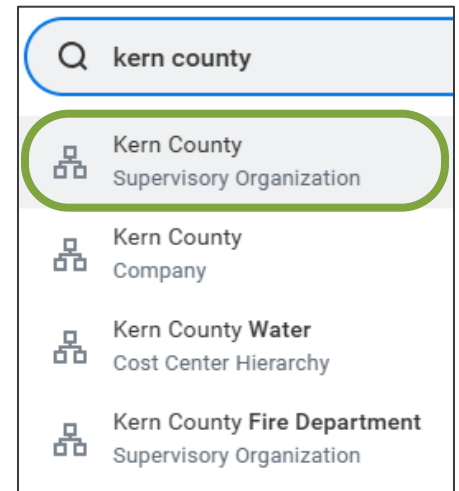


Org Chart Scavenger Hunt

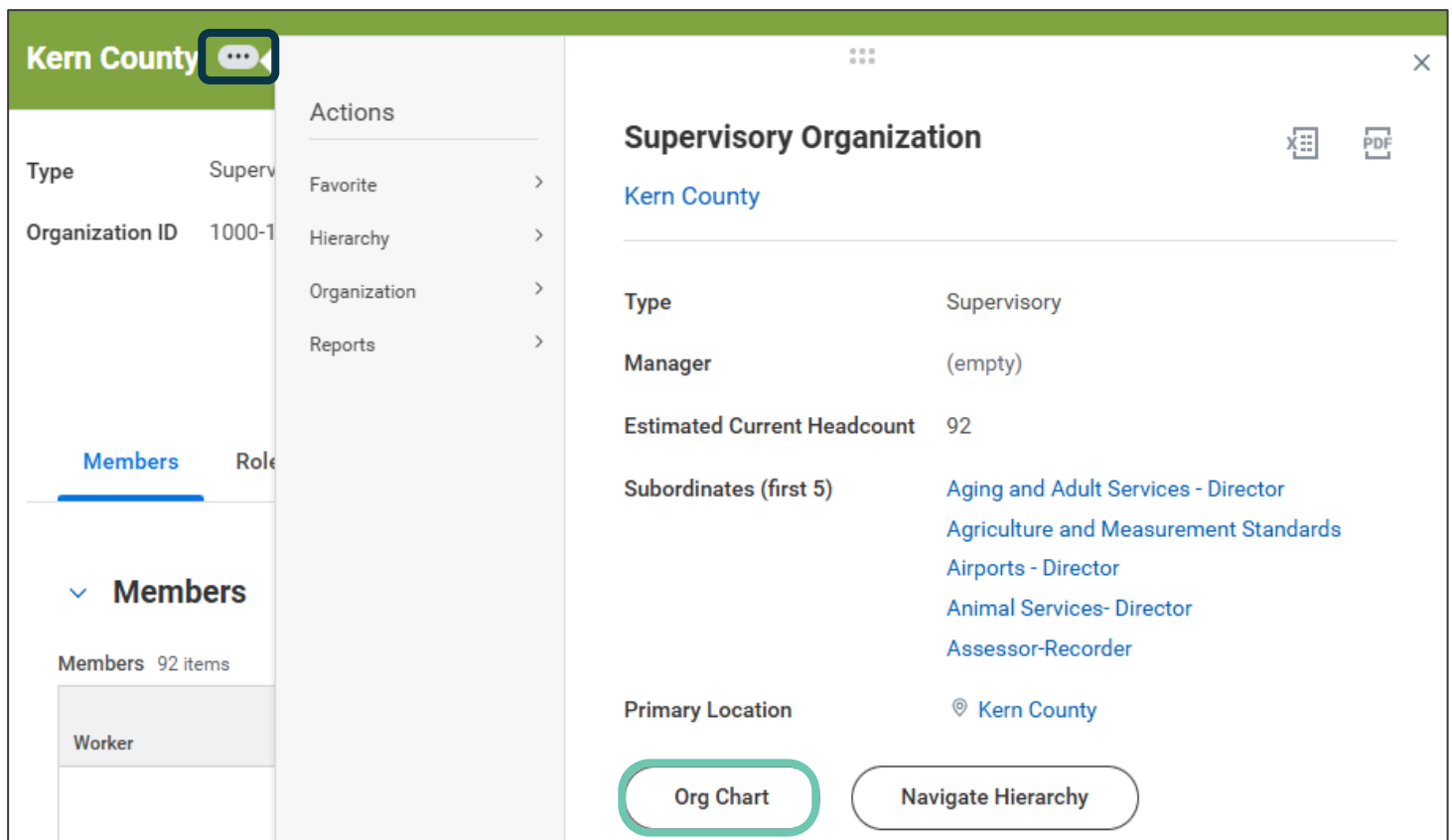
This month's opportunity drawing activity is an org chart scavenger hunt. The instructions in this document will help you complete the activity successfully!

1. Log into [Kern360 Production](#).
2. In your global search bar, search for "Kern County." Select the **Kern County Supervisory Organization** (as pictured right) from the suggested searches.
3. From the Kern County Supervisory Organization page, click the **Related Actions** icon at the top of the page as pictured below.

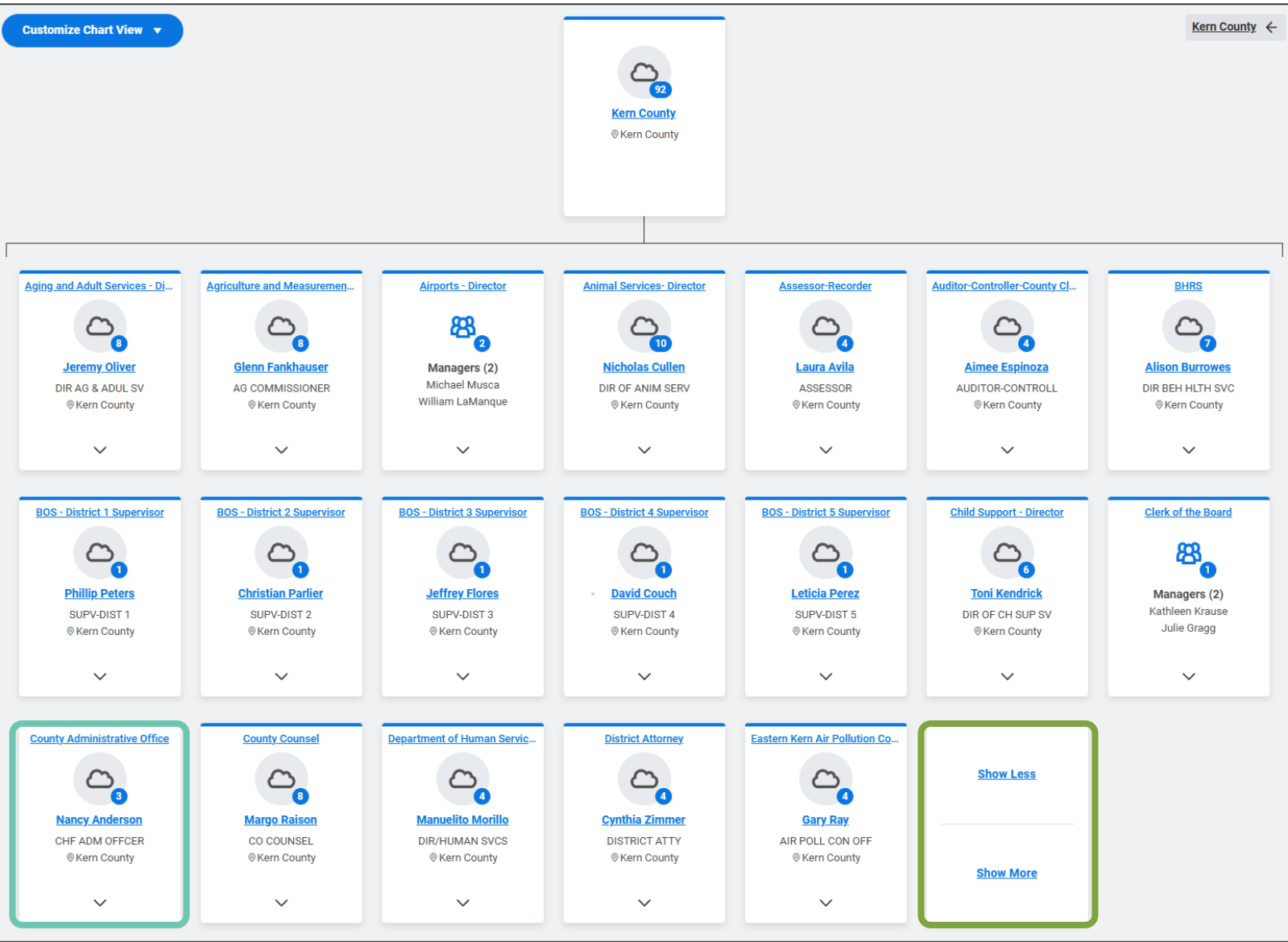
Note: You'll find similar **Related Actions** buttons throughout Kern360. Finding the three dots for **Related Actions** will allow you to complete a variety of tasks directly from the page you're on!



4. At the bottom of the **Related Actions** menu, click the **Org Chart** shortcut.



5. The org chart will display Kern County at the top with department heads listed alphabetically by their departments. You'll see an option to Show More departments near the bottom of your screen. Locate **County Administrative Office- Nancy Anderson** and click the arrow at the bottom of her card.



6. When you click the arrow on Nancy's card, her direct reports will display. Notice the arrow at the top of your screen. Clicking this arrow will scroll you back to the Kern County level of the org chart.
7. In Nancy's direct reports, select Elsa Martinez's card. When you click the arrow at the bottom of Elsa's card, her direct reports will display. Notice how each level of the org chart you've accessed displays in a breadcrumb menu on the right side of your screen. Clicking on any of the hyperlinks in the breadcrumb menu will return you to that level of the org chart.
8. Under Elsa Martinez, locate Katelyn Zenger. Use the information you find to complete [the opportunity drawing form](#)!

