

OrgPlus™ Standard

Visualize and Manage Organizational Information and Structure

Organize. Visualize. Strategize. Insperity OrgPlus Standard is the easiest way to create great-looking organizational charts. With OrgPlus Standard, you can visualize your workforce and view organizational metrics for your department or company. Enter your data, including names, titles, contact information and other fields, and watch your org charts come to fruition. Selected by over 400 of the Fortune 500, OrgPlus is considered the industry standard for organizational planning. Far more sophisticated than a drawing tool, OrgPlus is the easiest way to create professional-looking org charts and manage the structure of your organization. It's a business planning tool that hundreds of thousands of users worldwide rely on daily.

Create Org Charts Fast

No drawing skills are required to create great-looking organizational charts with OrgPlus Standard. Never again will you have to manually position or connect the boxes in your chart. OrgPlus helps you do the all the work in one-third of the time.

Design Charts

OrgPlus allows you to select multiple box layout options such as multi-column and multi-record, and manage vertical alignment within a box to improve the overall appearance of your org charts. With the Microsoft-style user interface, you can simply add, edit, format and move boxes around. To save time, simply use optimized branch styles to eliminate repetitive steps.

Understand the Organization

OrgPlus Standard embeds over three dozen commonly used HR views into predefined View Templates. All you need to do is map your data to OrgPlus fields, and you can quickly toggle through organizational views ranging from contact information to salary and diversity analysis.

Make Quick Updates

Powerful formatting and charting tools make editing boxes and defining information fields a breeze. When it is time to edit your charts, OrgPlus instantly repositions all boxes and connecting lines for perfect spacing and centering.

Create Scenarios

Dynamically move employees around your chart to perform interactive "what-if analysis" and simplify planning and decision making. Experiment with different scenarios, knowing you can instantly undo or redo multiple steps.

Quickly Digest Complex Information

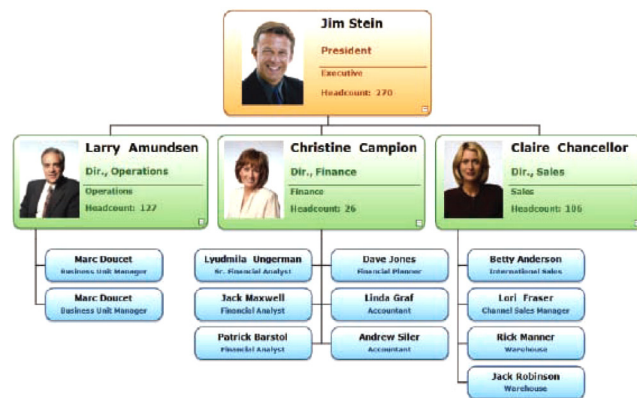
Apply rules-based formatting to visually identify all employees who meet specific criteria, such as contract or permanent status. Insert links to other files that contain related information including budgets, employee resumes, employee bios or performance reviews.

Communicate Clearly

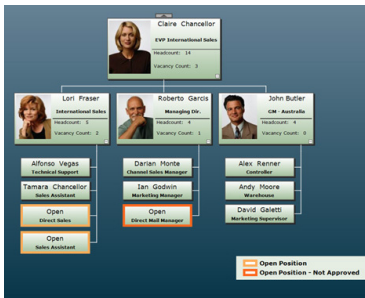
OrgPlus Standard makes it easy to generate phone lists, directories and profiles. Tailor who within your organization views sensitive data by choosing the show or hide option. Additionally, OrgPlus Reader, which is available as a free download, allows org charts to be easily shared throughout your organization.

Integrates With Microsoft

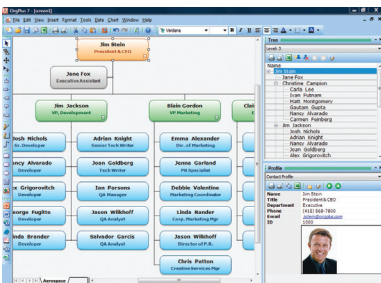
Include charts in Microsoft Office applications including Word and PowerPoint.



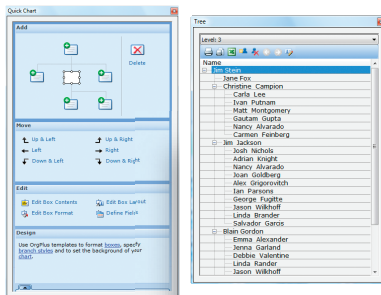
Now you can create professional-looking org charts quickly and effortlessly. Try it for yourself and see.



Powerful conditional formatting capabilities make it easy to identify organizational information or employee characteristics.



Dynamic reporting tools allow you to create reports using chart data, test what-if scenarios and visualize potential budget or headcount impact by chart branch.



The Quick Chart panel centralizes all the controls you need to create basic organizational charts. And the Tree panel makes chart navigation a snap.

OrgPlus Standard is part of the OrgPlus family of solutions, which also includes:

- OrgPlus Premium
- OrgPlus Professional
- OrgPlus Express
- OrgPlus Reader

Feature Overview

Chart Creation and Formatting

- Type names, titles and information into each box. The boxes automatically shrink or expand to fit text.
- Add boxes by simply selecting a box tool and clicking on the chart.
- Choose from 36 chart and box templates.
- Apply one of over three dozen predefined View Templates for best-practice based organizational information.
- Create multiple charts within a single file.
- Define an underlying background page that is common to all sub-charts.
- Use optimized branch styles to eliminate repetitive steps and improve chart views.
- Apply enhanced box layout options with multi-records and multi-columns.
- Include images and pictures in your boxes.
- Customize charts with fill effects, including gradients and textures.
- Automatically break large charts into smaller, more manageable sub-charts for refined analysis.

Data Management and Reporting

- Create phone lists, salary tables, headcount roll-ups, directories and profiles.
- Perform spreadsheet functions on chart box data, such as roll-up totals, averages, fractions and standard deviation.
- Define criteria to view predefined groups at a glance.
- Show or hide sensitive data.
- Insert hyperlinks to other files that contain employee-related information, including budgets, employee resumes, employee bios or performance reviews.
- Search and sort chart data within charts.
- Use Profile Views to show additional information without cluttering your organizational chart.

Planning Tools

- Easily calculate salaries, headcount roll-ups, averages, fractions of total, standard deviation and more.
- Create budgets from chart data.
- Use drag-and-drop calculating and dynamic hierarchical reporting tools.
- Insert comments in charts to clarify organizational changes.

Export Options

- Send to OrgPlus OnDemand to enable real-time collaboration.
- Output Web-ready charts in HTML or JPEG format.
- Distribute charts via email from within OrgPlus.
- Print booklets or wall charts.

Microsoft Office Integration

- Create, view and edit OrgPlus created files from within Microsoft Office.
- Use charts in Microsoft Office applications with object linking and embedding (OLE).
- Export chart or report data to Excel for further analysis.

System Requirements

Processor Requirements

- Modern processor (at least 500MHz)

Operating System Requirements

- Windows XP (SP2)
- Windows Vista
- Windows 7

Minimum Memory Requirements

- For Windows XP: 256MB
- For Windows Vista: 512MB
- For Windows 7: 512MB
- 1 GB recommended
- 2 GB > 10,000 boxes
- 4 GB > 30,000 boxes

Minimum Hard Disk Requirements

- 80MB of free disk space

Environment

- Administrator rights required to install OrgPlus
- Internet connection recommended for product activation

CD-ROM or DVD Drive

- Used when installing from a CD

Minimum Graphics Requirements

- 1024 x 768 resolution (1280 x 1024 recommended)

Microsoft Office Requirements

- Office XP (SP3)
- Office 2003 (SP2)
- Office 2007
- Office 2010

Browser Requirements

- Internet Explorer 7
- Internet Explorer 8