ORGPLUS Quick Reference Guide

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LOGGING IN
1) Go to https://orgplus.drexel.edu/orgplus/
2) Log in using your Drexel domain user ID and password
3) Select Chart to view organizational charts. Select Directory to search within the organizational charts.

VIEWING PROFILE/EXPLORE/BOOKMARK PANELS
Select the Expand/Collapse button underneath the Sign Off button at the top right of the screen.

The Profile will display basic contact information for the employee that is selected in the organizational chart.
SEARCHING
You have two options when you want to search in OrgPlus: the Directory tab at the top of the screen, or the Explore panel to the right of the organizational chart.

Search from the Directory Tab
1) Select the Directory tab at the top of the screen.
2) Select the field you want to search from the drop down menu.
3) Enter your search criteria in the text field next to the drop down menu.
4) Select the Search button.
5) Your search results will display. Select an employee within the search results and their contact information will display in the Profile to the right of the screen. (To view the Profile, select the Expand/Collapse button underneath the Sign Off button.)

Search from the Explore Panel
1) Select the Expand/Collapse button underneath the Sign Off button at the top right of the screen.
2) Select the Explore tab.
3) Select the field you want to search from the drop down menu.
4) Enter your search criteria in the text field next to the drop down menu.
5) Select the Search button.
6) Your search results will display. Select an employee within the search results and you will be taken to their position in the organizational chart. Select the Profile tab to view their contact information.