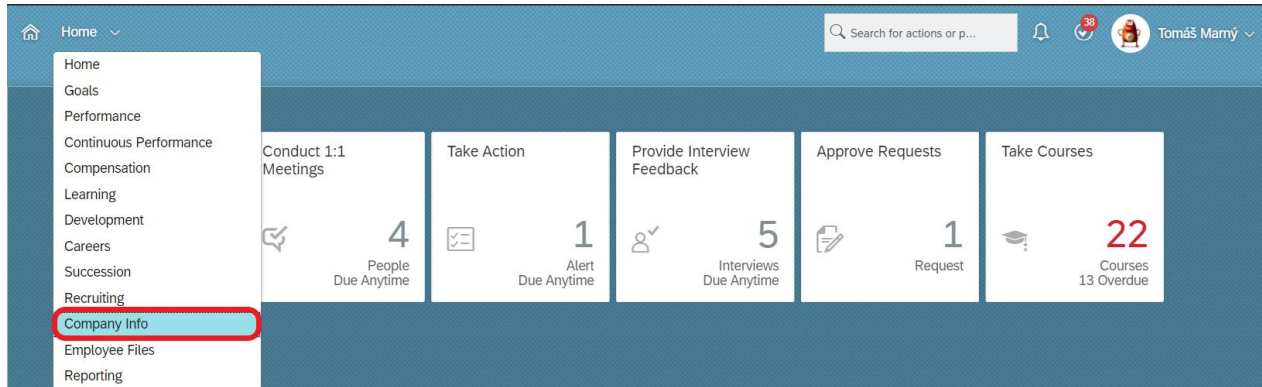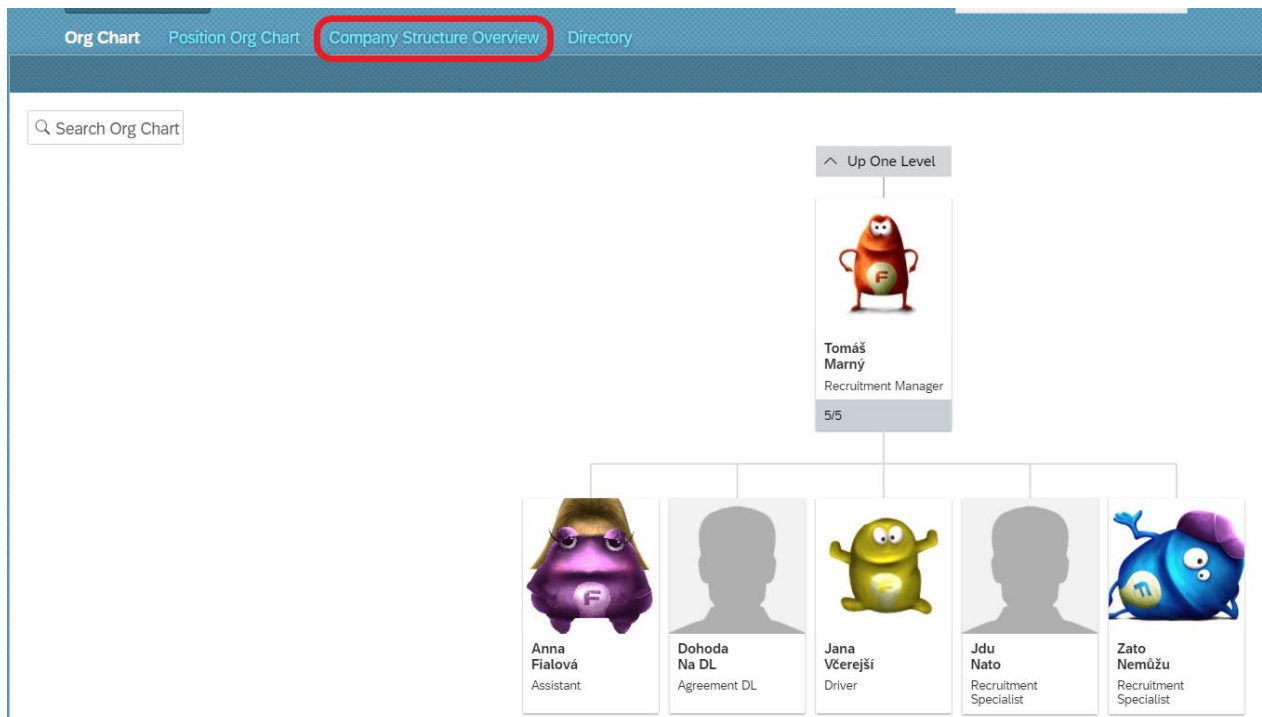# Company structure in myFOX

In this manual you will see **two examples** on how to search in company structure.

1. **Search division by people**
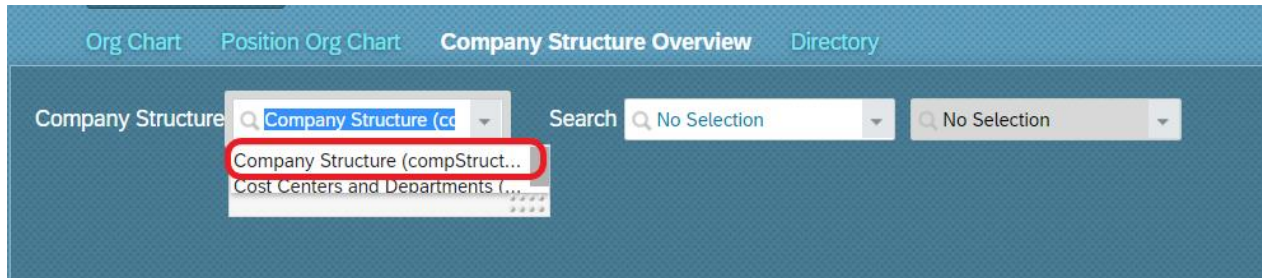2. **Search by cost center**

On your homepage click on ,,Company Info'':
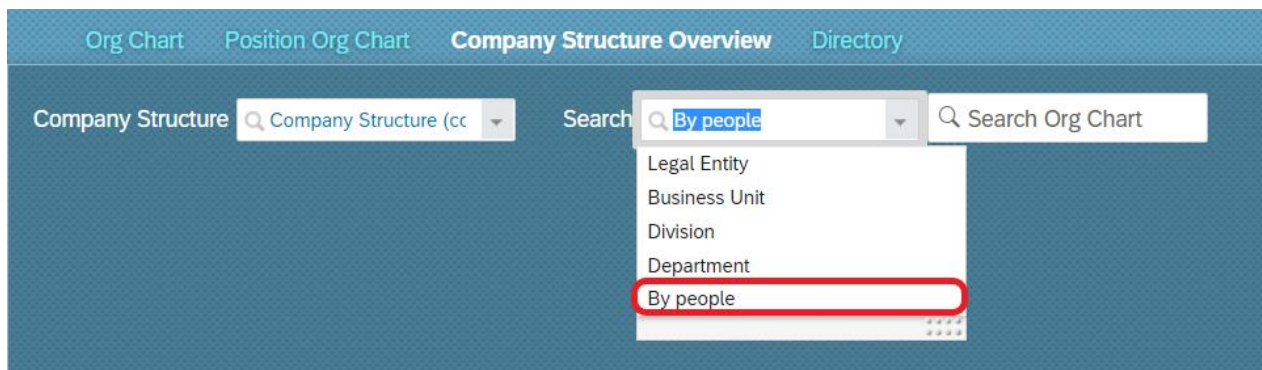

Next click on ,,Company Structure Overview''.

1. **Search division by people**
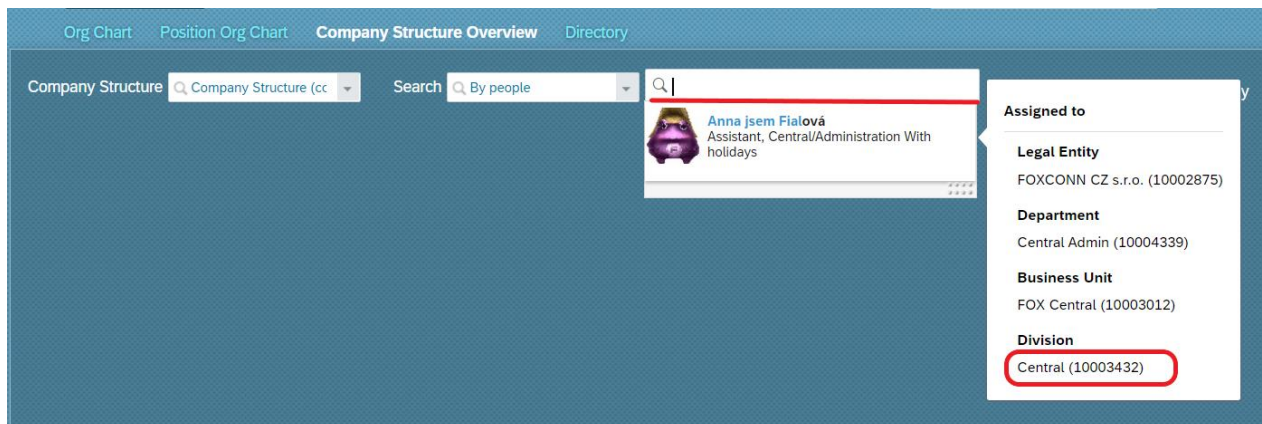
Choose ,,Company Structure''.

Pick search ,,By people''.

Finally write the name of colleague you want to find. Next you will see information such as Legal Entity, Department, Business Unit or Divison.

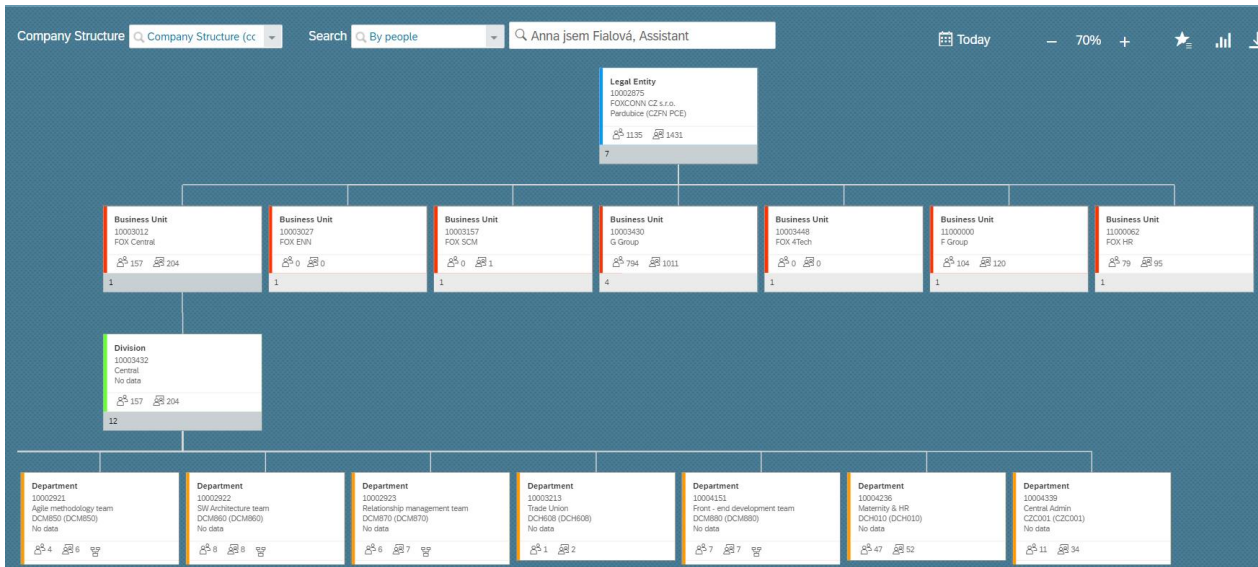To see whole company structure click on searched Division.

Now you can see tree company, departments, divisions, etc. In this structure you can freely move and click on higher or lower levels.

If you want to see under which Business Unit the Division is located click on ,,Up One Level..''.
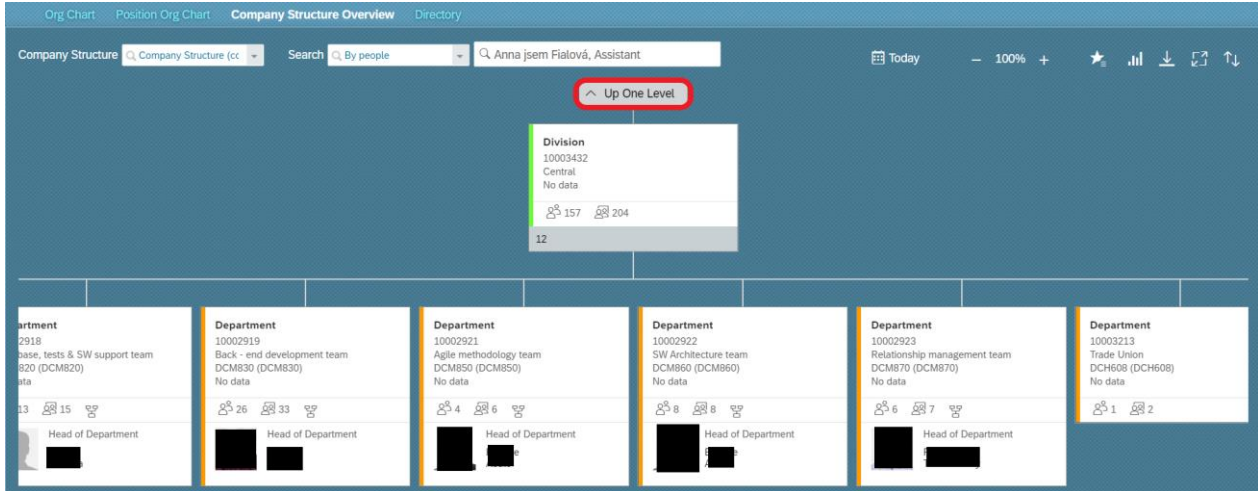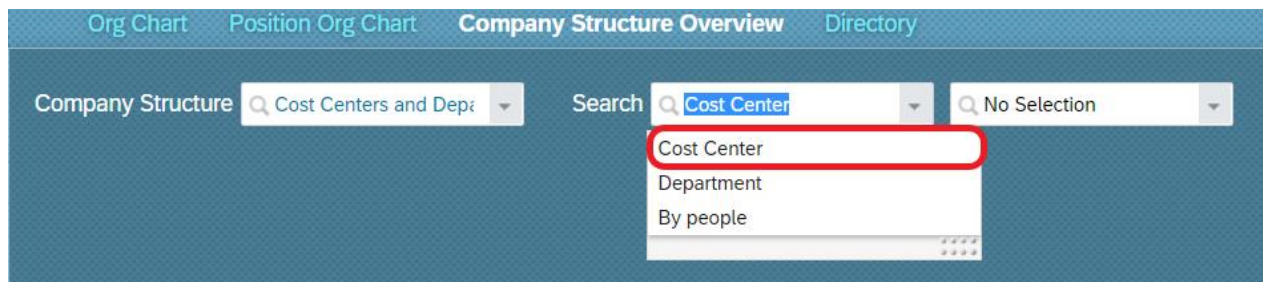

Now you can see Business Units.

2. Search by cost center

If you want to search cost center, pick ,,Cost Centers and Departments''.

In next window choose ,,Cost Center''.

Finally choose from menu the name of cost center, you want to display. For easier searching you can write down the name of cost center.

Then the appropriate Cost Center is displayed. For more information click on ,,Department".

Now you can see more information.

TIP: For easier and faster entry, you can add the most searched options to the „Favorites" section.

How to do it? After you searched the information click on star icon.
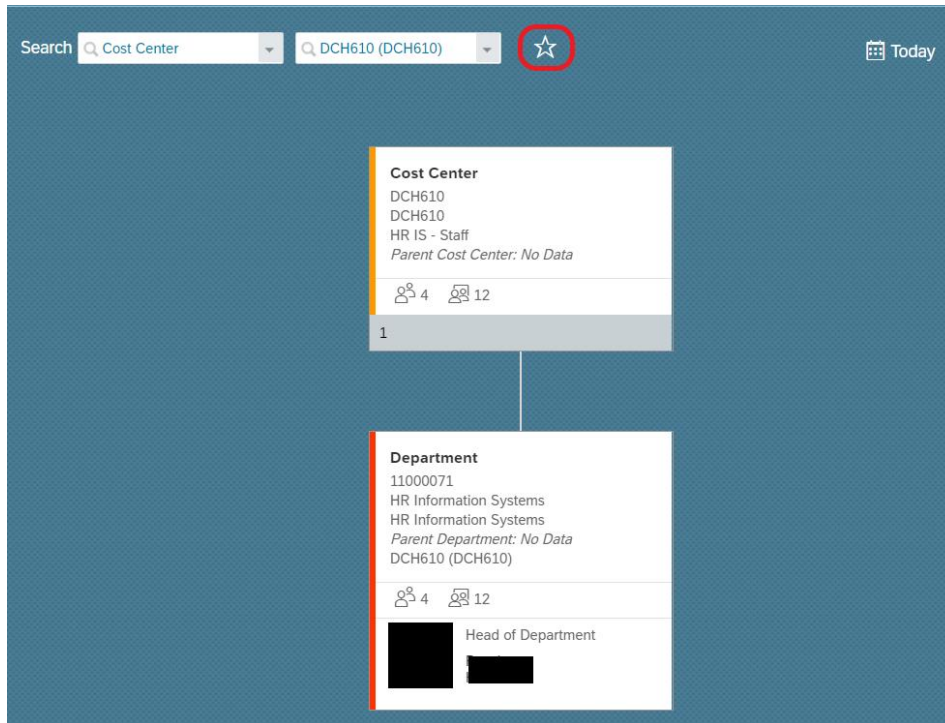
The star got color and the you will find the list of your favorites in the right corner.
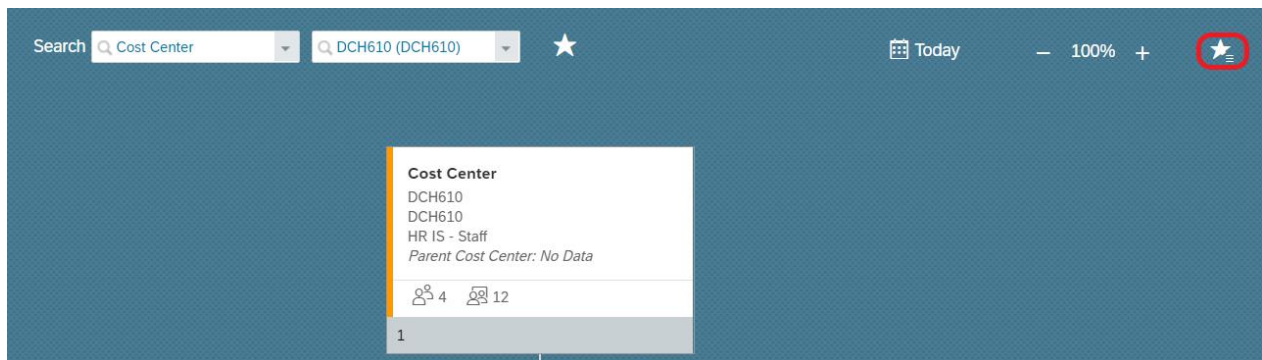
After click on the star you can see your list.