

PURPOSE OF PACKAGE: The Aquire team has established the following package to help you make the most of your recent purchase of OrgPublisher. This package includes:

- 9+ hours of pre-recorded OrgPublisher training sessions
- Training Manuals
- 2 hours of consulting services to help you plan the steps needed for go-live

Recorded Training

The available recordings, a description of the topic and duration are listed below.

OrgPublisher for SAP® solutions Interface Recordings

| Recording | Description | Play Time |
|--|---|-----------|
| 1 OPSAP - Welcome-Licensing-Extracting Data | Demonstrates how to begin extracting data from SAP for OrgPublisher use. Also discusses licensing. | 11 min |
| 2 OPSAP - Chart Format-Basis and Eval Paths | Demonstrates how to use defined evaluation paths for data extraction. Demonstrates formatting a chart in OrgPublisher. | 11 min |
| 3 OPSAP - XML-Variants-Language – Wizard Output Formats | Describes how to modify XML schema, the use of Variants to call up Transactions and the Manager’s Desktop, how to define the language sequence and how to use the wizards to customize your output formats. | 13 min |
| 4 OPSAP - Wizards – Position Types – Additional Fields – Object Filters | Demonstrates using wizards to define Position Types and extracting additional fields for formatting and display within the chart. Describes the use of Object Filters to limit data extracted. | 11 min |
| 5 OPSAP - Wizard Output Field Filters – Manage Templates – Input Additional Data | Describes how to modify the output by filtering data, how to save and manage OrgPublisher template (.otm) files and how to extract additional data. | 8 min |
| 6 OPSAP - Output Formats | Describes how to manually modify Output Formats. | 21 min |
| 7 OPSAP - Functions and Manual Adding of Fields | Describes how the functions available and how to use the function. Describes how to locate and add additional fields of data for display within OrgPublisher. | 18 min |

OrgPublisher Recordings

| Recording | Description | Play Time |
|-------------------------------------|--|-----------|
| Getting Started with OrgPublisher 8 | Overview of things to consider, data fields required, how to create the first chart | 16 min |
| Field Layout | Describes OrgPublisher's required field layout | 18 min |
| Additional Data Source | Demonstrates how OrgPublisher relates primary and secondary data sources | 12 min |
| Mapping | Shows how to map adding records, adding additional data and succession records | 22 min |
| Data Diagnostics | Demonstrates how OrgPublisher identifies orphan, recursive and self reporting data records | 4 min |
| Custom Position Types | Describes how OrgPublisher uses record types to create Custom Position Types and how that effects the formatting of the chart | 8 min |
| Custom Fields | Describes how to indicate what type of data is stored in each Custom Field | 13 min |
| Formatting Part 1 | Describes how to use templates, create Styles, Format Text and Boxes | 18 min |
| Formatting Part 2 | Describes formatting the Chart, Lines and Title | 25 min |
| Formatting Part 3 | Describes using Zoom, Charting Levels and Setting the Top of Chart | 4 min |
| Search and Group Part 1 | Describes single and multiple criteria search, saving as a Group, Spotighting and Filtering based on Group membership, Group icons, Emailing to search results | 24 min |
| Search and Group Part 2 | Describes Multiple Criteria Search, Conditional Formatting, Base Filter | 8 min |
| Photos, Logos and Legends | Demonstrates inserting photos, logos and legends in a chart | 11 min |
| Views Part 1 | Demonstrates Wizard, Style, Tree and List View | 12 min |
| Views Part 2 | Demonstrates Profile, Summary and Hover Profile View | 17 min |
| Summary Fields | Demonstrates how to create and display Summary Fields | 15 min |
| Advanced Box Layout Part 1 | Demonstrates how to setup chart boxes using the Advanced Box Layout Editor | 16 min |
| Advanced Box Layout Part 2 | Shows how to conditionally format based on Group membership | 13 min |
| Multiple Reports | Demonstrates how to show Multiple, Indirect, Matrix or Dotted line reporting | 7 min |
| Hotspots | Describes how to create Hotspots and Smart Links | 8 min |
| Print and PowerPoint Part 1 | Describes how to send output to a printer or to PowerPoint using the Wall Chart and Book Style Preview options | 25 min |

| Recording | Description | Play Time |
|-----------------------------|--|-----------|
| Print and PowerPoint Part 2 | Describes how to send output to a printer or to PowerPoint using the Wall Chart and Book Style Preview options | 8 min |
| Publishing Part 1 | Describes the publishing options, how to publish and how to schedule publishing | 11 min |
| Publishing Part 2 | Describes the publishing options, how to publish and how to schedule publishing | 18 min |
| EChart Security | Describes securing charts at the Chart, Style and Field level | 20 min. |
| OrgHistory | Describes how to create an archive, browse and compare archived charts | 18 min |
| Succession Charts | Describes how to create and format a succession planning chart | 21 min |
| OrgPlan for Administrators | Describes how to setup a chart that will be used for OrgPlan | 18 min |
| OrgPlan for Planners | Describes the functionality available with OrgPlan | 24 min |

Consulting

The training/consulting session provides 2 hours of additional training, planning or implementation assistance. Upon your completion of the recorded sessions, contact the Aquire Training Team to schedule and tailor your session to meet your business needs.

Please note: OrgPublisher for SAP® solutions ships with standard predefined output formats that allow for Org-to-Org or Position-to-Position structures. In most cases, no additional ABAP programming/user exits are necessary. Customization beyond these standard capabilities will require evaluation by an SAP OM consultant.