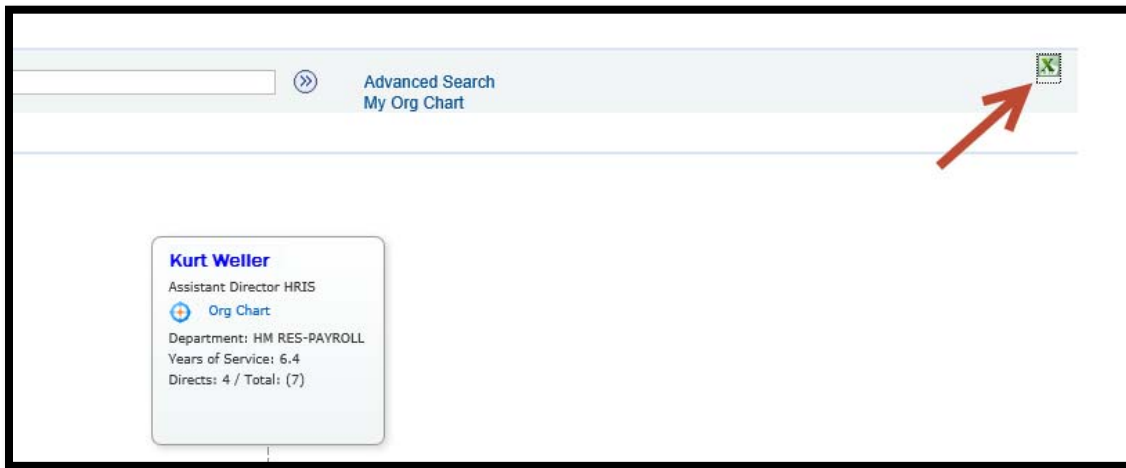


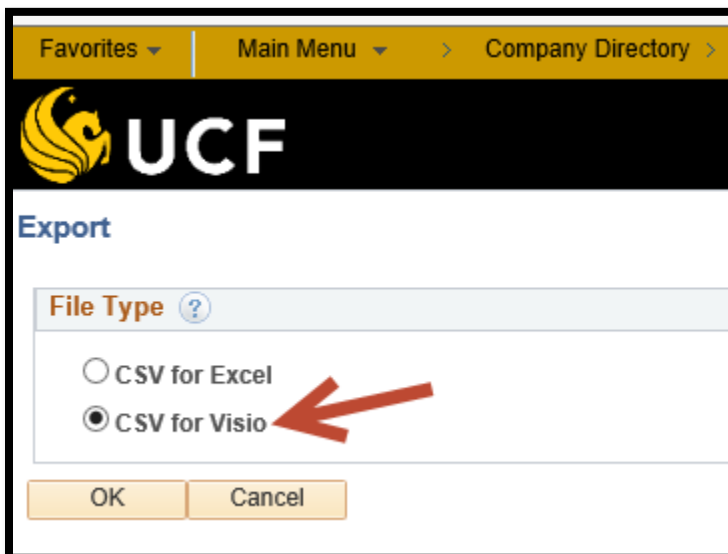


# Downloading the Org Chart to Visio using Internet Explorer

1. Log into my.ucf.edu and navigate to Human Capital Management
2. In the Company Directory pagelet, search for the Org Chart you like to download.
3. Click on the **xl** icon

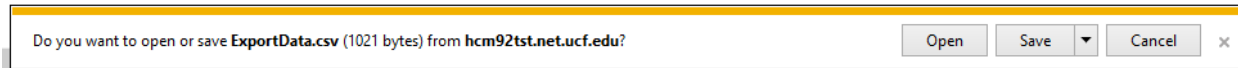


4. Then select the **CSV for Visio** radio button and click **Ok**.





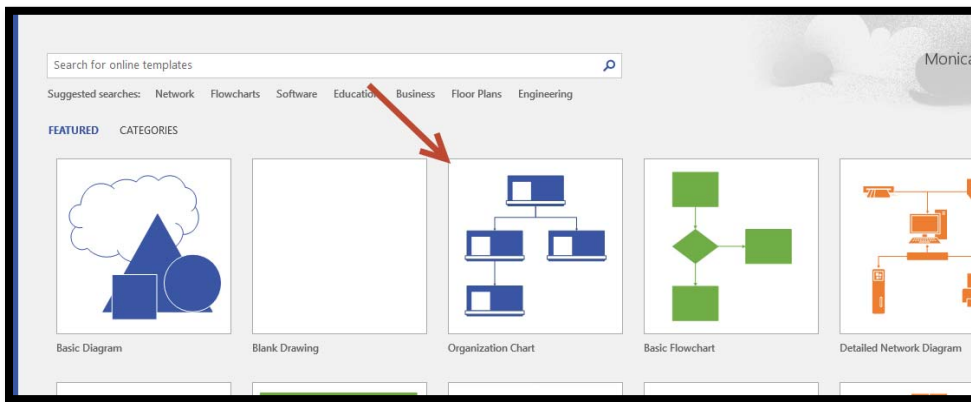
5. A browser pop up window will appear at the bottom of your screen. Click **Save**.



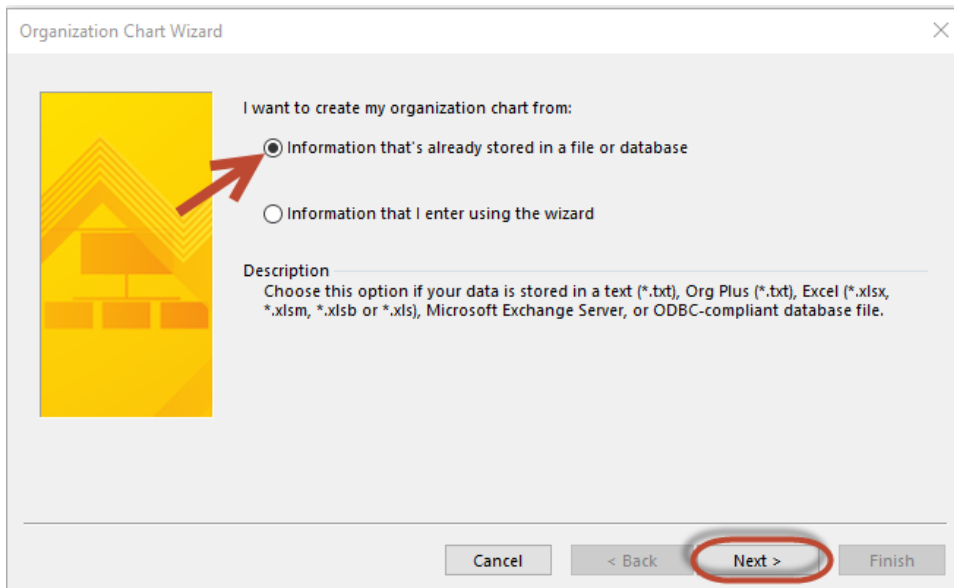
6. Then, click **Open Folder**.

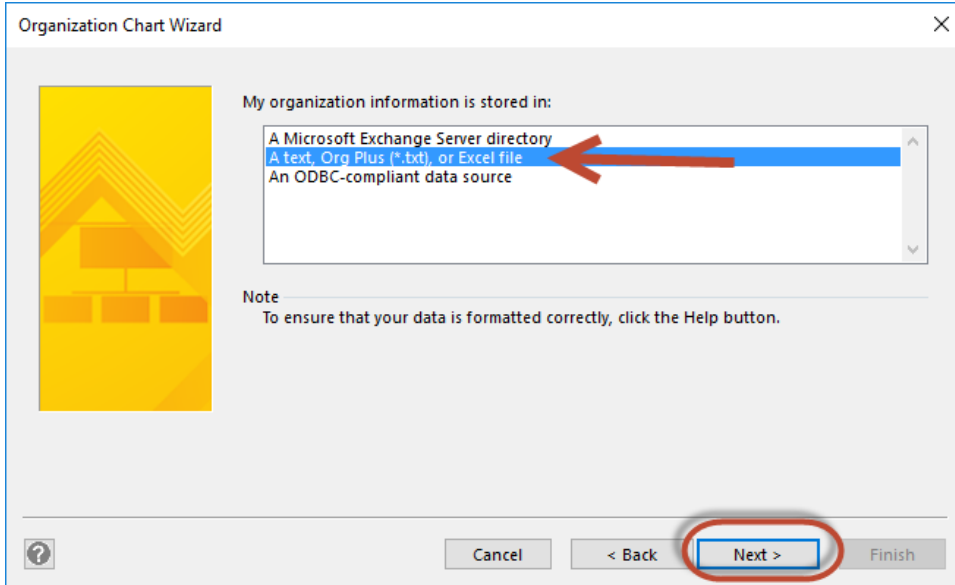


7. Launch MS Visio 2016 and select the **Organization Chart** template, then click **Create**.

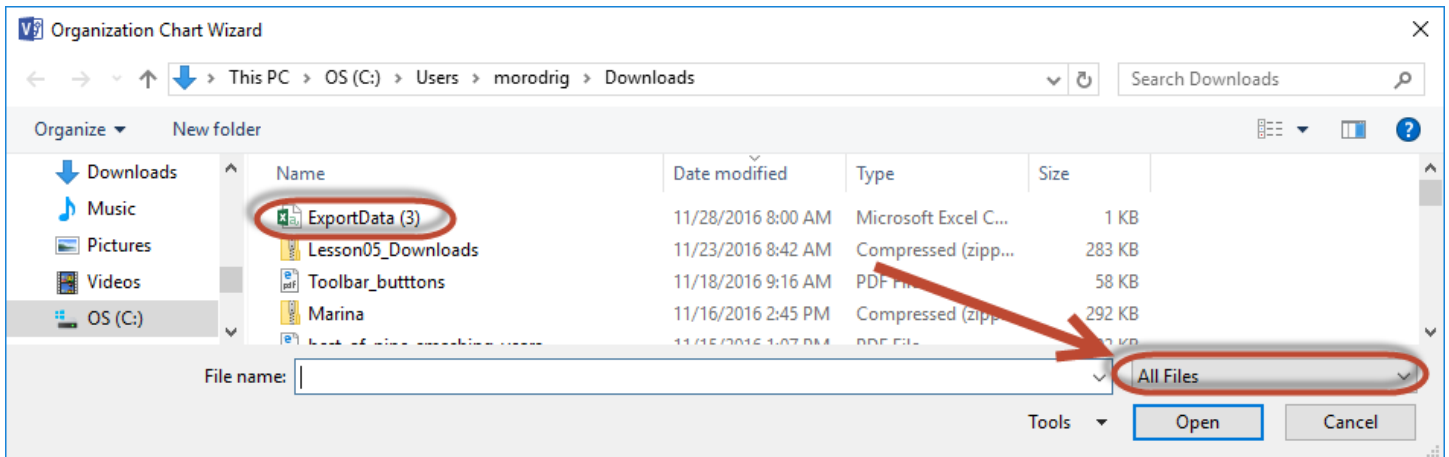


8. The Organization Chart Wizard will open, step through as follows:

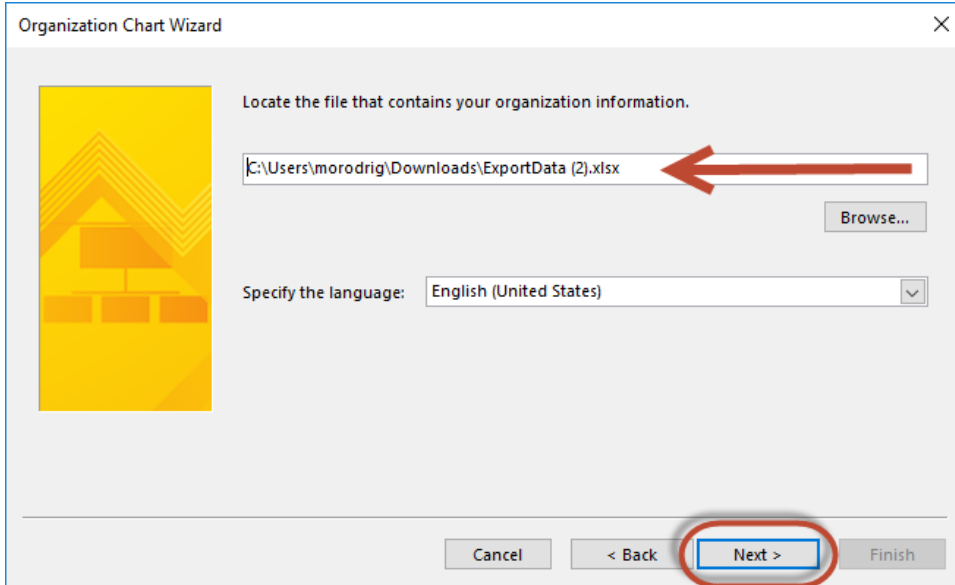




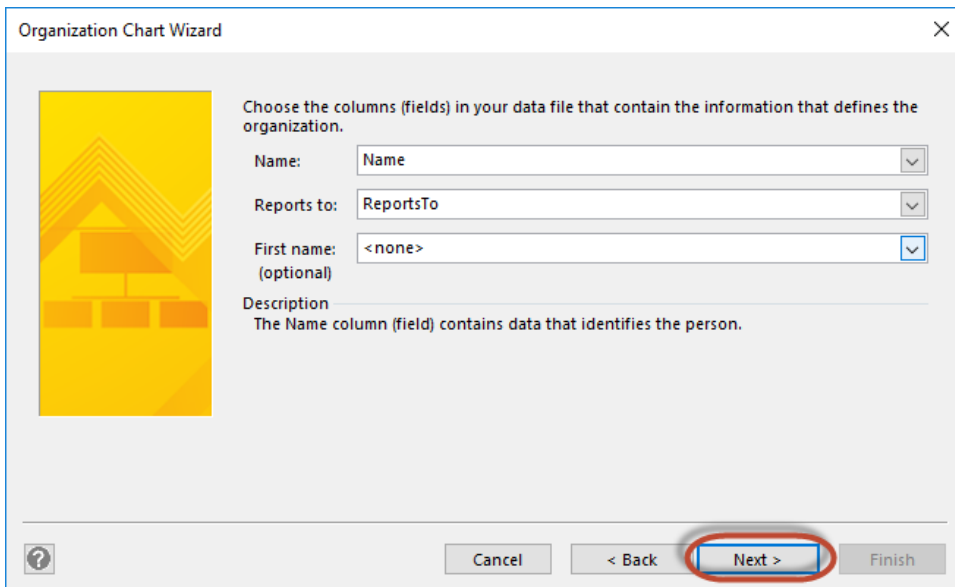
9. Browse to where the **ExportData.csv** file was saved. Change the File Type to **All Files**, then locate the file and click **Open**.



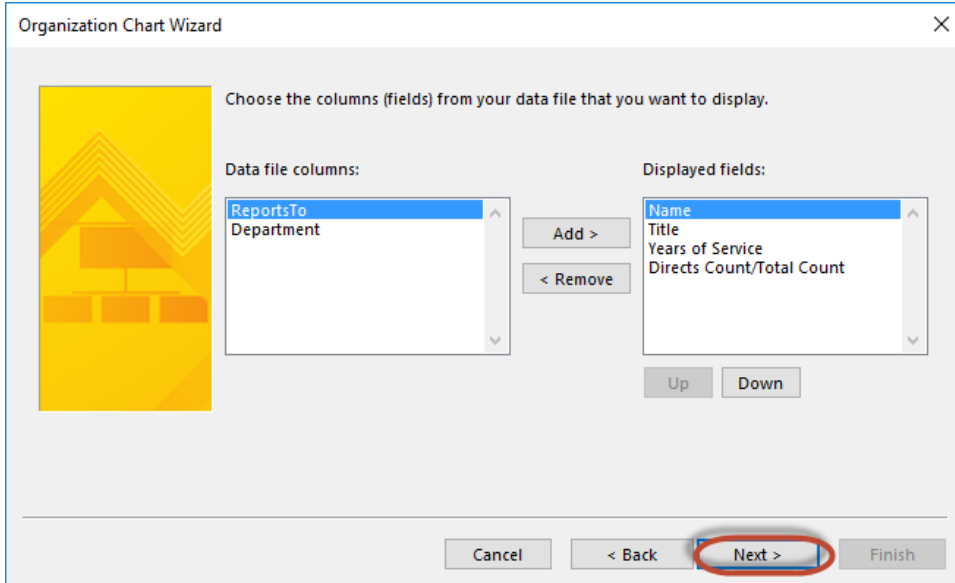
10. Verify the path, click **Next**.



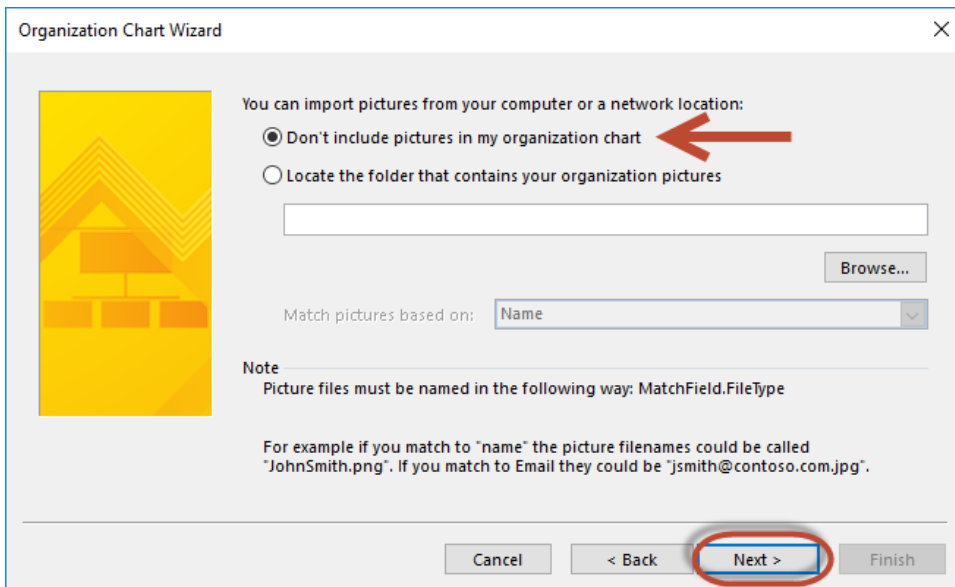
11. Leave default, click **Next**.



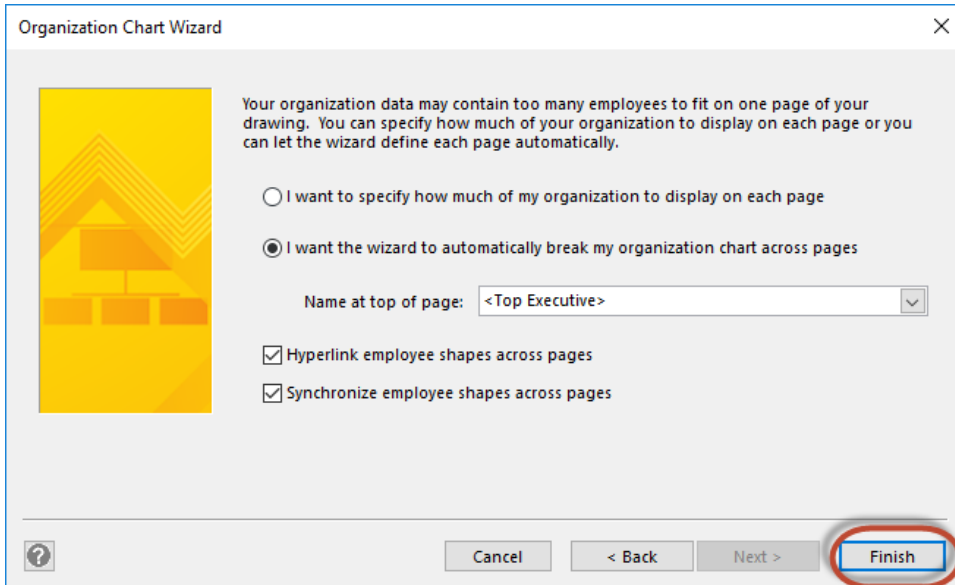
12. Choose the file columns as needed, click **Next**.



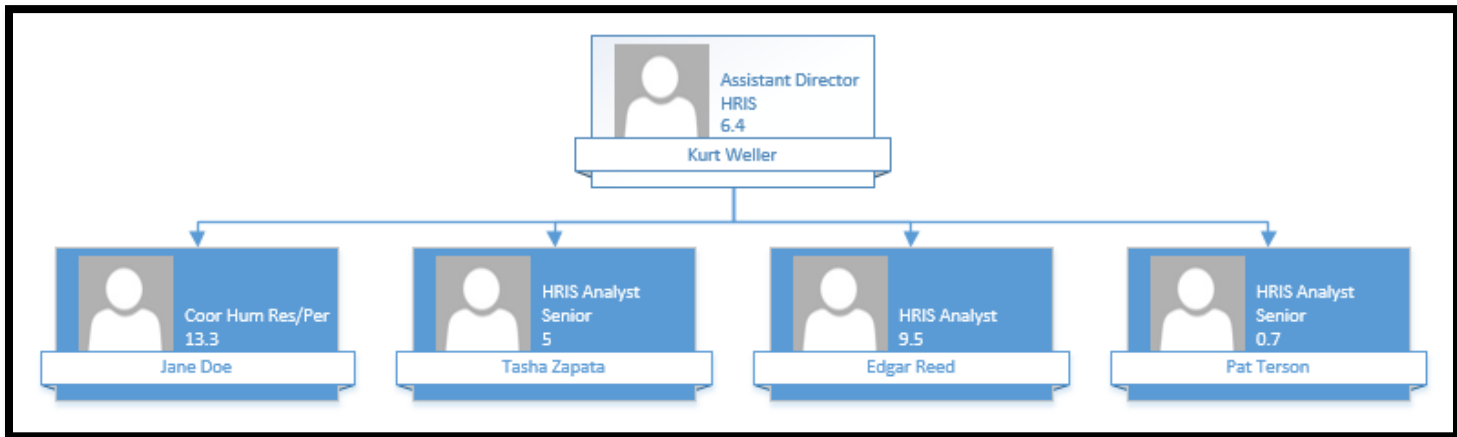
13. Leave as default, click **Next**.



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



15. And there you have it



Note:

- The more direct reports and indirect reports the person has the more Visio charts it will create. Make sure to notice the extra pages/tabs MS Visio creates.