

HOD and Reporting Structure

There are several ways to set up your user reporting structure in Joget. However, most of what this material covers revolves around Organizations and Departments. Custom configurations and plugin details can be found in the Plugins section.

Head of Department

Knowing that users belong to departments and that departments have their inherent hierarchical structure makes it understood how big a part the Head of Department (HOD) role plays in the setup of your chain of reporting. Each department can be assigned one HOD and the HOD will play a prominent role in process participants' assignments.

To assign a user to the HOD role, you can either access the specific user account and select HOD as true, or you can access the department page (Setup Users > Setup Organization Chart > click on an organization > click on a department) and create your assignment there.

1. Access the Dept page and click on Set HOD

Username	First Name	Last Name	Employee Code	Job Title
terry	Terry	Berg		

2. Select a user in the department

Set HOD Cancel

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Individual Reporting Structure

In addition to HOD, you can also set a direct superior/supervisor to a specific user. To do this, access the user account (Setup Users > Setup Users > click on a user > click on Assign Report To). Once there, a popup window should appear allowing you to filter users by Departments and Grades. Note that the listing that appears is specifically limited to the data within the organization of the selected user.

Edit User Delete User Assign Report To Assign Groups

User Detail

Username

First Name Last Name

Email Filter By Department Human Resource & Admin Filter By Grade Search

<input type="radio"/> Username	First Name	Last Name	Employee Code	Job Title
<input type="radio"/> julia	Julia	Kapatelis		
<input type="radio"/> sasha	Sasha	Bordeaux		

Employee

Employee

Job Title

Department

Grade

Organization

Start Date

End Date 10 Page 1 of 1 Displaying 1 to 2 of 2 items

Head of Department Report To Assign Report To Cancel

Once you have determined the correct user, select it from the list and then click on the Assign Report To button at the bottom of the popup.