

# How to Add or Edit an Org Chart in Baseline

## Article Number

000089045

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## Information

Campuses who are new to Baseline are responsible for providing Anthology an org chart structure that they would like to exist in Baseline. The org chart is essential for Site Administrators to add and manage [user access](#) in the Baseline site. A campus' org chart is built and managed by Anthology staff, but designed and communicated to us by the campus.

To add or edit an org chart in your Baseline site, follow these steps:

1. Open the "[Template\\_for\\_Submitting\\_OrgChart](#)" (see below). In this, you will see three necessary columns for providing your organizational chart.
2. In the first column, include the full name of the unit.
3. In the second column, include an ID for the organizational unit. This needs to be a short character code and is usually an abbreviation of the name (e.g., "ENG" for "English Department"). This is known as the Primary Org Unit ID or the External ID in the Baseline site.
4. In the third column, include the name for the parent unit (i.e., the unit that sits above this unit, if any).

When this file is complete, Site Administrators can send it back to their Baseline Support Specialist or Consultant so Anthology can set this org chart up in your site. Once an org chart is built in Baseline, Site Administrators can [add and manage users](#) in Baseline.

If you have additional questions you can [contact our Support Team](#) or call 716-270-0000 Monday through Friday 8:00am - 8:00pm EST.

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## KB Product

Baseline

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