ORG PLUS™
A D V A N C E D

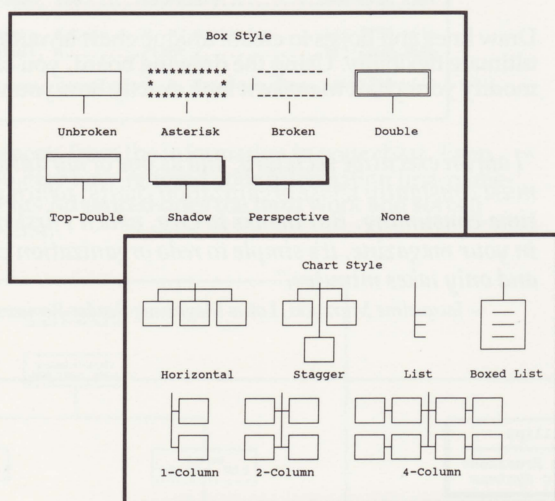*Quick, professional organization charts and tree diagrams*

Product Overview

Org Plus Advanced was specifically designed to make management organization charts and tree diagrams.

Using your IBM PC or compatible, it dramatically reduces the time to create and maintain your charts.

Just Enter Information, Draws Automatically

Simply type the information into a display showing each position. Then choose from 8 box styles and 7 chart styles. Org Plus Advanced automatically draws and spaces the boxes, positions the text, and precisely lays out the connecting lines.

Just enter the information and choose from 8 box styles and 7 chart styles. Then Org Plus Advanced automatically draws and spaces your chart.

Edit Charts in Minutes

Charts are easily updated to keep pace with frequent changes. With a few keystrokes you can add, insert, delete, or move positions—even entire branches. Org Plus Advanced does the redrawing for you.

Updating is so fast that many managers use it to create and analyze alternatives before reorganizing.

A revised chart is immediately available to explain and communicate the new organization.

Produce Tables and Reports

Generate reports, such as an employee listing or parts list, from existing information in your chart. Choose up to 3 columns to include in your report, and sort in ascending or descending order. Print your report with totals, averages, or counts.

"There's no doubt about it: this (Org Plus) is the easiest program I have ever used."

— Brenda King, *Personal Computer Magazine*
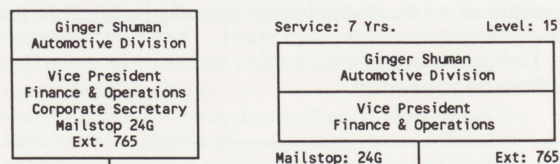*December 1988*

Visually Compare and Track Numbers

In addition to the text fields, Org Plus Advanced gives you up to 12 numeric fields for each position. Total budgets, revenues, project hours, or any quantity you choose, position-by-position up the branches of your chart.

Enrich your understanding by visually comparing results between positions, departments, and divisions. Rearrange your chart to forecast changes and Org Plus Advanced immediately recalculates the totals. Enter formulas for each field or take advantage of a variety of counting and statistical functions built into the program.
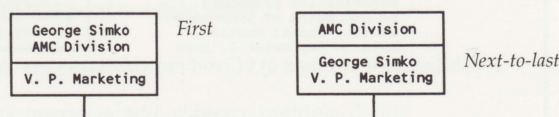
Customize Your Charts on Screen

After Org Plus Advanced automatically draws your chart, you can electronically cut and paste it right on the screen. Draw vertical and horizontal lines, enhance text, add boxes and annotations. Modify your chart to make it look exactly how you want.

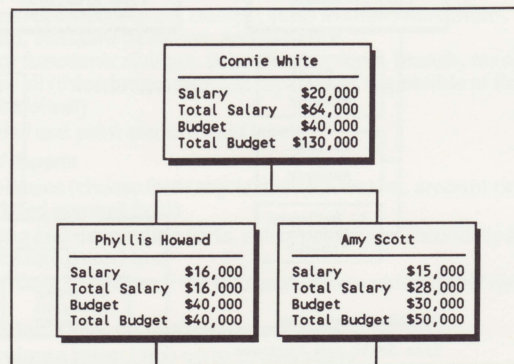### Chart Samples (drawn automatically by Org Plus Advanced unless noted)

Include up to 8 lines of text inside each box or 4 lines of text on the corners of each box.

Enter names in the first field but print them first, last, second-to-last, or next-to-last, with the touch of a key.

In addition to the text fields, print up to 6 amount and 6 consolidated amount fields for each position.
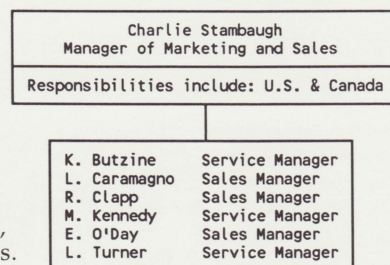
"Why do organization charts the hard way? Org Plus is the right tool for the job." — Bill Howard, PC/Computing, October 1988

"It is difficult to conceive how producing an organization chart could be made any simpler... Org is highly recommended for the next time you're confronted with producing organizational graphics." — Glenn Hart, PC Magazine, February 25, 1986

Extend text fields to 39 characters each for lengthy names, descriptions or titles.

Also automatically print double column text in boxes to meet government, technical, and other specifications.

Charlie Stambaugh Manager of Marketing and Sales
Responsibilities include: U.S. & Canada

K. Butzine	Service Manager
L. Caramagno	Sales Manager
R. Clapp	Sales Manager
M. Kennedy	Service Manager
E. O'Day	Sales Manager
L. Turner	Service Manager

After Org Plus Advanced automatically draws your chart, use the drawing board to *customize it on screen.*

Highlight key information, such as titles, with bold, underline, or an alternate font (usually italic). Add text anywhere to annotate your chart.

Define a block of information and copy or move it anywhere on your chart.

Lectro Inc.
Annual Review
October 1988

```
                    VICE PRESIDENT OF OPERATIONS
                              |
                    DIRECTOR OF HR & FINANCE
                    /                        \
       MANAGER HUMAN RESOURCES          MANAGER PRICING
       MANAGER RECRUITING               MANAGER PAYROLL
       MANAGER ADMINISTRATION           MANAGER AP/AR
                    FINANCIAL CONSULTANT
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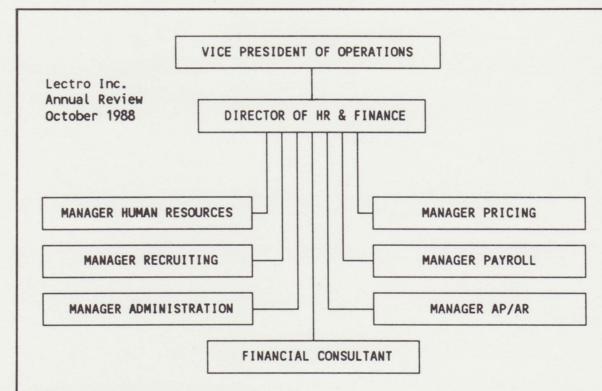
Chart customized with Org Plus Advanced.

Draw lines and boxes to create unique chart layouts for ultimate flexibility. Using the drawing board, you can modify your chart to make it look exactly how you want.

"I am an executive secretary, and as one of my duties, I must constantly revise organization charts, which is very time-consuming. But thanks to Org, which I first read about in your magazine, it's simple to redo organization charts and only takes minutes." — Jacqueline Murzycki, Lotus Magazine, Reader Reviews, May 1987
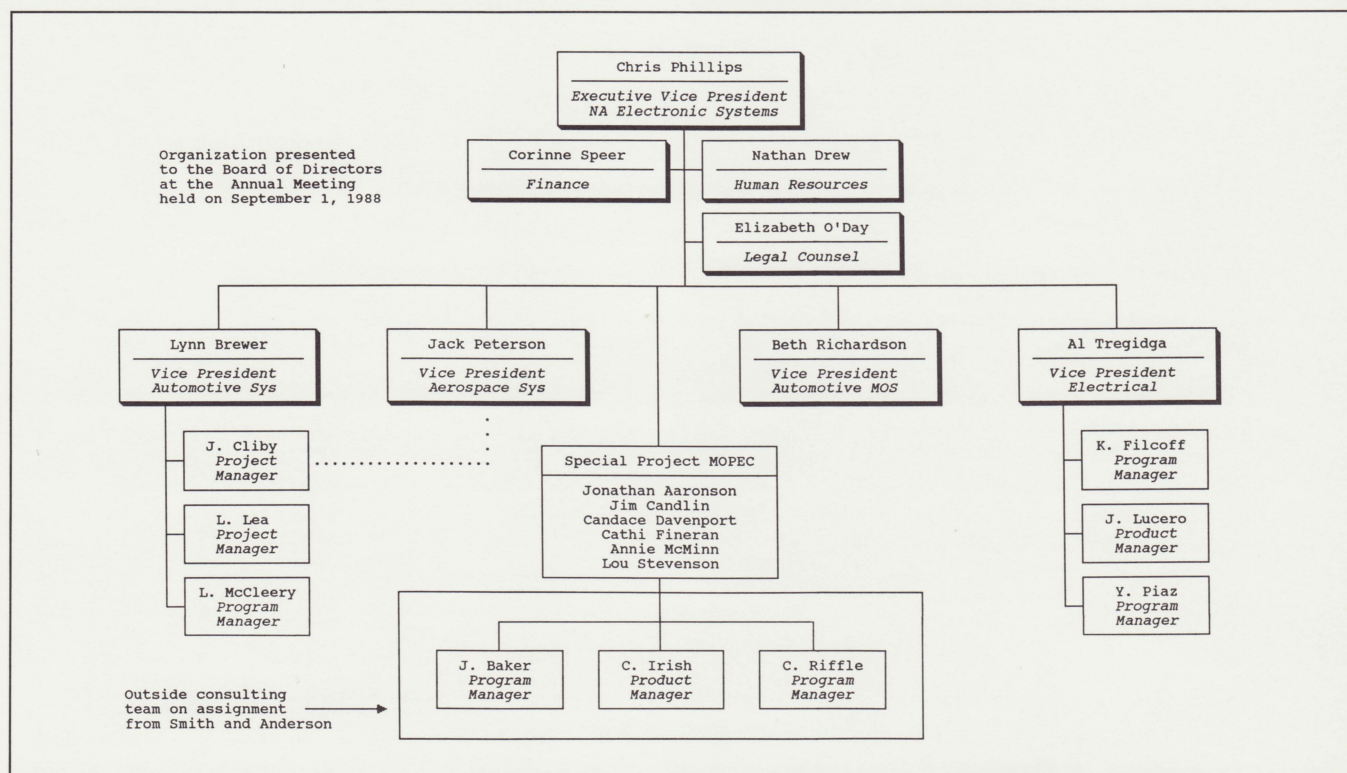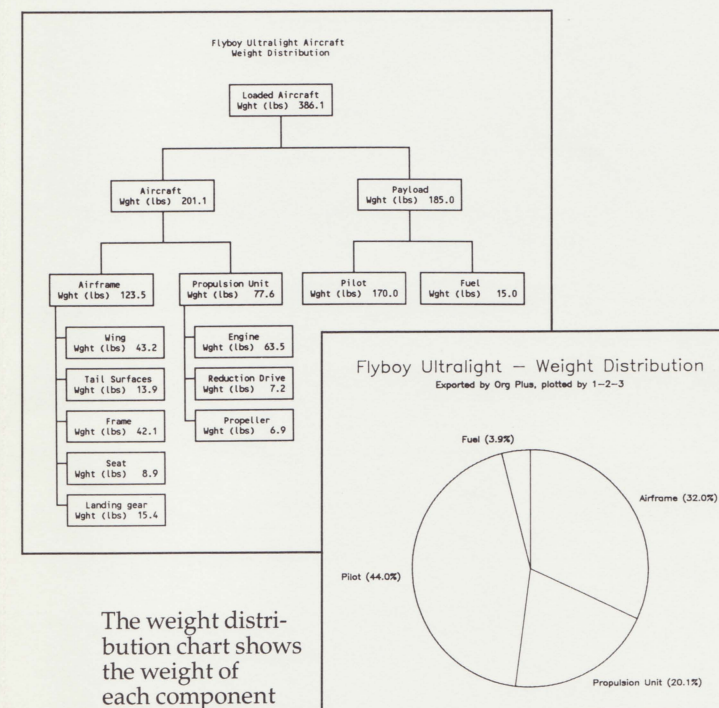
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                    Chris Phillips
                Executive Vice President
                 NA Electronic Systems

Organization presented      Corinne Speer    Nathan Drew
to the Board of Directors    Finance          Human Resources
at the Annual Meeting
held on September 1, 1988    Elizabeth O'Day
                             Legal Counsel

Lynn Brewer        Jack Peterson     Beth Richardson    Al Tregidga
Vice President     Vice President    Vice President     Vice President
Automotive Sys     Aerospace Sys     Automotive MOS     Electrical

J. Cliby                                                K. Filcoff
Project                    Special Project MOPEC         Program
Manager                    Jonathan Aaronson             Manager
                           Jim Candlin
L. Lea                     Candace Davenport             J. Lucero
Project                    Cathi Fineran                 Product
Manager                    Annie McMinn                  Manager
                           Lou Stevenson
L. McCleery                                              Y. Piaz
Program                                                  Program
Manager                                                  Manager

Outside consulting       J. Baker    C. Irish    C. Riffle
team on assignment       Program     Product     Program
from Smith and Anderson  Manager     Manager     Manager
```

Chart customized with Org Plus Advanced.

Allen Manufacturing Telephone Directory July 1987		
Name	**Title**	**Phone**
Allen, Monty K.	Owner and President	444-2700 x205
Ash, H.	Shift 1	555-2600 x646
Banks, Tom.	Western	444-2800 x307
Burns, Elaine	Admin. Assistant	444-2700 x672
Cole, R.	Shift 3	555-2600 x331
Cox, Steve.	Engineer	444-2700 x706
Dash, A.	Shift 1	333-2500 x503
Hess, R.	Shift 2	555-2600 x381
Hoke, P.	Shift 1	555-2600 x532
Jones, C.	Shift 2	333-2500 x625
Maas, F.	Shift 1	333-2500 x531
Mosher, C.	Eastern	444-2800 x310
Neer, John.	Plant 1	333-2500 x515
Neff, L.	Shift 3	333-2500 x416
Rosen, Sue.	Secretary	444-2750 x361
Simko, George	V. P. Marketing	444-2750 x616
Stull, M.	Plant 2	555-2600 x605
Tracy, Veronica	V. P. Manufacturing	444-2750 x441

Produce reports from the information in your chart. Even though you may have entered your information first-name-first. Org Plus Advanced does the hard work and sorts it last-name-first.

```
              Flyboy Ultralight Aircraft
                 Weight Distribution

                  Loaded Aircraft
                  Wght (lbs)  386.1
                /                    \
         Aircraft                Payload
         Wght (lbs) 201.1        Wght (lbs) 185.0

Airframe      Propulsion Unit    Pilot          Fuel
Wght(lbs)123.5 Wght(lbs) 77.6    Wght(lbs)170.0  Wght(lbs)15.0

Wing          Engine
Wght(lbs)43.2 Wght(lbs)63.5

Tail Surfaces Reduction Drive
Wght(lbs)13.9 Wght(lbs)7.2

Frame         Propeller
Wght(lbs)42.1 Wght(lbs)6.9

Seat
Wght(lbs)8.9

Landing gear
Wght(lbs)15.4
```

The weight distribution chart shows the weight of each component of an aircraft.

Flyboy Ultralight — Weight Distribution
Exported by Org Plus, plotted by 1-2-3

Fuel (3.9%)
Airframe (32.0%)
Pilot (44.0%)
Propulsion Unit (20.1%)

Using Org Plus Advanced's numeric capabilities, these weights are consolidated to get the loaded aircraft weight. The weights are exported as an ASCII file and plotted using Lotus 1-2-3.™ The pie chart shows the component weights as calculated by Org Plus Advanced.

"...I can get from an idea to a printed copy of a fairly complex org chart in 30 minutes or less." — Jim Seymour, PC Week, April 8, 1986

Highlights
Chart Format
- 7 chart styles and 8 box styles
- Mix and match chart and box styles in a single chart
- Maximum of 8 colors (using plotters)
- Print all or just part of the chart at once
- Print with and without boxes
- Print any combination of fields in boxes
- Connect boxes with dotted, solid, or no line
- Add auxiliary lines to describe dual reporting relationships and matrix structures
- Automatic date stamp in 6 different formats

Chart Size
- Maximum number of positions: 600 in a chart
- Maximum number of subordinates for each position: 100
- Maximum number of levels in a chart: 99
- Chart titles: 3 fields with 39 characters each
- Annotations: 16 fields with 39 characters each
- Maximum printed width: unlimited
- Maximum printed height: unlimited

When using the custom drawing capability: Charts can be 700 character columns wide and 320 character rows tall. There are no limits on the number of positions, subordinates, or levels in a chart. In addition, field limitations are removed.

Chart Editing
- Insert, move, delete positions
- Copy information across levels, down a branch, throughout the entire chart, even to a clipboard
- Search to find positions that meet criteria you have established

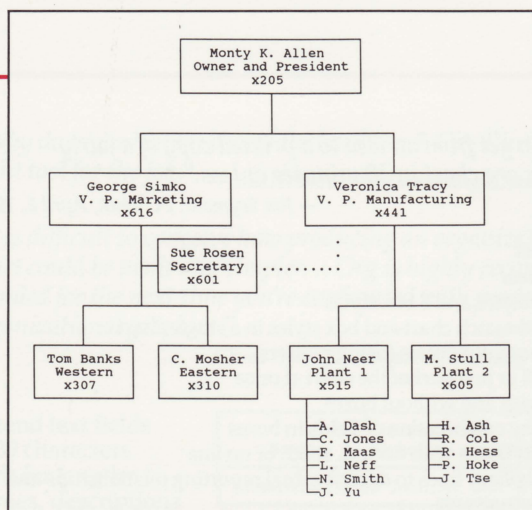#### Text Fields (number and length)
- Maximum text fields per box: 12 (6 text, 6 alternate text)
- Characters per field: 25 for text fields, 15 for alternate text fields (39 total when combining text and alternate text fields)
- Customize and print text field labels

Amounts
- Maximum amount fields per box: 12 (6 amount, 6 consolidated amount)
- Arithmetic operators: add, subtract, multiply, divide
- Consolidation types: sum, average, product, derived, and none
- Display numbers: up to 20 digits
- Store numbers internally: $\pm E$-100 to $\pm E100$
- Precision: 15 digits
- Functions: count, compare, classify, sum, average, maximum, minimum, standard deviation, and variance
  Range for functions: siblings, subordinates, level, branch, manager, top, all (these ranges provide capabilities impossible to find in a spreadsheet)
- Customize and print amount field labels

Tables and Reports
- 3 sort columns (choose from any text, alternate text, amount or consolidated amount field)
- Ascending and descending sorts, select primary or secondary for which column to sort first
- Sort last name first (even if the information was entered first name first)
- Report titles: 3 lines up to 40 characters each
- Report column titles: 1 line up to 10 characters
- Report header: 1 line up to 40 characters
- Print totals, averages, and counts

Print staff-level positions in a special place on your chart. Add additional lines for describing matrix organizations and dual reporting relationships.

Custom Drawing (all available, even on a monochrome monitor)
- Draw vertical and horizontal lines
- Add annotations anywhere in the chart
- Enhance text to include bold, underline, or an alternate font (usually italic)†
- Copy, move, and delete blocks of information
- Make titles larger †
- Use horizontal and vertical windows to assist in drawing your chart

Output
- Prints in portrait and landscape (sideways) orientation with most printers
- Uses the IBM international character set to work with a variety of languages
- Exchanges data with other programs in comma delimited ASCII format

System Requirements
IBM PC/XT/AT, the Personal System/2 Family, or 100% compatible
DOS Version 2.0 or higher
A minimum of 384Kb of memory (512Kb recommended)
80 column display: monochrome, color (CGA), EGA, VGA, or Hercules. Does NOT require a graphics card

The following printers and plotters will print solid lines and boxes:
Brother 2024L*
Diconix 150, 300, and 300W
Epson EX, FX, JX, LQ Series, LX, MX, and RX Series
Epson GQ 3500
HP LaserJet Family
HP 7470, 7475, 7550, Colorpro, DraftMaster, DraftPro, 7585B, and 7586B Plotters
HP DeskJet, QuietJet, PaintJet, and 2225C Thinkjet
IBM Color Printer* and Color Jetprinter*
IBM Graphics Printer
IBM 6180, 7371, and 7372 Plotters
IBM Proprinter and Proprinter XL
IBM Quietwriter,* Quietwriter II,* and Quietwriter III
NEC P5, P6, P7, and P2200 Pinwriters
Okidata 84 Step 2,* 92,* 93,* 182, 192, 193, 292, 293, 294, 2410,* and LaserLine 6

†These features are printer dependent.
*Prints portrait orientation only.

Tandy DMP-130, 430,* 2110,* and 2200
TI 855, 857, and 865
Toshiba 321, 341, 351, 1340, and 1351 Series
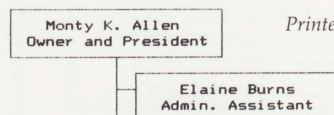Printers not compatible with those above will print dashed - - - lines and boxes rather than solid lines.

Printed Output Samples

Printers without graphics (daisy-wheel)

Printers with graphics

Packaging
- Includes Version 4.0, 5¼" and 3½" diskettes
- User's Guide

Installation and Support
Simple step-by-step instructions. Technical support is free with program purchase. Special license available for local area networks.

To order, contact: Banner Blue
P.O. Box 7865
Fremont, CA 94537
Phone 415-794-6850
Fax 415-794-9152

Banner Blue