

Information Technology Infrastructure and Operations
Department of Information Technology
Internal Business Operations
Washington Metropolitan Area Transit Authority

WMATA Organization Chart

Features and Navigation – User Guide

Version 1.0
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Office of Enterprise Architecture



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1. General Information

1.1 System Overview

The WMATA Organization Chart provides access to authenticated users a means to visualize their reporting structures in the company.

1.2 Authorized Use Permission

Work in Progress → The WMATA Organization Chart is available to WMATA users and is available to all employees and contractors in the organization.

1.3 Points of Contact

Work In Progress → For any system and maintenance information please send an email to <TBD>@wmata.com.

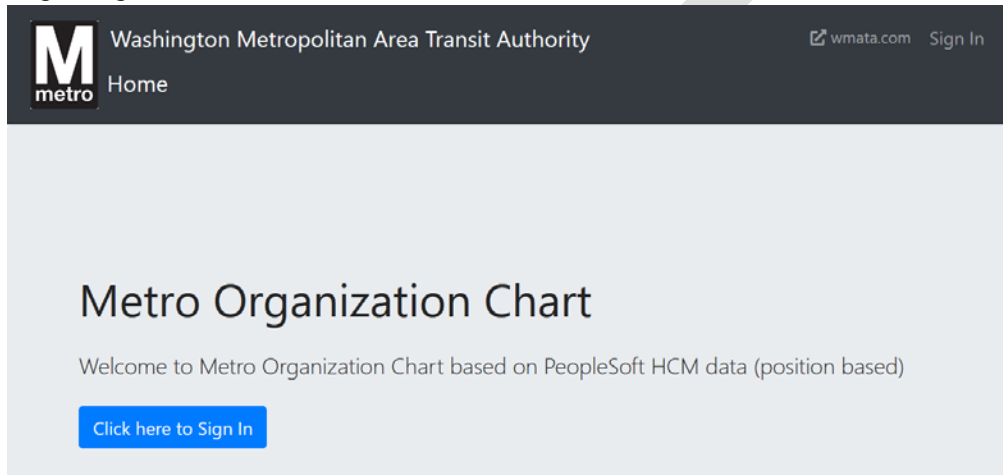
2. System Login

2.1 Login

URL: [WMATA Org Chart](https://cteahdpdg01dv:3006/) (<https://cteahdpdg01dv:3006/>)

**As this is an internal server, accept certificate message by clicking on "Advanced " button. This is an issue with Microsoft Edge and Firefox Browsers only. (Please note that Internet Explorer is not supported).*

Login Page View




Click to sign in & enter your windows credentials to Login.

2.2 Home

The Home screen displays the logged in user's positional node with the following content

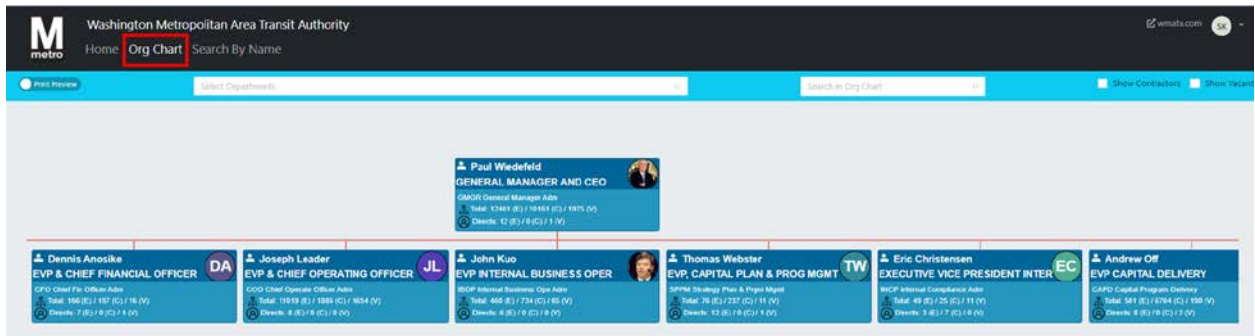


- First Name , Last Name
- Title
- Picture
- Office
- Total and Direct Reports - E – Employees; C- Contractors; V- Vacant
 - C-Contractors: Positions with Employee ID and no position numbers
 - V-Vacant: Budgeted and active positions with employees
- Phone Number/E-mail address (By clicking the  icon in the top right corner)

3. Organization Chart

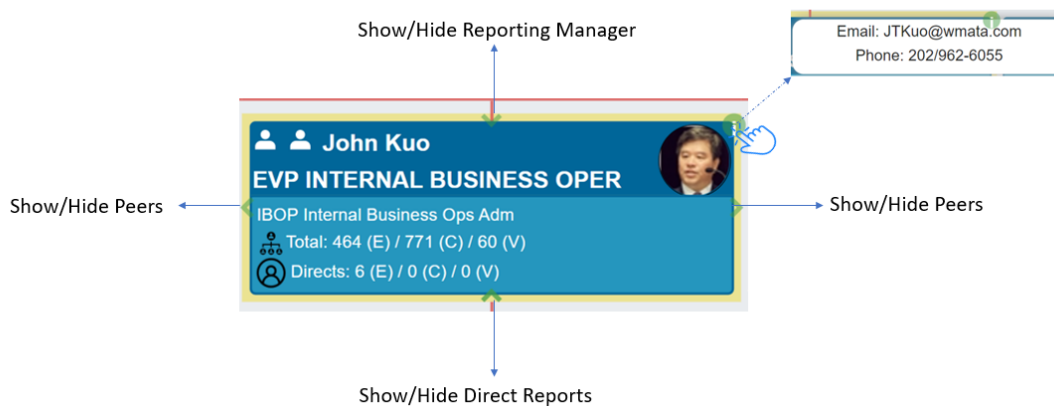
3.1 Org Chart Landing Page

To access the dynamic Organization Chart - click on the 'Org Chart' link on the Menu bar. The visualization is in the form of a traditional hierarchical organizational chart structured by reporting relationships.



The default view displays the Executive Management Team.

3.2 Node Features



Each positional node contains the employee's information

- Arrows on either side may be used to collapse/expand the siblings peers on the same level (Reporting to a common manager)
- Arrows on top and bottom may be used to show/hide reporting managers and direct reports.

3.3 Display

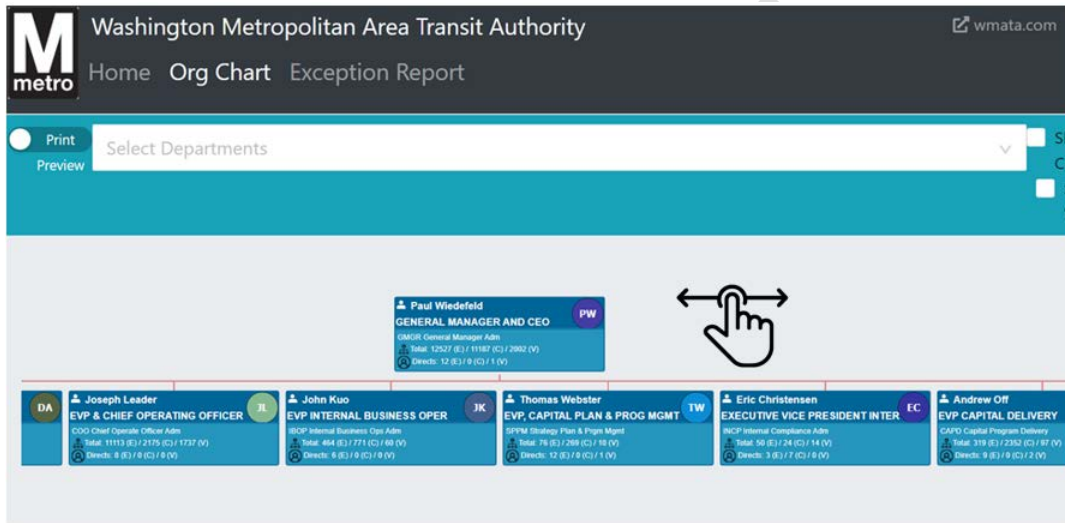
The on-screen display can be adjusted using the following methods

3.3.1 Zooming in and out

Using the mouse scroll wheel allows the user to zoom in and out in the chart.

3.3.2 Top and Side display

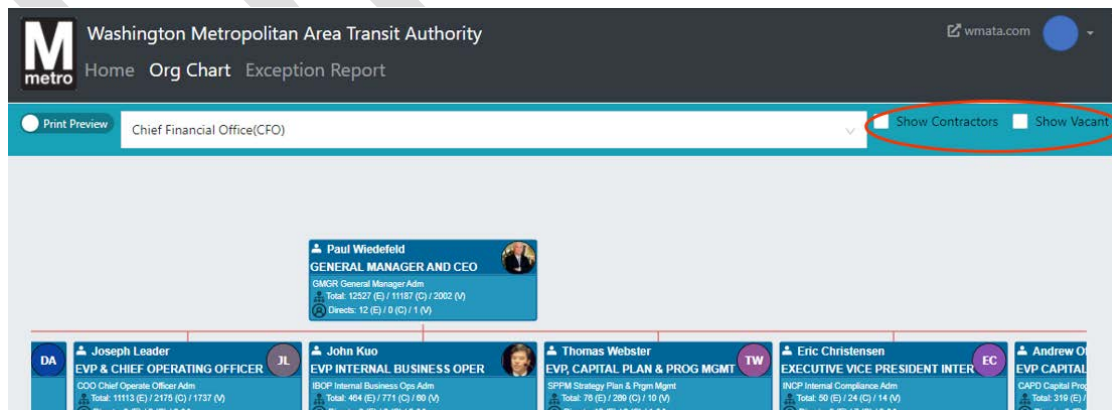
Simply move the chart by using the mouse drag to the desired location.



3.4 Filters

3.4.1 Show Contractors/Show Vacant

Using the checkbox at the top of the page 'Contractors' or 'Vacant' positions can be included in the Org Chart.



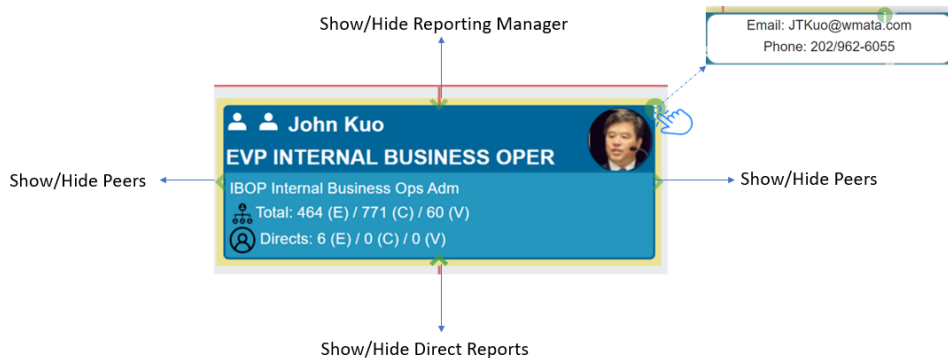
- Show Contractors: Org Chart will include contractors.
- Show Vacant: Org Chart will include vacant positions.

3.5 Navigation

Navigating the Org Chart to a desired view can be achieved in two ways

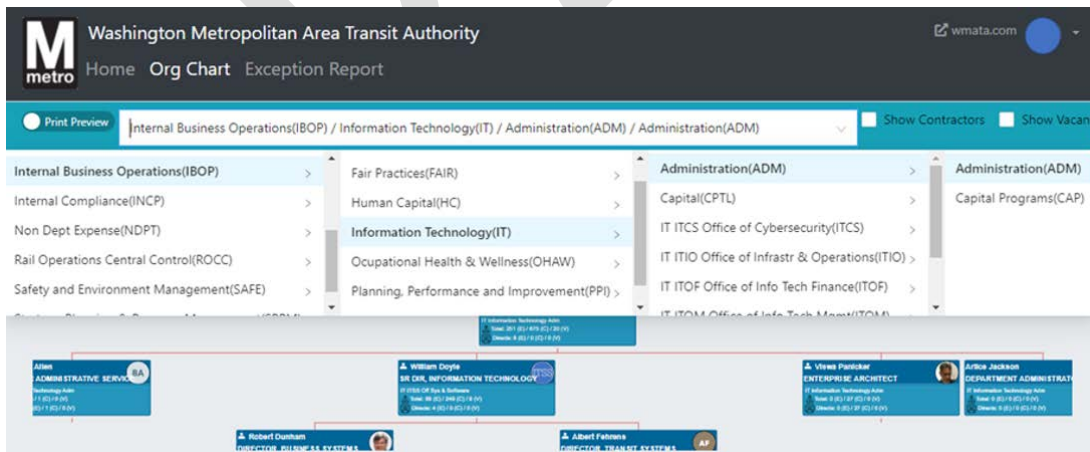
3.5.1 Drill down and up

This allows you to build an Org Chart of your choice. Using the node's navigational arrows, the user can drill up/down the reporting hierarchy until the desired view is achieved.



3.5.2 Navigating by department

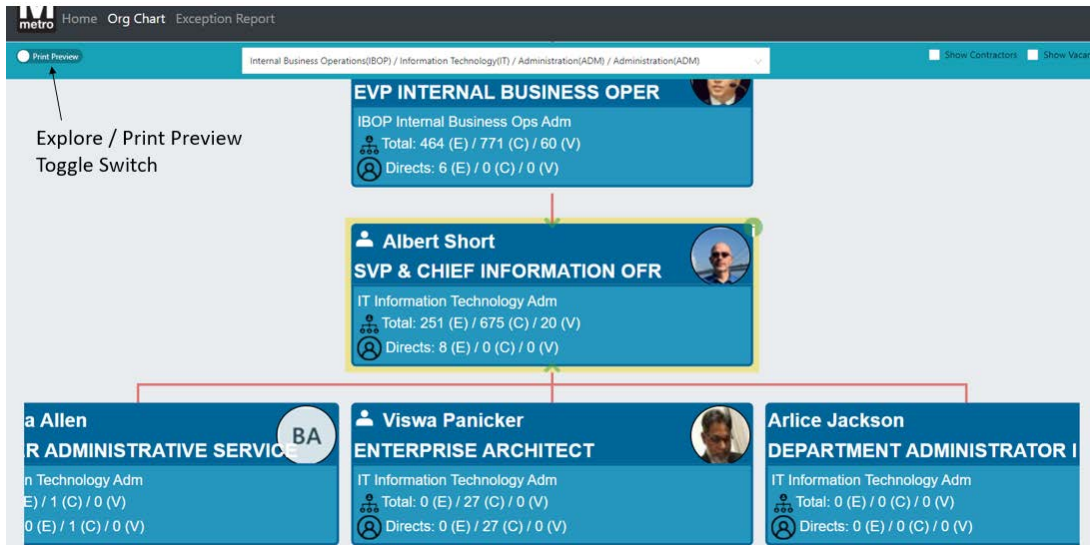
This allows you to build an Org Chart for a specific Office/ Branch . This is available for any particular Office or Branch. Using the list box on the top will open a selection list array that enables the user to filter down to specific Office/Branch to display.



3.6 View Modes

3.6.1 Explore Mode (Default)

This is the default mode on Login and will harness the full capability of the application to build the Org Chart of choice.

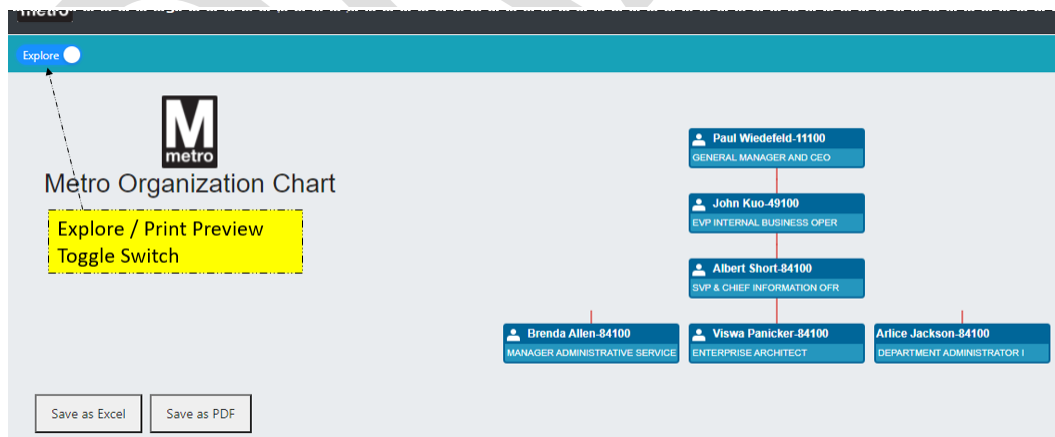


3.6.2 Print Preview Mode

Print preview mode can be activated using the toggle switch on the header bar. Print preview mode do the following:

Print preview mode can be activated using the toggle switch on the header bar. Print preview mode do the following:

- Display abbreviated node information
- Freeze Navigation across nodes
- Freeze Org Chart current view
- Provide ability to export current view to PDF or Excel.



3.6.3 Sign Out

Sign out of the application using the Profile Menu on the right-hand corner.



Washington Metropolitan Area Transit Authority

Home Org Chart Exception Report

[wmata.com](#)

Sign Out

Metro Organization Chart

Welcome to Metro Organization Chart based on PeopleSoft HCM data (position based)

DRAFT

APPENDIX A: Document Control

Particulars	Description
Document Owner	Viswa Panicker, Chief-OEA
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APPENDIX B: Revision History

Revision Date	Version	Description	Contributors	Approver