

OrgPlus 6 Training

COURSE CONTENT

GET IN TOUCH



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About Multisoft

Train yourself with the best and develop valuable in-demand skills with Multisoft Systems. A leading certification training provider, Multisoft collaborates with top technologies to bring world-class one-on-one and certification trainings. With the goal to empower professionals and business across the globe, we offer more than 1500 training courses, which are delivered by Multisoft's global subject matter experts. We offer tailored corporate training; project Based Training, comprehensive learning solution with lifetime e-learning access, after training support and globally recognized training certificates.

About Course

OrgPlus 6 Training by Multisoft Systems is designed to empower HR professionals, business managers, and organizational planners with the skills to efficiently visualize, manage, and analyze workforce structures. This comprehensive training provides hands-on experience in building dynamic organizational charts, integrating employee data, and transforming complex HR information into actionable insights.

Module 1: Introduction

- ✓ Overview of OrgPlus solutions and features
- ✓ OrgPlus 6 highlights
- ✓ Setup requirements and installation

Module 2: OrgPlus Basics

- ✓ Creating, formatting, and printing charts
- ✓ Using directories, profiles, and reports
- ✓ Using sub-charts
- ✓ Creating charts using external data
- ✓ Publishing charts

Module 3: Charts Basic Functions

- ✓ Opening and creating a project
- ✓ Using the quick chart panel
- ✓ Working with boxes, fields, text, and lines
- ✓ Entering information
- ✓ Saving and closing a project
- ✓ Selecting and moving objects
- ✓ Chart styles and formatting
- ✓ Using templates
- ✓ Using find and replace
- ✓ Web integration

Module 4: Charts Advanced Functions

- ✓ Using the master page
- ✓ Adding headers, footers, and auto-text elements
- ✓ Using the photo manager
- ✓ Using constants and formulas

- ✓ Working with sub-charts and multiple charts
- ✓ Navigating advanced chart features
- ✓ Using advanced chart layout
- ✓ Using multi-record boxes
- ✓ Using advanced objects options
- ✓ Using conditional formatting
- ✓ Chart rules

Module 5: Working with Data

- ✓ Importing data
- ✓ Understanding complex hierarchies
- ✓ Using LDAP
- ✓ Refreshing data
- ✓ Exporting and pushing data

Module 6: Directories and Reports

- ✓ Working with directories
- ✓ Working with profiles
- ✓ Working with reports
- ✓ Searching charts

Module 7: Automation

- ✓ Scheduling tasks
- ✓ Republishing
- ✓ Using OrgPlus online