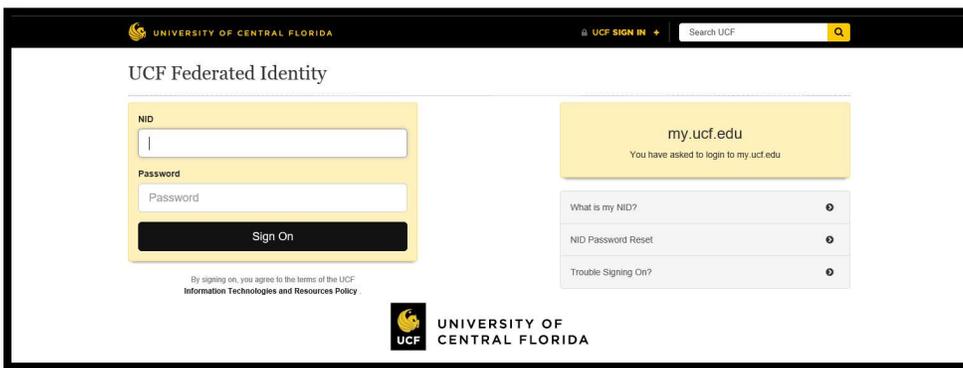




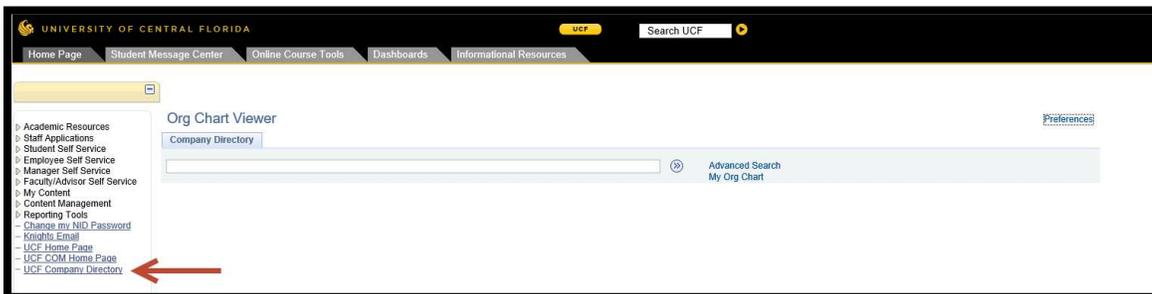
Downloading the Org Chart to MS Visio using Internet Explorer

Please note, these 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.

1. Log into the **myUCF portal** (my.ucf.edu).



2. From the **myUCF Menu** click on the **UCF Company Directory** link.





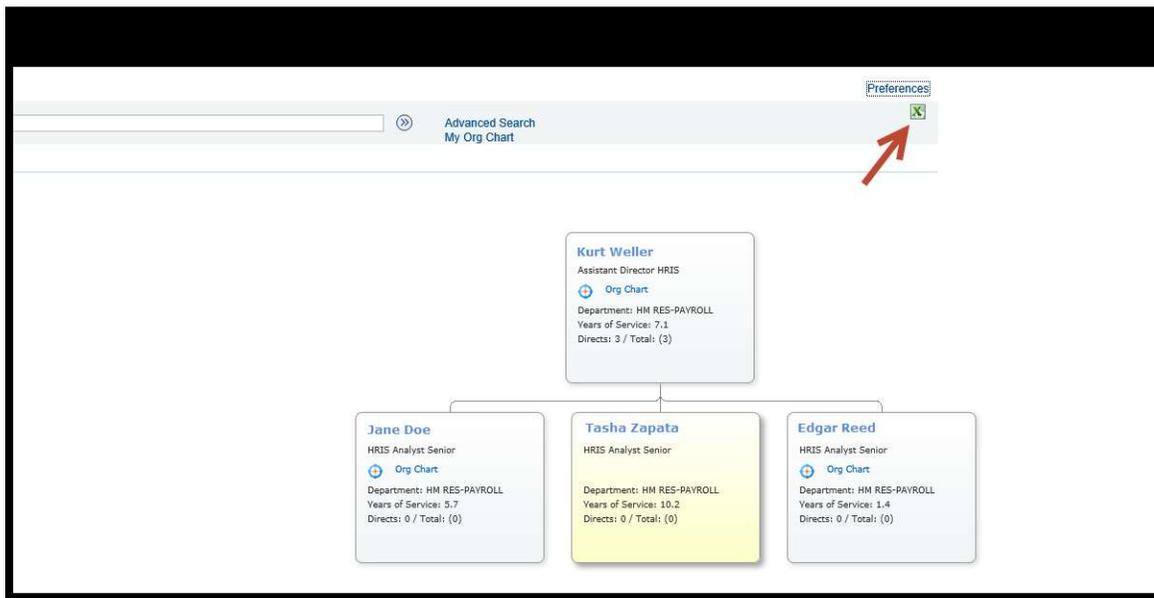
Human Resources

3. In the Search field, search for the person's Org Chart you like to download.



Note: If you want to produce an org chart of an entire department, make sure the person in the top tier is head of the department.

4. Click on the xl icon



5. Then select the **CSV for Visio** radio button and click **Ok**.



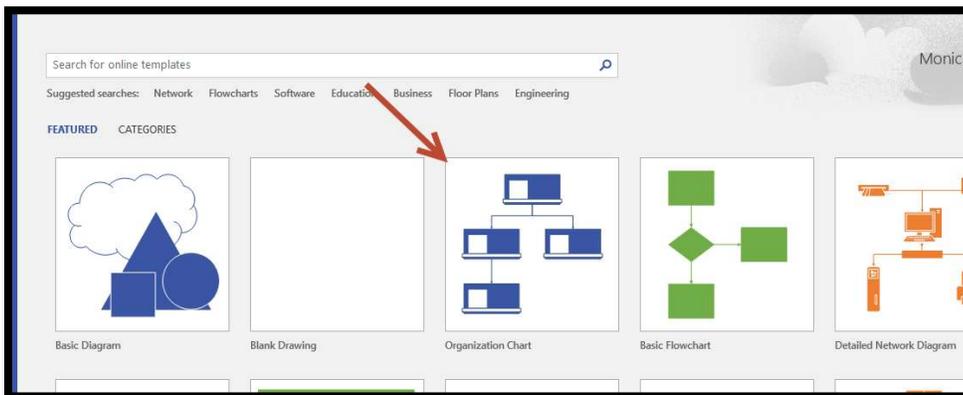
6. A browser pop up window will appear at the bottom of your screen. Click **Save**.



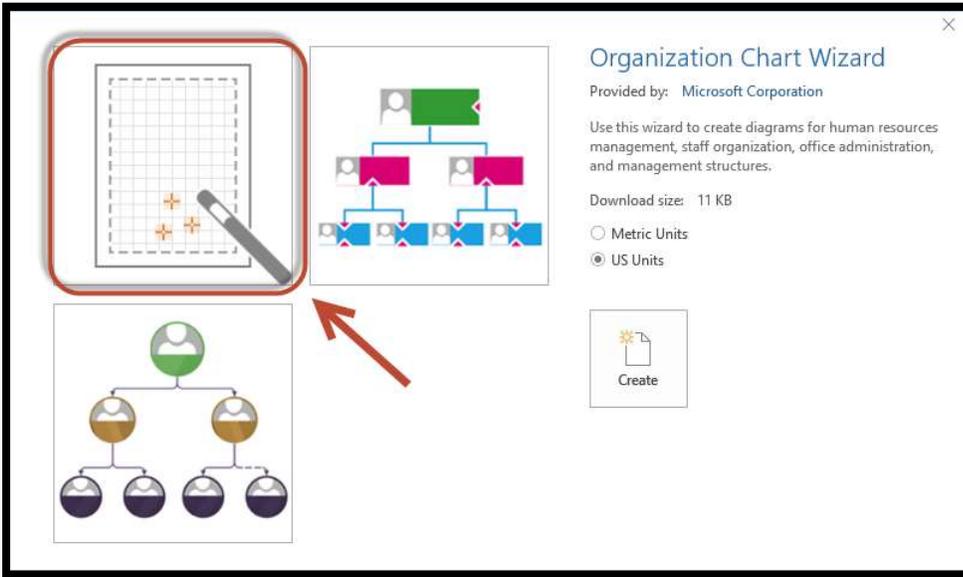
7. Then, click **Open Folder**.



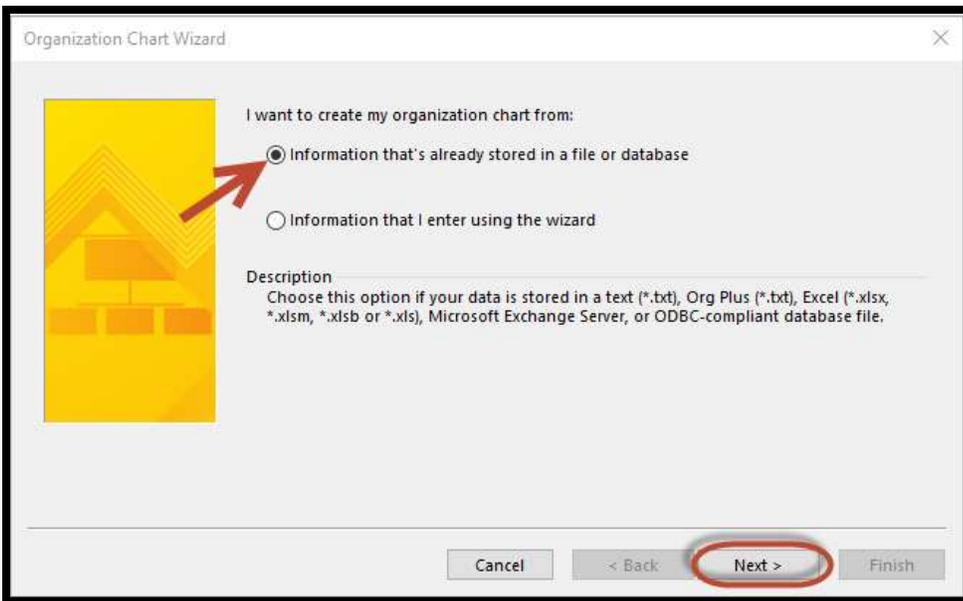
8. Launch MS Visio 2016 and select the **Organization Chart** template, then click **Create**.



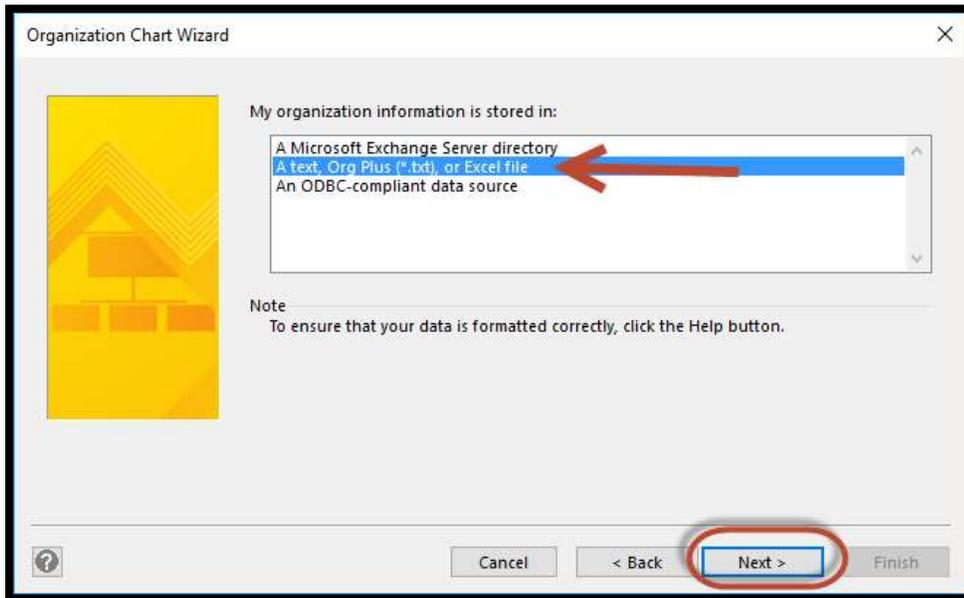
9. An Organizational Chart window appears; select the option for the **Organization Chart Wizard** and select **Create**.



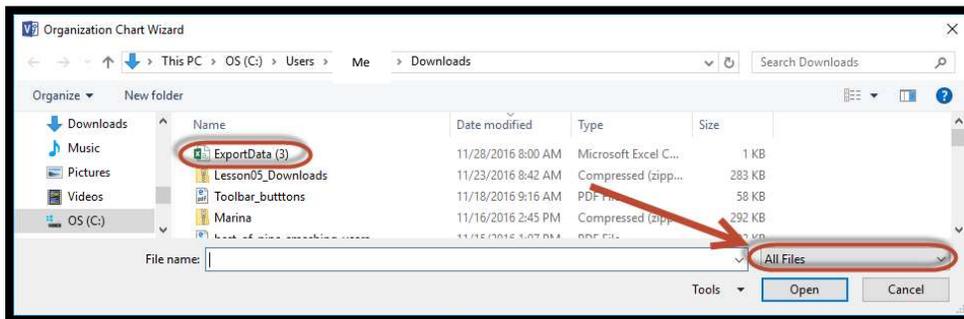
10. The **Organization Chart Wizard** will open, step through as follows:



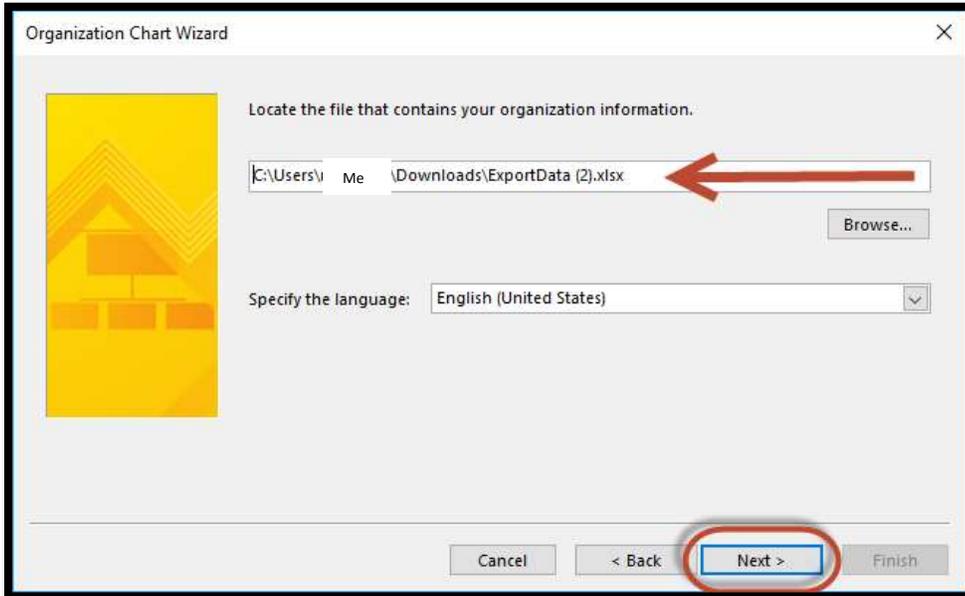
11. Select the second option: **A text, Org Plus (*.txt), or Excel file**, click **Next**.



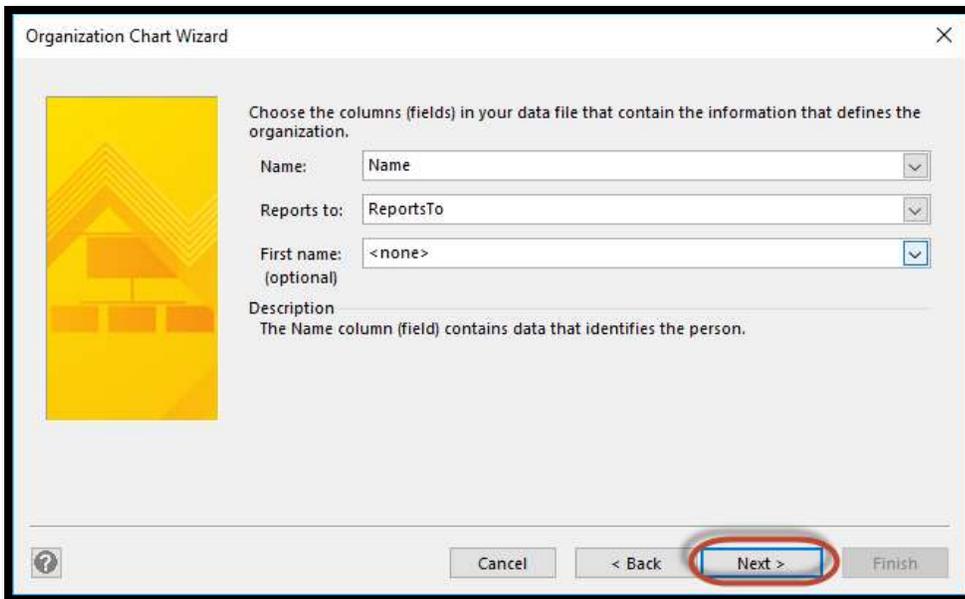
12. Browse to where the **ExportData.csv** file was saved. Change the File Type to **All Files**, then locate the file and click **Open**.



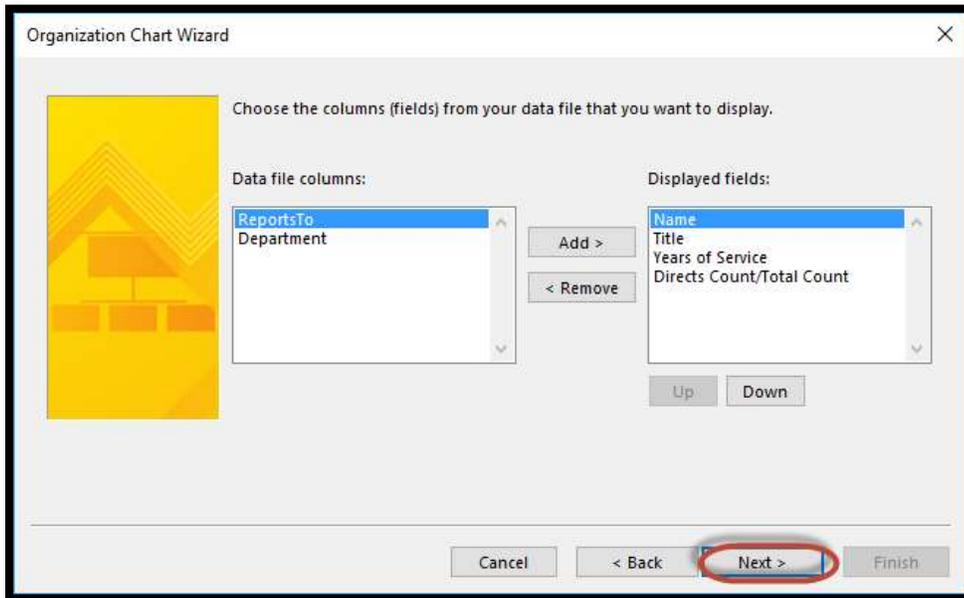
13. Verify the path, click **Next**.



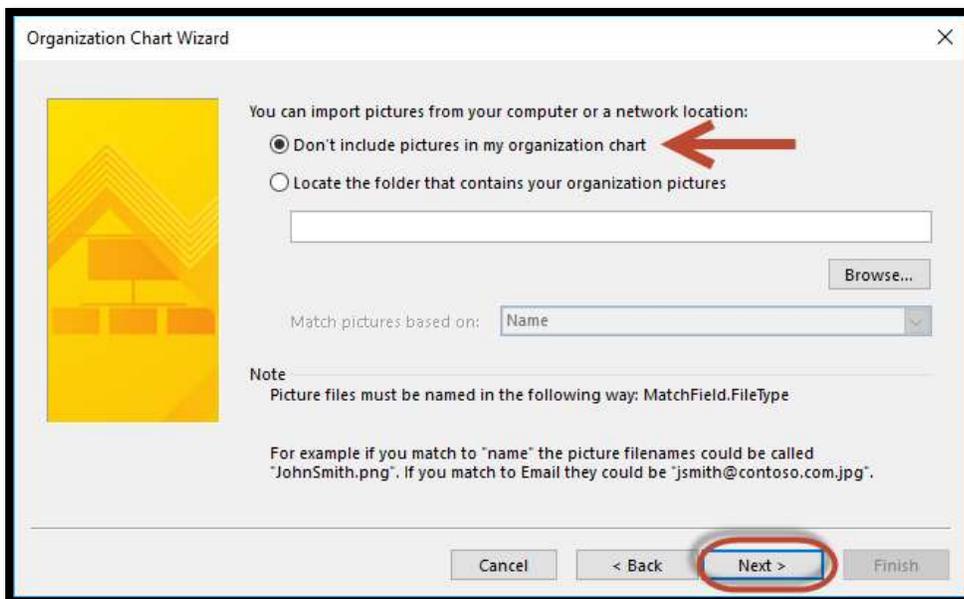
14. Leave default, click **Next**.



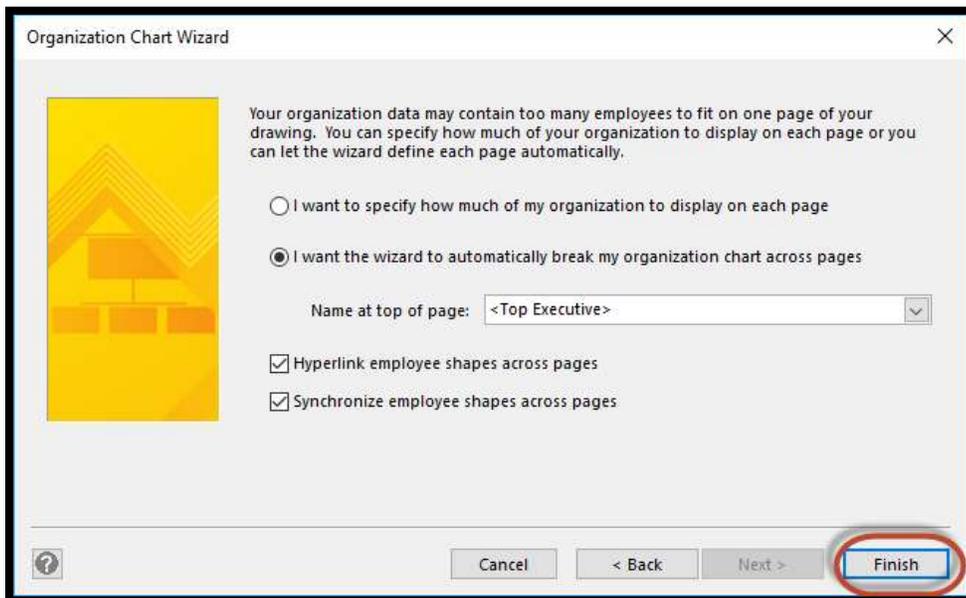
15. Choose the file columns as needed, click **Next**.



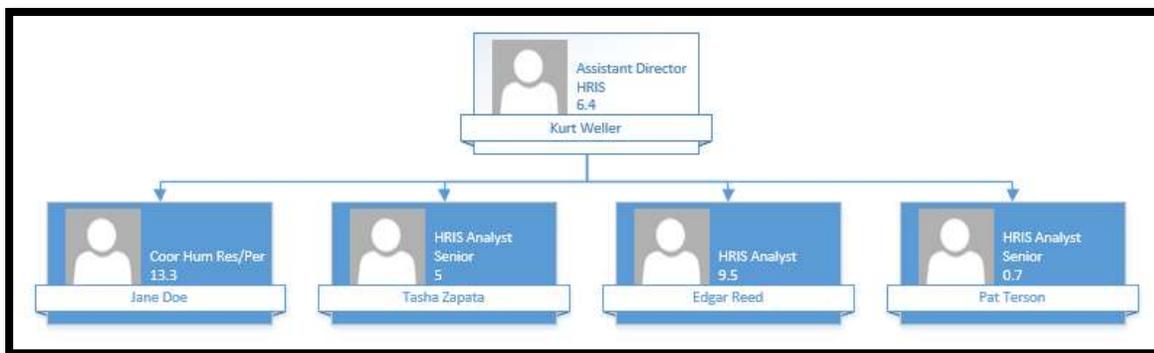
16. Leave as default, click **Next**.



17. Leave as default, click **Finish**.



18. And there you have it



Please Note:

- The more direct reports and indirect reports the person has the more Visio charts it will create. Make sure to review the extra pages/tabs MS Visio creates.
- For help with the output please visit the HR Company Directory site (<http://hr.ucf.edu/company-directory/>) and review the FAQs.