

INFOGRAPHIC

How to Create a Dynamic Org Chart in 20 Minutes or Less

You can spend hours dragging around rectangles, adjusting line connectors, and manually inputting employee data trying to visualize your org structure or you can... not do that.

Whether it's for your next board meeting, round of fundraising, company all-hands, or to give visibility to all employees, a beautifully designed and dynamic org chart gets everyone on the same page for better-informed decisions. And what if we told you this could be done in just a few minutes? You can save the pinch, because you're not dreaming!

See how to set up a dynamic org chart in 4 easy steps.



1. Get started with single sign-on

Does it even really count as a step if you use SSO? Don't let anything, especially a new password to remember, stand in your way of getting to your beautiful new org chart as quickly and easily as possible.

2. Import your employee data

This is where you get to choose your own adventure. To pull your employee data into ChartHop, you have the option of instantly syncing from select payroll systems, uploading a spreadsheet, or connecting through additional supported systems. However you spin it, bringing in contact info, demographic info, comp info, manager, department, and more for all employees is only a few clicks away.

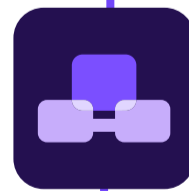


3. Tidy up your data

You're only one step away from a dynamic org chart, which feels pretty magical. Here you have the opportunity to add any required info that didn't make it through via initial import or sync and tidy up your data.

4. Check your org structure

To make sure your org chart is structurally sound, just confirm who's the head of your org.



That's it!

If you had ChartHop Basic, you'd be done by now and have a holistic way to view and understand your organization. It's not too late.

Get started with **ChartHop Basic** for free.