ORG PLUS ADVANCED™

Quick, professional organization charts and other tree diagrams

Product Overview

Org Plus Advanced makes organization charts and other tree diagrams quickly and professionally. You get a precise chart and two important benefits:

1) Dramatic time savings — because Org Plus Advanced automatically draws your chart.
2) Flexibility — because once your chart is drawn, you can customize it on the screen.

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.

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.

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, sort in ascending or descending order. Print your report with totals, averages, or counts. Although you may have entered information first-name-first, let Org Plus Advanced do the hard work to sort it last-name-first.
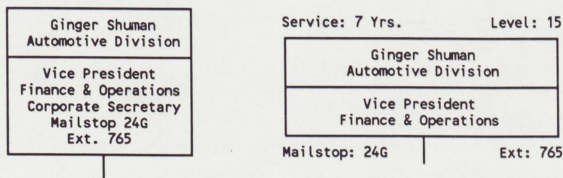
Visually Compare and Track Numbers

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. 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.
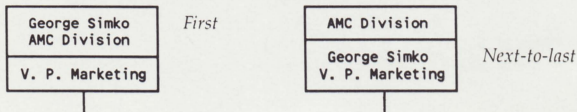
Customize Your Charts on Screen

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)

```
+---------------------------+
|      Ginger Shuman        |
|    Automotive Division    |
+---------------------------+
|      Vice President       |
|   Finance & Operations    |
|    Corporate Secretary    |
|       Mailstop 24G        |
|         Ext. 765          |
+---------------------------+
```

```
Service: 7 Yrs.          Level: 15
+---------------------------+
|      Ginger Shuman        |
|    Automotive Division    |
+---------------------------+
|      Vice President       |
|   Finance & Operations    |
+---------------------------+
Mailstop: 24G            Ext: 765
```

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

```
+------------------+   First
|  George Simko    |
|   AMC Division   |
+------------------+
|  V. P. Marketing |
+------------------+
```

```
+------------------+
|   AMC Division   |
+------------------+
|  George Simko    |   Next-to-last
|  V. P. Marketing |
+------------------+
```
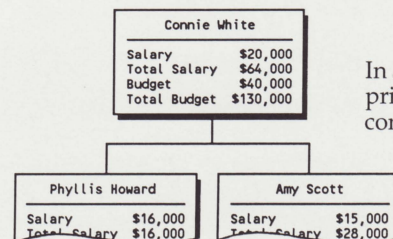
Enter names in the first field but print them first, last, second-to-last, or next-to-last with the touch of a key.
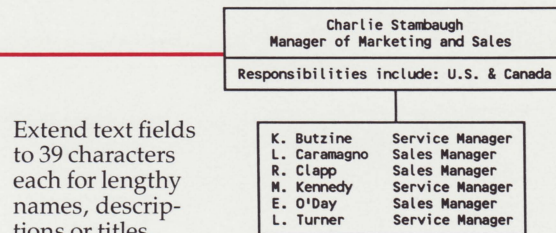
Extend text fields to 39 characters each for lengthy names, descriptions or titles.

```
+-------------------------------------------+
|           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
```

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

In addition to text fields, print up to 6 amount and 6 consolidated amount fields for each position.

```
+----------------------------+
|       Connie White         |
+----------------------------+
| Salary         $20,000     |
| Total Salary   $64,000     |
| Budget         $40,000     |
| Total Budget  $130,000     |
+----------------------------+

+-------------------+   +-------------------+
|  Phyllis Howard   |   |    Amy Scott      |
+-------------------+   +-------------------+
| Salary  $16,000   |   | Salary   $15,000  |
| Total Salary $16,000| | Total Salary $28,000|
+-------------------+   +-------------------+
```

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.

```
+---------------------------------------------------+
|             Allen Manufacturing                   |
|            Telephone Directory                    |
|              September, 1988                      |
+---------------------------------------------------+
|  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 |
+---------------------------------------------------+
```
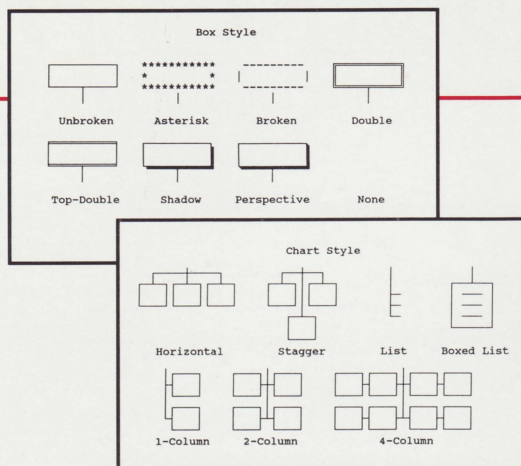
Chart Samples (you can customize and draw right on the screen)

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

```
                      +---------------------------+
                      |      Chris Phillips        |
                      |  Executive Vice President  |
                      |    NA Electronic Systems   |
                      +---------------------------+
Organization presented   +-------------+  +-----------------+
to the Board of Directors| Corinne Speer| | Nathan Drew     |
at the Annual Meeting    |   Finance    | | Human Resources |
held on September 1, 1988+-------------+  +-----------------+
                                         +-----------------+
                                         | Elizabeth O'Day |
                                         |  Legal Counsel  |
                                         +-----------------+
+--------------+  +--------------+  +----------------+
| Lynn Brewer  |  | Jack Peterson|  | Beth Richardson|
| Vice President| | Vice President| | Vice President |
|Automotive Sys|  | Aerospace Sys|  | Automotive MOS |
+--------------+  +--------------+  +----------------+
```

Draw lines and boxes to create unique chart layouts.

Box Style

Unbroken	Asterisk	Broken	Double
Top-Double	Shadow	Perspective	None

Chart Style

Horizontal	Stagger	List	Boxed List
1-Column	2-Column	4-Column	

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

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, 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 capability 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

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
- Exchange data with other programs in comma delimited ASCII format

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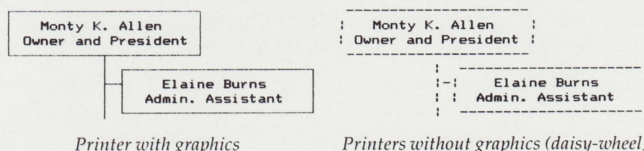DOS Version 2.0 or higher
A minimum of 384Kb of memory (512Kb recommended)
80 column display: monochrome, color (CGA), EGA, VGA, or Hercules. Does NOT require a graphics card.

The following printers and plotters will print solid lines and boxes:
Brother 2024L
Diconix 150, 300, and 300W
Epson EX, FX, JX, LQ, 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, 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
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

```
Monty K. Allen
Owner and President
        |
    Elaine Burns
    Admin. Assistant
```
Printer with graphics

```
-----------------------
: Monty K. Allen       :
: Owner and President  :
-----------------------
    :    -----------------------
    :-:  Elaine Burns          :
    : :  Admin. Assistant      :
         -----------------------
```
Printers without graphics (daisy-wheel)

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

*Prints portrait orientation only.

Banner Blue