

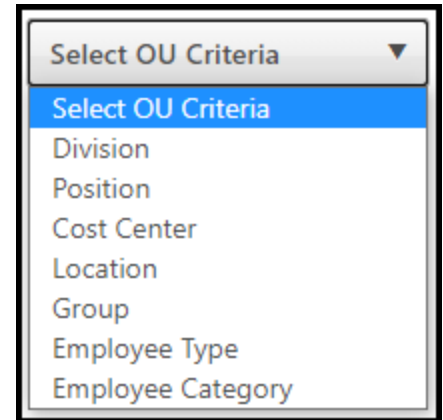


Organizational Units

Organizational Units (OUs) are the foundation of Cornerstone. The OU hierarchy organizes all user data into types. Some of the OU types are Division, Position, Group, Cost Center, and Location. The OU information is loaded and maintained in Cornerstone via an automatic daily data feed from the PeopleSoft HRIS data.

Administrators use OUs to:

- Set availability for who can access certain learning objects.
- Define who is assigned training.
- Filter reporting criteria.
- Search for users.




Manage Organizational Units

1. Open the **Admin** tab in the menu bar and select **Org Units** in the dropdown menu.
2. Select the **Manage Organizational Unit Hierarchy** link.
3. Select the appropriate OU type from the **Select Organizational Unit** dropdown menu.



View Organizational Units

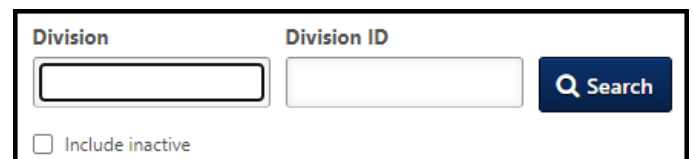
All existing OUs are displayed in a hierarchical manner. The following information is displayed for each OU:

- **Expand Hierarchy** - If the OU has subordinate OUs, then a **Submit** button  appears to the left of the OU title.
- **Title**
- **ID**
- **Active** - This column displays whether or not the OU is active.
- **Options** – You may view users, edit or copy the OU.
 - **Users** - Select this icon to view names and IDs of users included in this OU.
 - **Edit** - Select this icon to make changes to the OU.
 - **Copy** - This option is only available when managing groups. Select this option to create a copy of the group.



Search Organizational Units

Administrators can search for a specific OU by title or ID, and can also choose to include inactive OUs in the display using the Include Inactive checkbox.



After entering the appropriate search criteria, select the **Search** button to search the OUs.