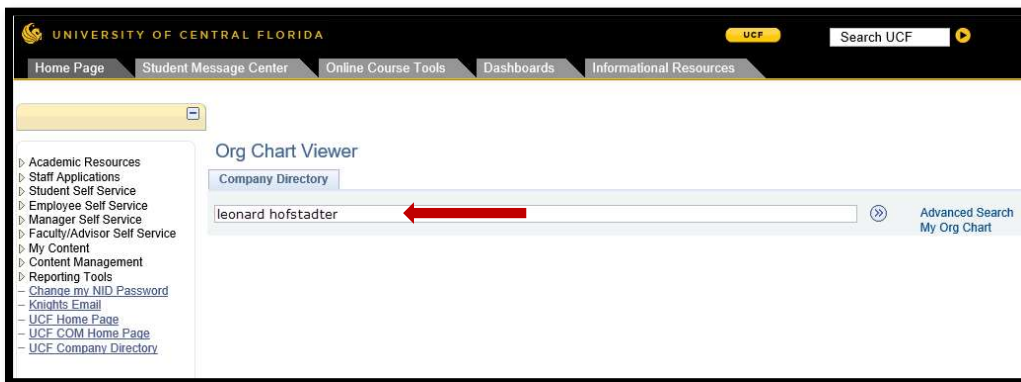
- Feel free to click on the [-] on the **myUCF Menu** to collapse the menu and give you a full display of Company Directory
- You may also use the following keyboard combinations to zoom in or zoom out as well as reset your display to normal view.
 - **CTRL +** will increase the view display
 - **CTRL -** will decrease the view display
 - **CTRL 0** will set your screen back to the default size

4. You have three options on this search page:

- In the search field, you can search for anyone by **Name**
- Click the **My Org Chart** link to view your organizational chart
- Click the **Advanced Search** to get a list of available search options and do a refine search

Visit the Company Directory website (<http://hr.ucf.edu/company-directory/>) to see a video presentation on the three options.

Option #1: In the search field you can search for anyone by Name

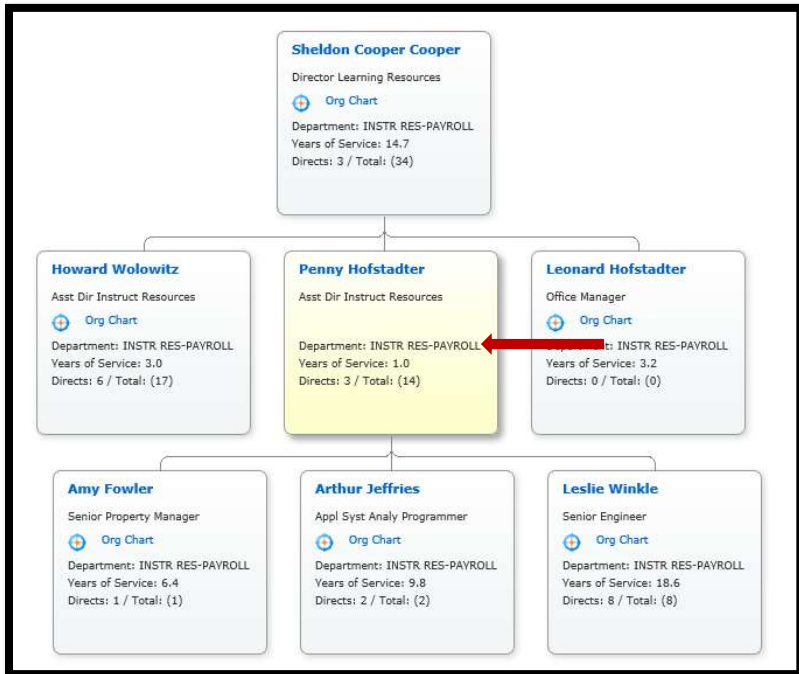




Human Resources

Option #2: Click the My Org Chart link to view your organizational chart

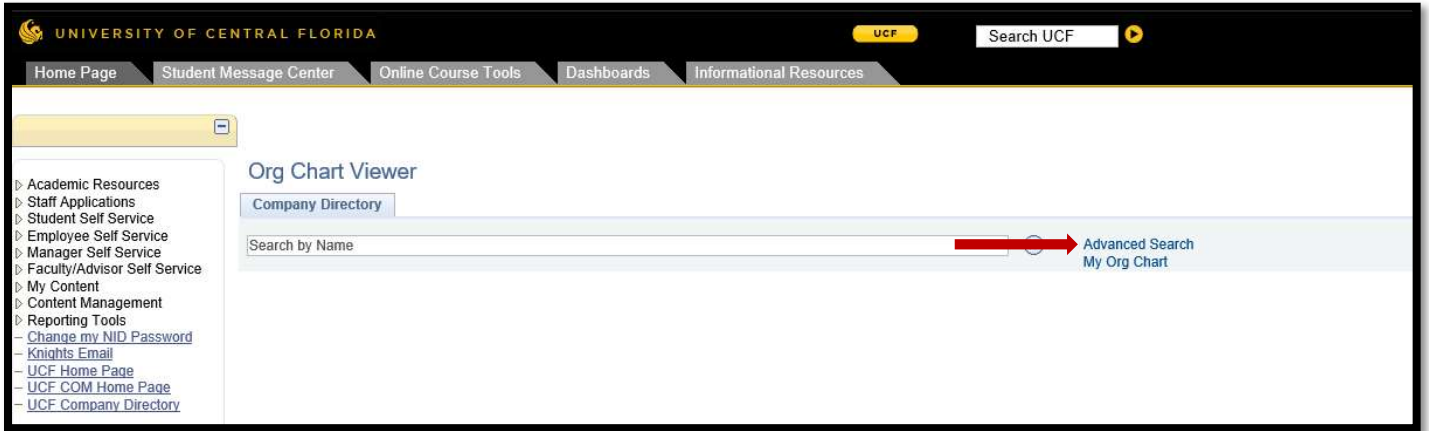
The screenshot shows the UCF Human Resources portal. At the top, there is a navigation bar with 'Home Page', 'Student Message Center', 'Online Course Tools', 'Dashboards', and 'Informational Resources'. A search bar on the right contains 'Search UCF'. On the left, a sidebar lists various resources like 'Academic Resources', 'Staff Applications', and 'Employee Self Service'. The main content area is titled 'Org Chart Viewer' and includes a 'Company Directory' tab, a search box labeled 'Search by Name', and a red arrow pointing to a link that says 'Advanced Search My Org Chart'.





Human Resources

Option #3: Click Advanced Search to get a list of available search options



In this example, **Job Title**: Property Manager was searched.

The 'Advanced Search' form contains several search criteria, each with a 'begins with' dropdown menu and an input field. The criteria are: Name, Last Name, Second Last Name, Alternate Character Name, Middle Name, Email, Company, Department, Job Title, Location, Telephone, Phone Extension, and Country. The 'Job Title' field is filled with 'property manager' and has a red arrow pointing to it. At the bottom of the form are 'Search' and 'Reset' buttons, and a link for 'Show Basic Search'.

Search Results		Find View All First 1-4 of 4 Last					
Name	Job Title	Department	Telephone	Email	Location	Company	Country
Aria Montgomery	Property Manager	HRIS PAYROLL		EADTest@ucf.edu	Main Campus (Orlando)	UCF Payroll Services	United States
Ezra Fitz	Property Manager	RM-DIRECTORS OFFICE PAYROLL		EADTest@ucf.edu	Main Campus (Orlando)	UCF Payroll Services	United States
Toby Cavanaugh	Property Manager	FN ACT-BUDGET-OPERATIONS		EADTest@ucf.edu	Main Campus (Orlando)	UCF Payroll Services	United States
Monica Rodriguez	Property Manager	FN ACT-BUDGET-OPERATIONS		EADTest@ucf.edu	Main Campus (Orlando)	UCF Payroll Services	United States

First 1-4 of 4 Last



Human Resources

Note: You may also access the **UCF Company Directory** by navigating, from the **myUCF Menu** to **Staff Applications – Human Capital Management**. There you will see a pagelet for **Company Directory**.

Managers:

While in **Company Directory**, you will see a second tab called **Direct-Line Reports**. This will reflect the reporting structure of your direct and indirect reports. This will allow you to perform searches for any employees that report to you.

Are you interested in downloading the org chart to MS Visio?

You can download a larger organizational chart to MS Visio as long as the person in focus is the head of the department.

Visit the Company Directory website (<http://hr.ucf.edu/company-directory/>) to view and/or download a pdf document on how to download the organizational chart to MS Visio.

*Please note the **MS Visio Instructions** are written with the understanding that the user is familiar with the MS Visio software. If you need help with how to use MS Visio or if you need access to the MS Visio software, please contact your departmental IT Manager.*