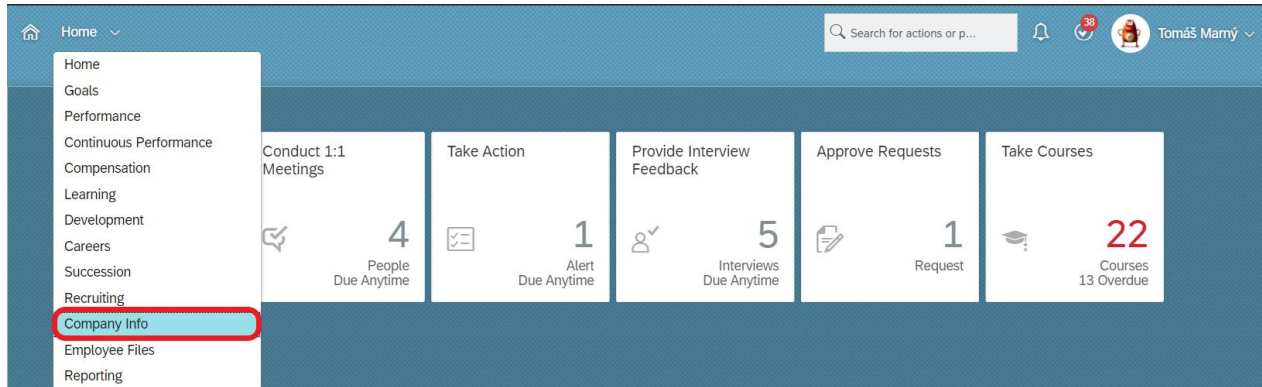


# Company structure in myFOX

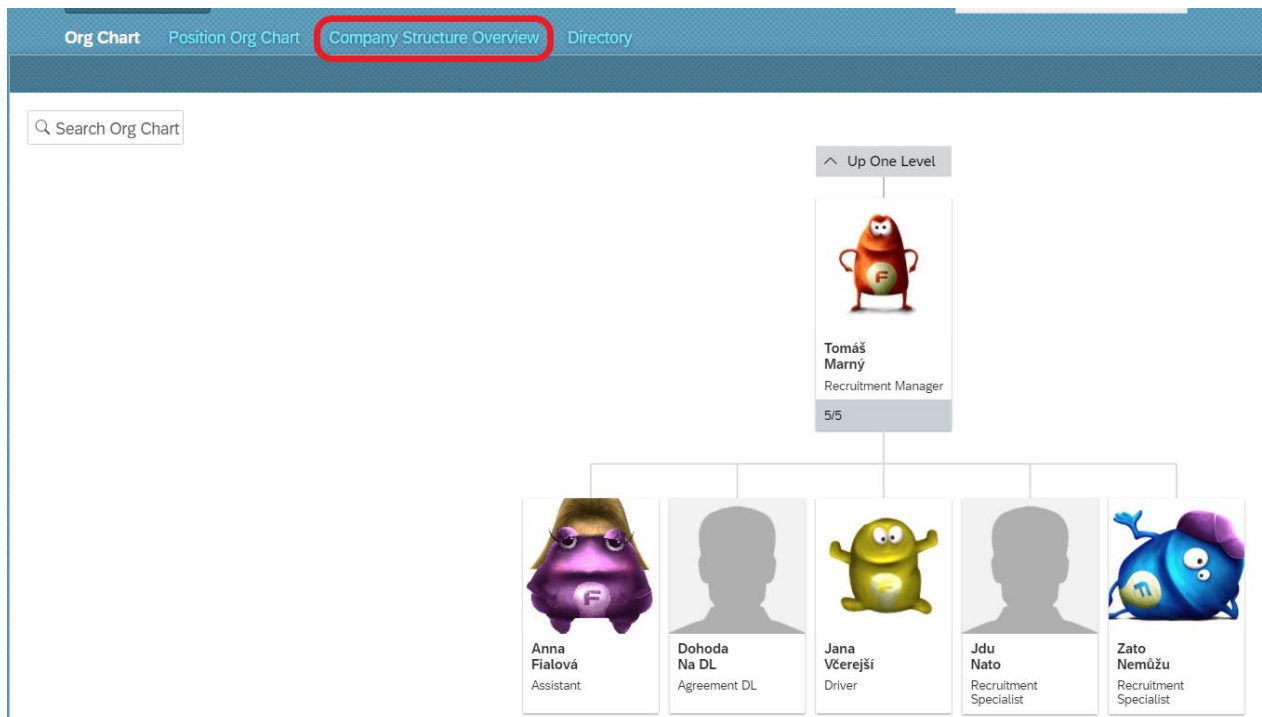
In this manual you will see **two examples** on how to search in company structure.

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

On your homepage click on „Company Info“:

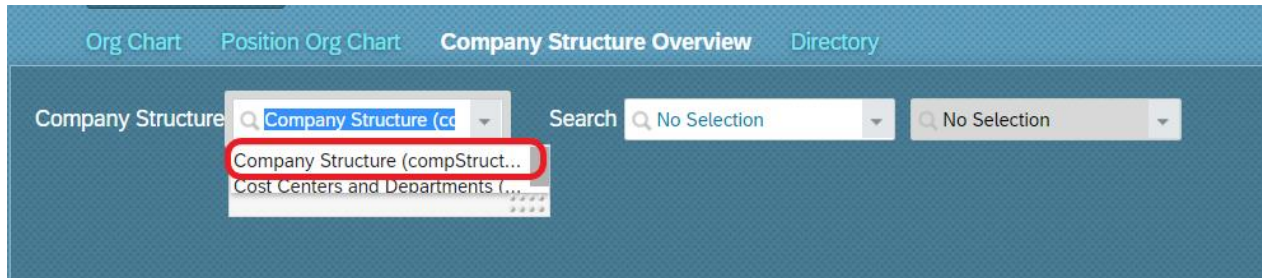


Next click on „Company Structure Overview“.

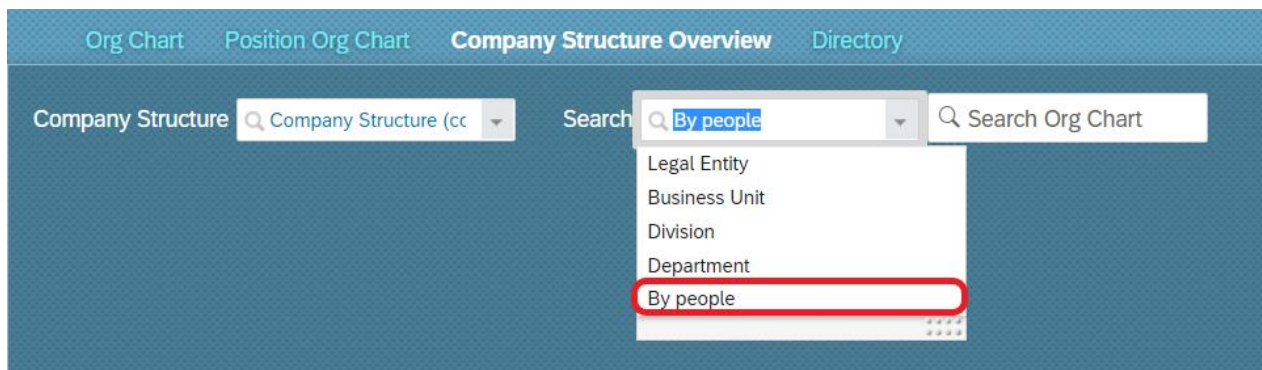


## 1. Search division by people

Choose „Company Structure“.

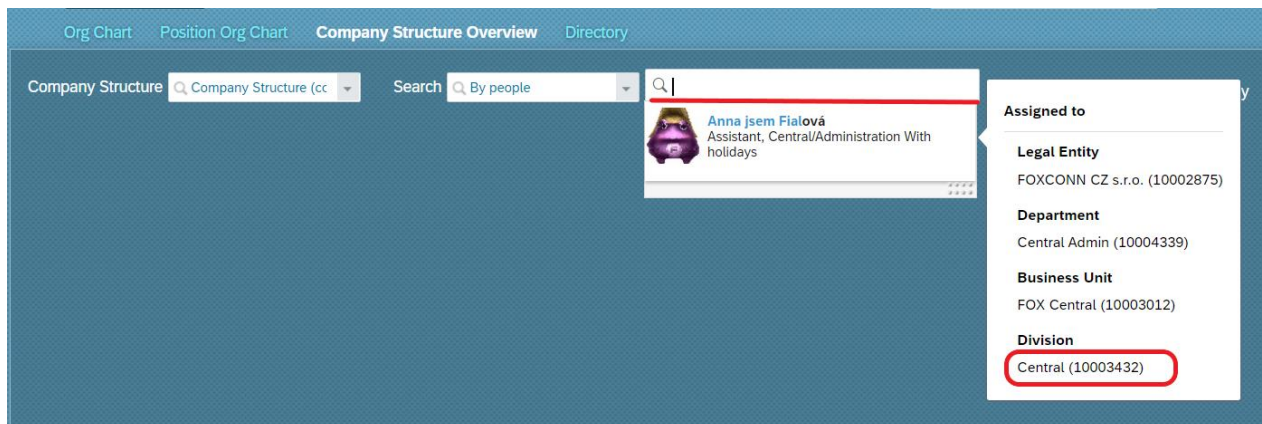


Pick search „By people“.



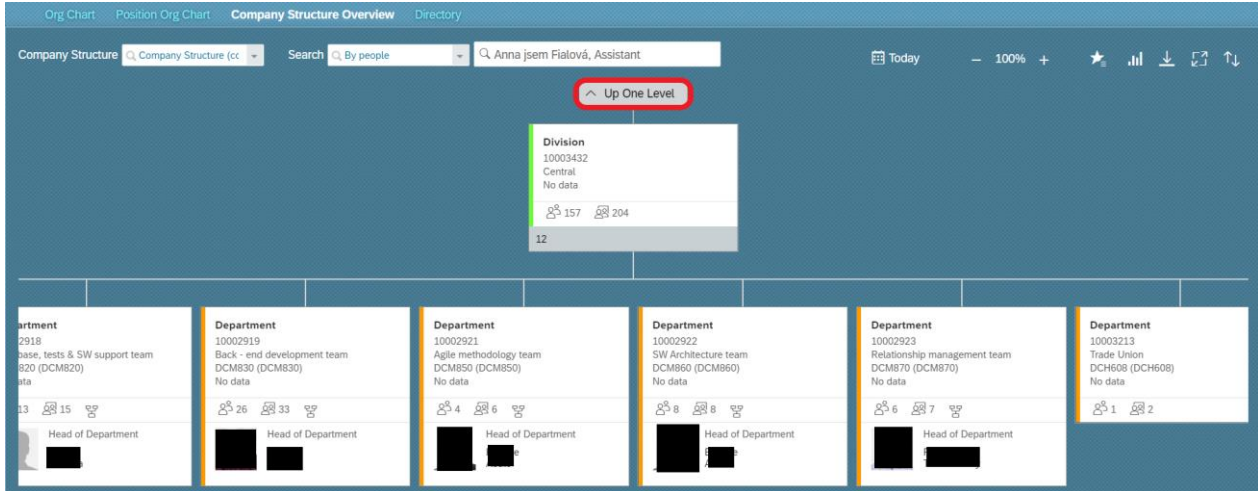
Finally write the name of colleague you want to find. Next you will see information such as Legal Entity, Department, Business Unit or Division.

To see whole company structure click on searched Division.

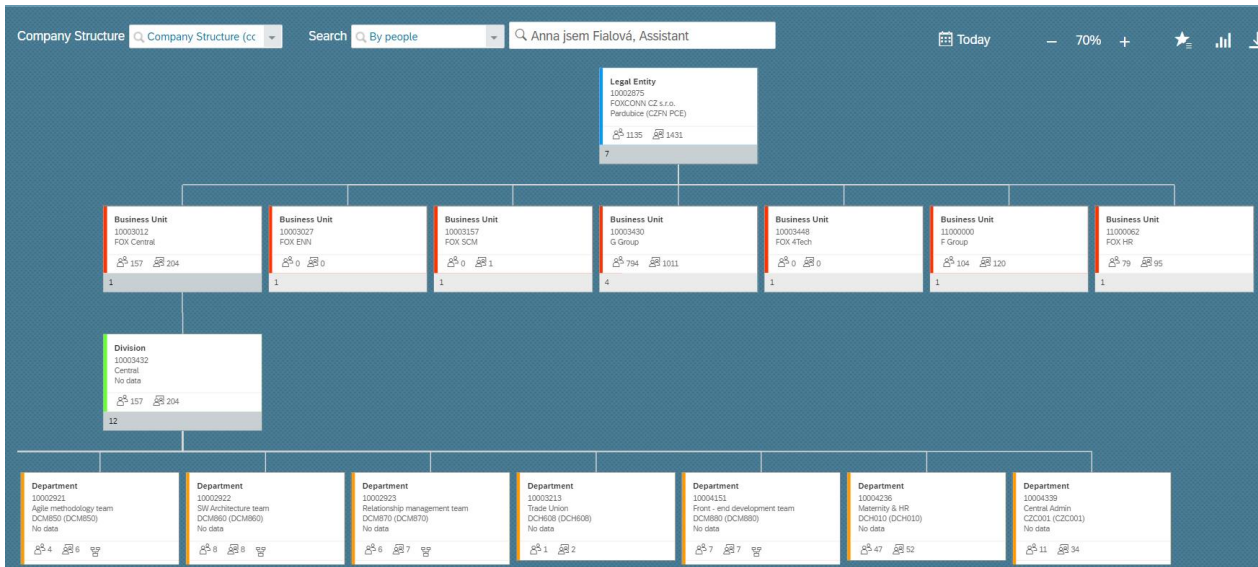


Now you can see tree company, departments, divisions, etc. In this structure you can freely move and click on higher or lower levels.

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



Now you can see Business Units.

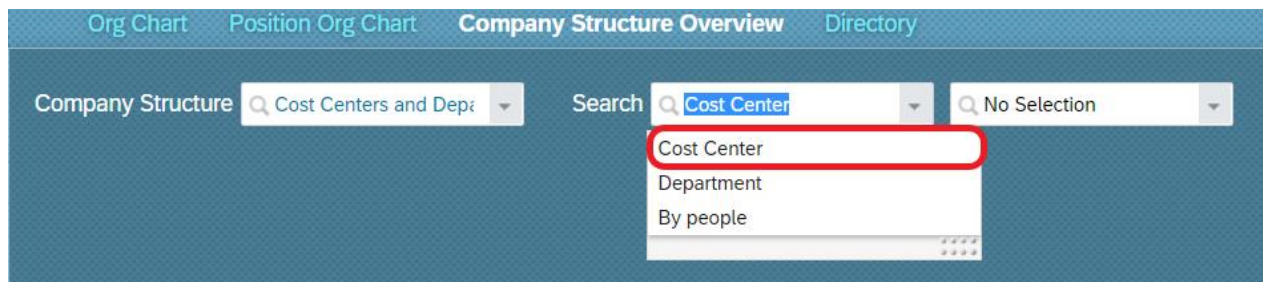


## 2. Search by cost center

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“.

The screenshot shows the SAP Company Structure interface. At the top, there are navigation menus: 'Company Structure' with a dropdown for 'Cost Centers and Dept', a search bar for 'Cost Center', and a dropdown for 'DCH610 (DCH610)'. A star icon is visible on the right. The main content area displays a tree view. A 'Cost Center' card is highlighted, showing details for DCH610 (HR IS - Staff) with 4 employees and 12 positions. Below it, a 'Department' card is highlighted with a red circle around the title. The department card shows details for 11000071 (HR Information Systems) with 4 employees and 12 positions, and a 'Head of Department' field with a redacted name.

Now you can see more information.

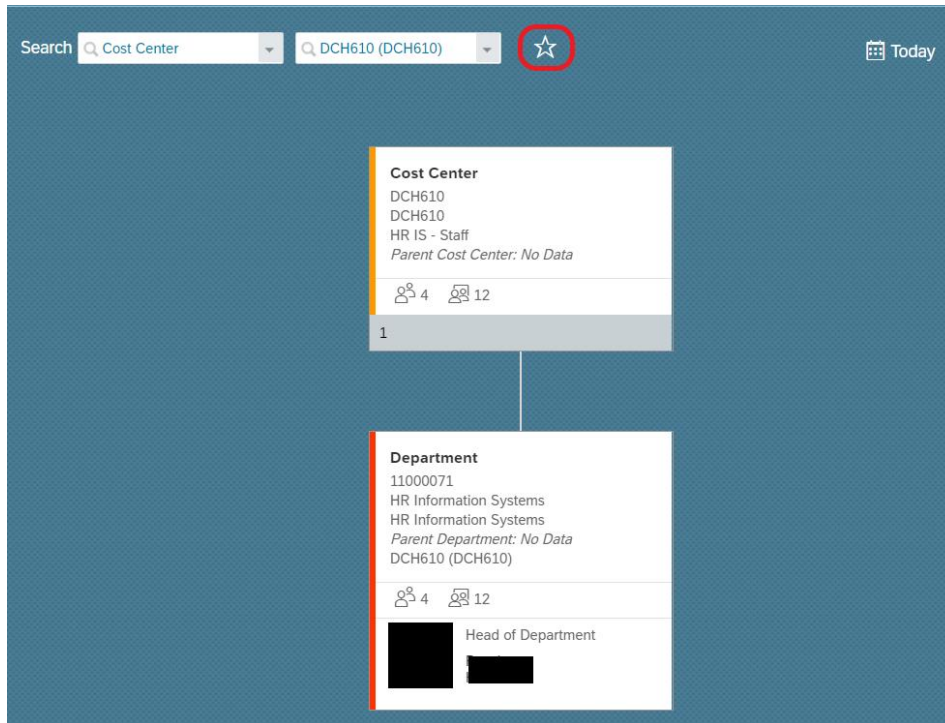
This screenshot provides a detailed view of the 'Department' card. On the left, the 'Cost Center' card is partially visible. The 'Department' card is expanded to show a 'Details' section with the following information:

- Code:** 11000071
- Name:** HR Information Systems
- Description:** HR Information Systems
- Parent Department:** (empty)
- Cost Center:** DCH610 (DCH610) with a dropdown icon and a tree icon.
- Head of Department:** [Redacted Name] with a dropdown icon.

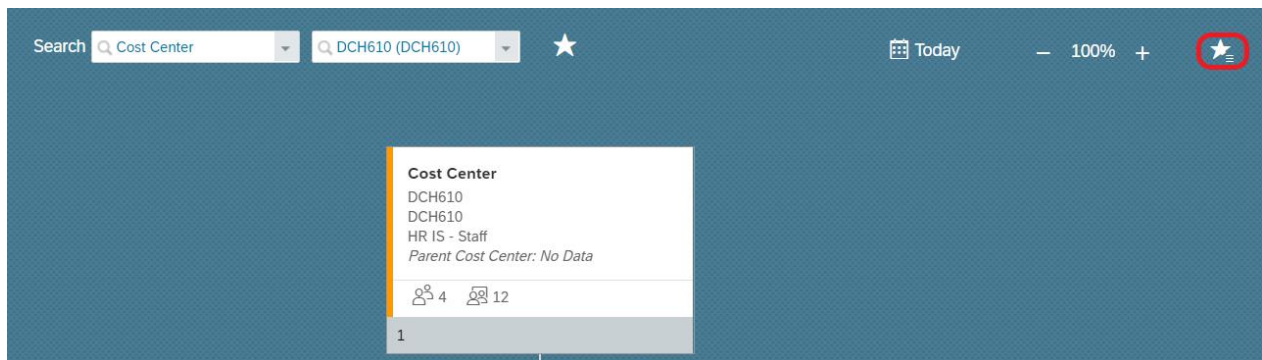
Below the details section, there are three expandable sections: 'History', 'People', and 'Positions'.

**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.

