

MyView - Organisation chart video transcript

[At the top left of the image a Durham County Council logo followed by the text 'MyView - Check your organisation chart.' are displayed. Both are visible throughout the video.]

[A lady narrates throughout the video.]

[The video starts with the user logged into MyView and the Dashboard page showing.]

This video will demonstrate how to use the organisation chart functionality in MyView.

MyView organisation charts enable both employees and managers to have insights into organisational structure and the relationships between teams and colleagues.

To access your personal organisation chart, select the hierarchy icon next to your name and post title. [This is near the start of the page, at the top of the left side menu, and might be labelled 'Organisation Chart' if you are using a screen reader.]

[The Organisation Chart page is displayed and shows the organisational structure of your team.]

You will note the chart displays your manager, direct colleagues and any direct reports, and also the relationship between your team. [Details for individuals are displayed in panels, with their managers panel set above and any direct reports set out in panels below.]

[Hierarchy levels are only displayed visually, if you cannot see these then the structure is presented as a flat list or table.]

In addition to access to your personal organisation chart, the new functionality also includes 'employee search' enabling you to quickly navigate your organisation and discover colleagues' roles across the wider Council.

Employee Search can be accessed at the top panel of your MyView screen [near a magnifying glass icon, before the Welcome message and Sign Out button] as demonstrated. Input either the employees' full name, or just a forename or surname. [Entering a forename and surname will return all employees matching either value.] Search results will quickly be returned [with each result in a panel in the main body of the page under the heading 'Employee Search Results'] for you to locate the relevant employee. Selecting 'Organisation Chart' [from the listed information in the employees' panel] will open the employees organisation chart accordingly – the chart will display the person, their role, who they report to and who they line manage if applicable. [each in a separate panel].

This new functionality in MyView will enable you to discover where people sit in the organisation, what an employee's role is, who they report to, who they line manage, and assist with identifying who to contact in a person's absence.

If you require any further information or support, please do not hesitate to contact the MyView Team on 03000 269 919. Alternatively, you can e-mail us on MyView@durham.gov.uk

[Video ends]