

6 Explorers

There are two explorers that you can use. The Organisation Explorer and the Mini Explorer.

The whole area of the Organisation Structure is controlled using effective dates. Information that is added, amended, or deleted is recorded as a change on that specific date. It is important that the date selected when using the organisation explorer is the correct one, as the organisation will differ from day to day.

6.1 Using the Organisation Explorer

This feature allows you to view and maintain a dynamic diagram of the structure of schools, faculties and departments in the Trent display pane. Each item within the structure is enabled to act as a navigational link to the functions and/or content of the selected component.



It is suggested that you use the Organisation explorer only to identify an area of the University structure to initialise a search procedure. To add or maintain elements search for the unit, post or position and click the Mini explorer link in the action pane.

6.1.1 To search using the Organisation explorer

1. Select the University of Cambridge in the object pane and click the Organisation explorer link in the action pane.



2. Enter the effective date. The top level node of the Organisation structure diagram appears in the display pane.



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3. Click the Search  button in the display header toolbar. Trent opens the sliding search pane to the right of the display area.
 4. Enter the required search item in the text field provided and click . Trent displays all the matching items in the search pane.
 5. Select the required item from the search result. Trent expands the Organisation explorer to reveal the location of the selected item.

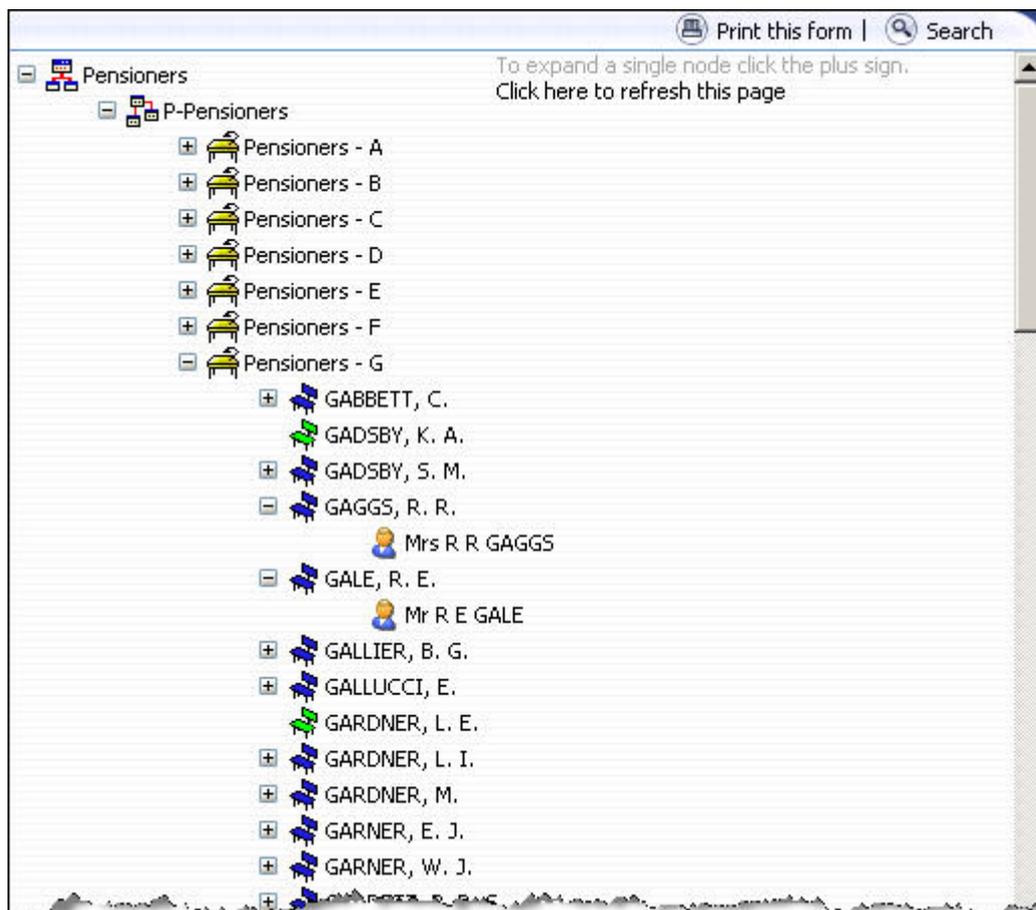
6.2 Organisation Structure

Trent’s organisation structure is made up of Units, Posts, Positions and Contracts.

Organisation Structure



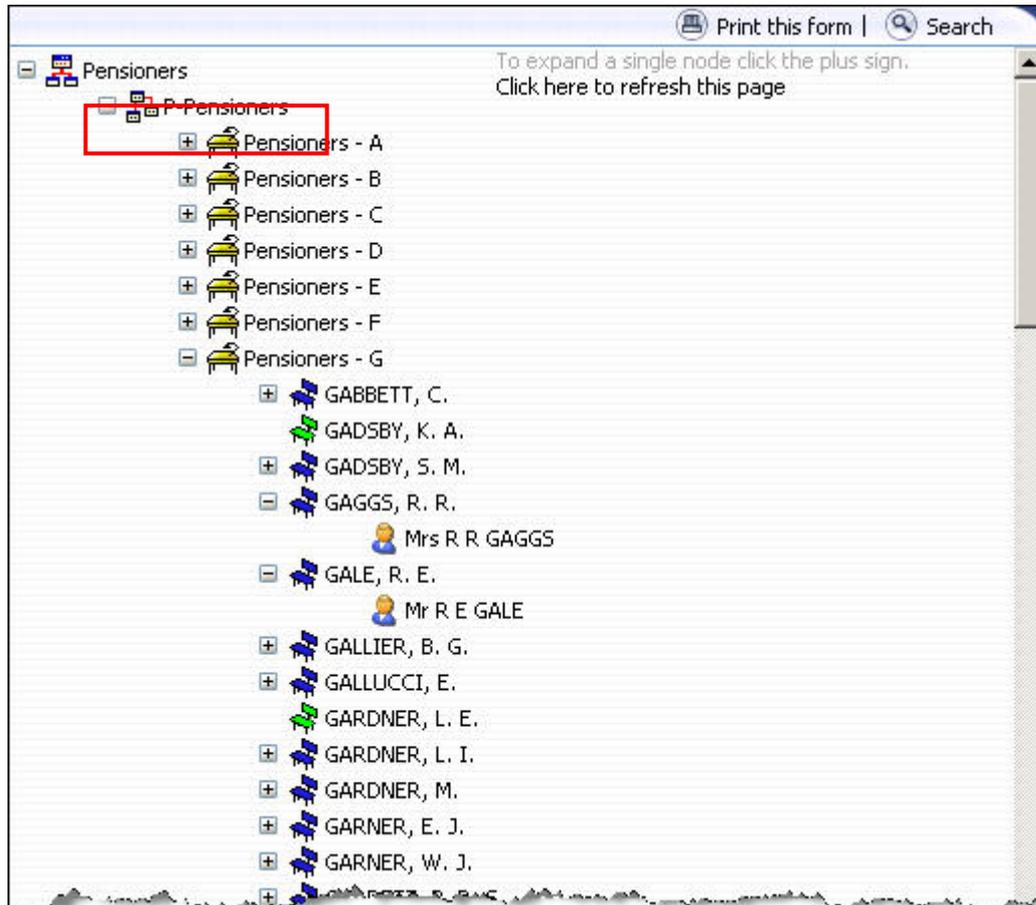
The organisation structure is the set of interconnected parts that represent the University of Cambridge as a whole. We have 2 separate organisations: University of Cambridge and Pensioners. Most departmental users will only see the University of Cambridge organisation.



Unit



A unit is an organisation structure component that is made up of subordinate components including other units and posts. For example P-Pensioners and T-Pensioners are a classed as units and contain the relevant people.



When viewing the structure in the organisation explorer, the appearance of a plus icon next to any element indicates hidden items below the level displayed.

Clicking the plus icon will expand the diagram to display the subordinate components. When the selected node is fully expanded, the plus icon changes to a minus icon .

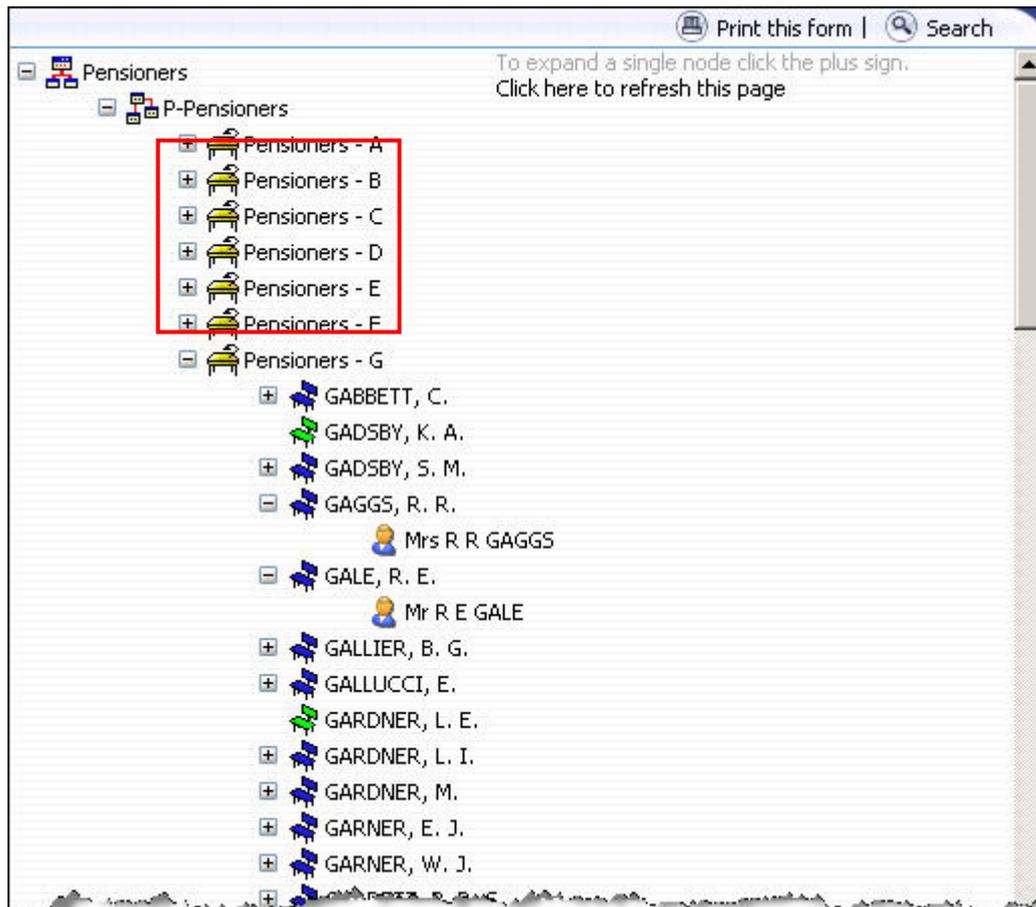
Clicking the minus icon condenses the node again.

Post



Within Cambridge we have allocated different pensioner groups to posts. A Post is an intermediate component in the organisation structure. A post always belongs to a superior organisation unit, e.g. P-Pensioner or T-Pensioner. If a person is to occupy a post it is always by means of an intermediate 'position'.

Within the Pensioners organisation we have split the pensioners into post groups according to the initial letter of their surname.



Position



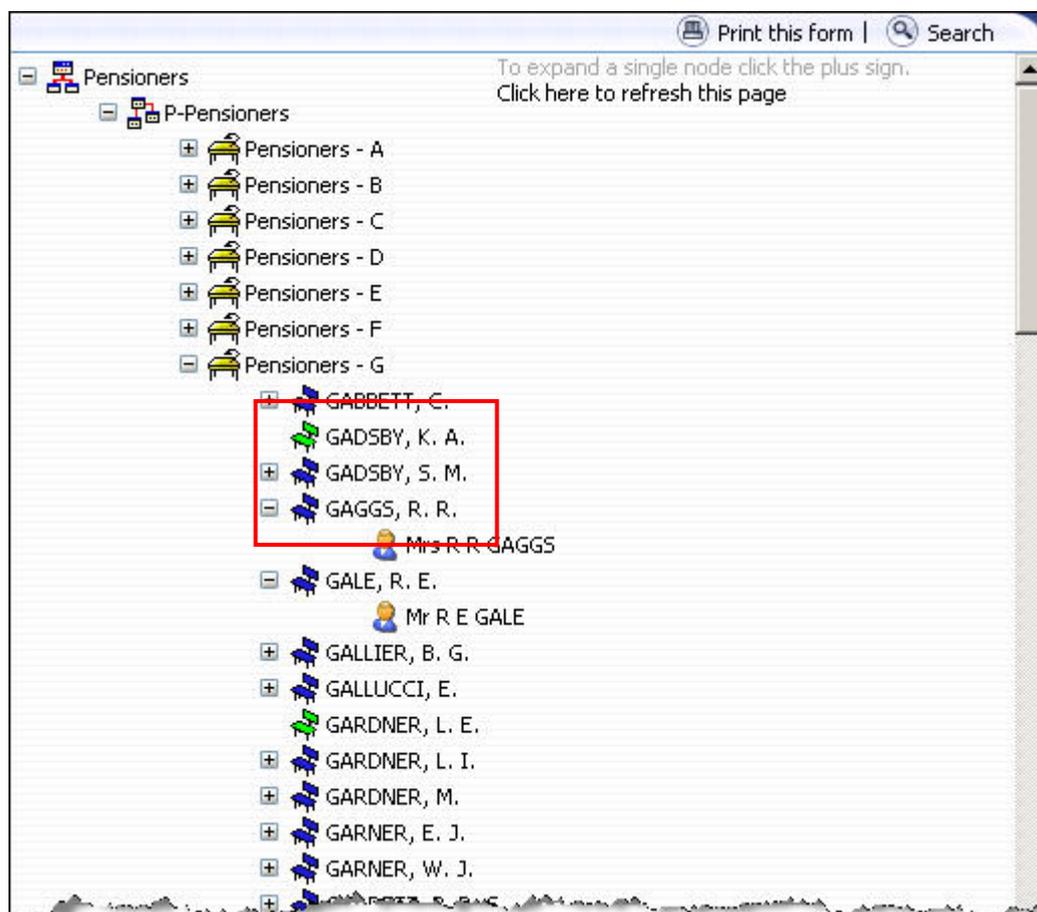
A position is a location in the Organisation in which a person can be placed. In the Pensioners organisation, a position will be created for each pensioner using their name as the position title.



If the chair icon is green it indicates that the position is vacant and as yet unoccupied.



If the chair icon is red it indicates that the position is vacant and has a recruitment requisition attached to it. This is not relevant for the Pensioners organisation.



People



Each person that we hold details for in Trent will be shown with this icon. People are attached to the structure via a position and a contract is created.

A contract within Trent is not a contract of employment, but the piece of data which binds an employee to a payroll.

