# Easily update your organizational charts

Modify titles, add names, adjust reporting levels, and more.

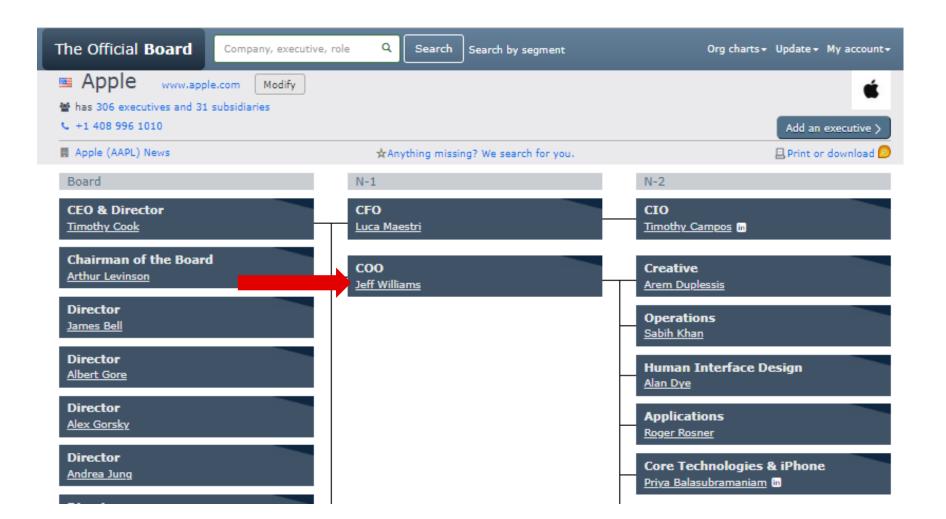
#### **How it works:**

- Log in with your free, Premium, or VIP access.
- Make your modifications directly in the org chart.
- Our moderator will verify and display your changes for other users.
- Rest assured that all contributors remain anonymous.

Please never hesitate to contact us at <a href="mailto:contact@theofficialboard.com">contact@theofficialboard.com</a> to make your modifications or report any missing information.

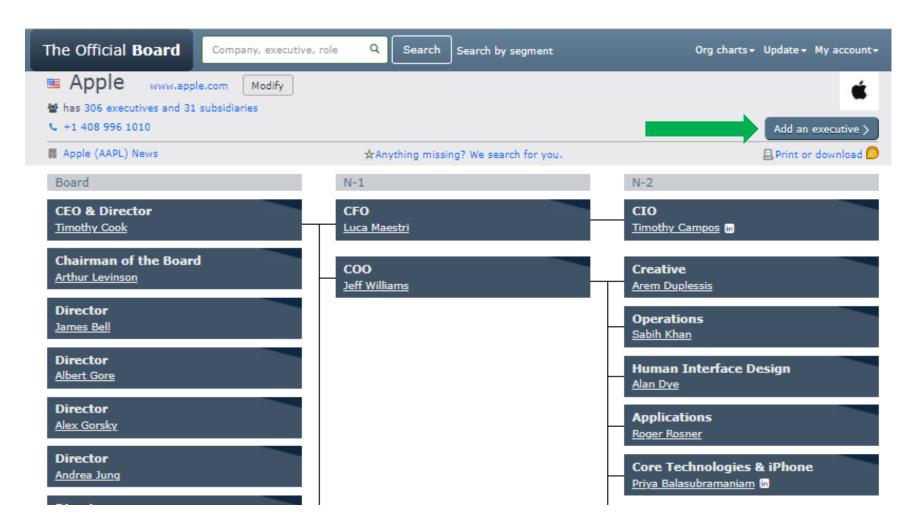
#### To modify an existing business title:

- Click on the name (red) in the org chart.
- Then edit the business title and save.



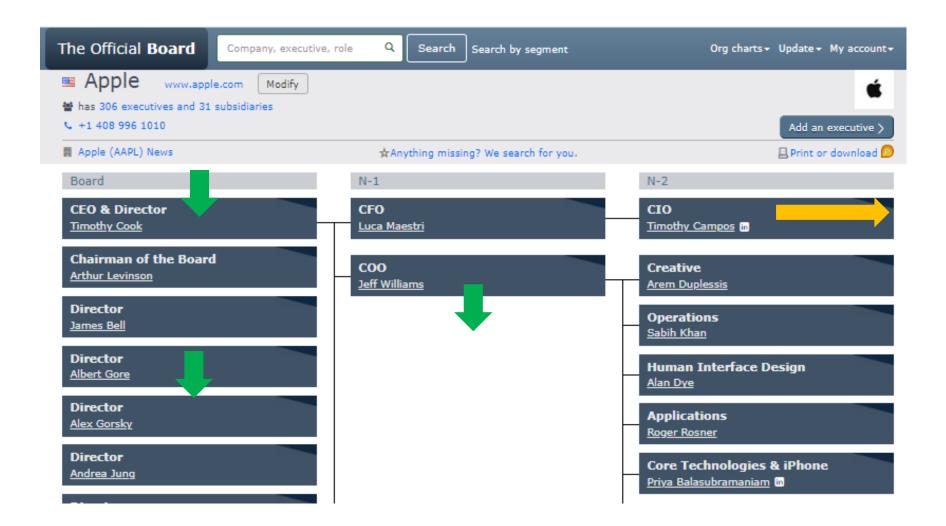
#### To add a missing name:

- Click on the button (green) in the org chart,
- Then enter the info and save.
- The executive will appear by default in the N-2 column.



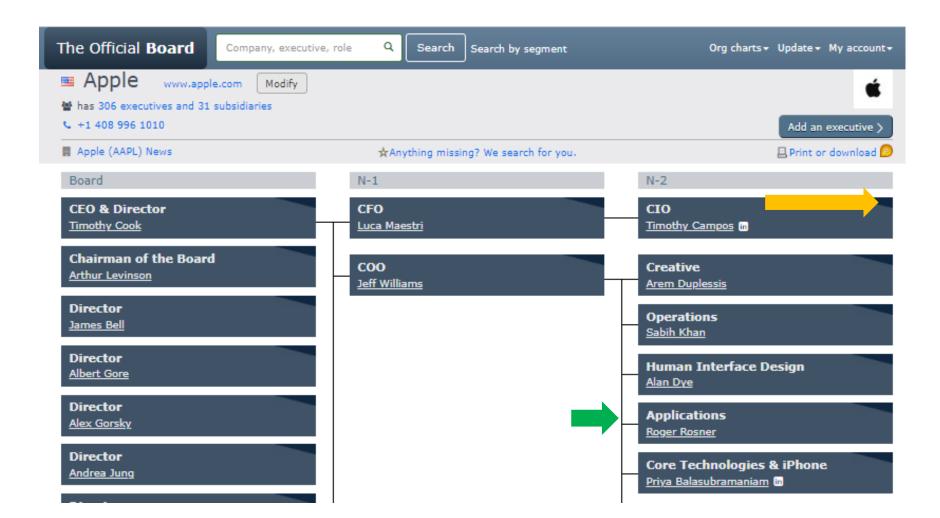
# To change the reporting level:

- Use the dark triangle (yellow) to catch the executive box,
- Drag it and drop it as N-1, Board or CEO (green).



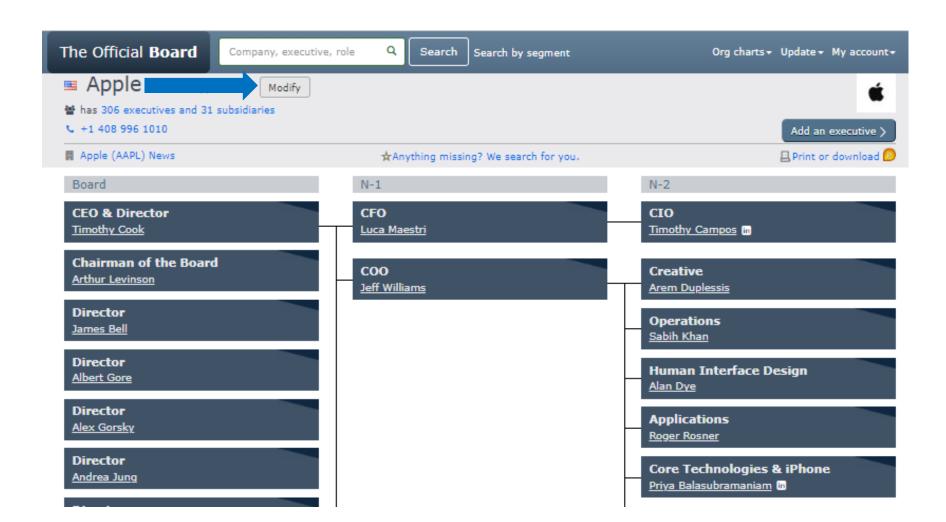
#### To create or modify a reporting line for a N-2,

- Use the dark triangle (yellow) to catch the executive box,
- Drag it vertically and drop it next to the N-1 boss box (green).



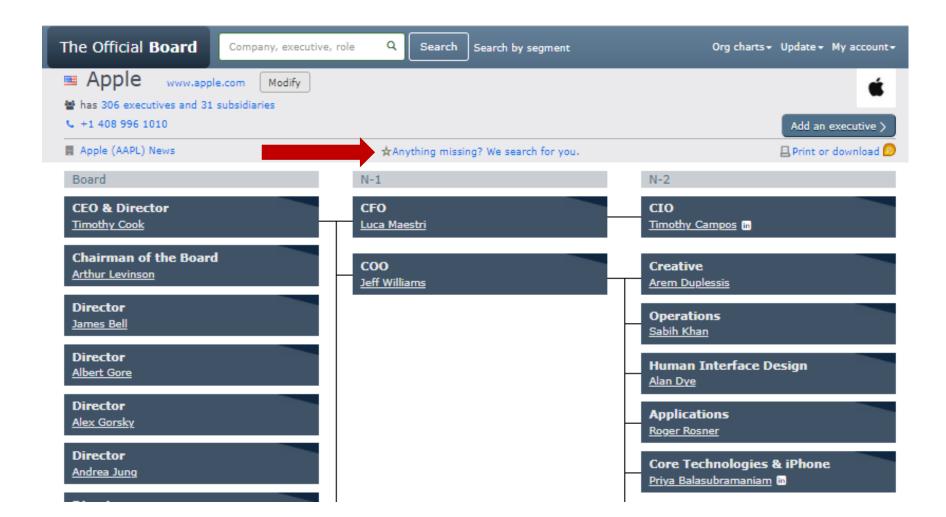
#### To modify the company details such as name, industry, owner, phone...

- Click on [Modify] (blue).
- Edit your changes and save.



# To report anything missing:

- Click on [Anything missing?] (red).
- You will be emailed when it is adjusted.



#### Your contributions are invaluable!

Thank you for helping us provide accurate corporate data

To learn more, contact us at contact@theofficialboard.com