



## Org Chart: Admin Side

An [application administrator](#) of the Org Chart application can follow this guide.

Head to Admin > Org Chart to open the admin side and the tabs explained below.

### Org Chart list

This tab will list all Charts that have been created.

Administrators can edit or remove them using the icons:

Org Charts List	
These are the currently available org charts.	
Permissions	10 entries per page
Configuration	<a href="#">Org chart name</a>
Profile fields	<a href="#">Head of org chart</a>
	<a href="#">Claromentis</a> <a href="#">Nigel Davies</a>
	<a href="#">HR</a> <a href="#">Pippa Fraser</a>
	<a href="#">Marketing</a> <a href="#">Charles Johnston</a>
	<a href="#">Sales</a> <a href="#">Anne Wilkins</a>
Showing 1 to 4 of 4 entries	

To delete an org chart, click on the **Delete** (bin) icon.

To edit an org chart, click on the **Edit** (pencil) icon.

The options given here are the same as on the front end when creating a new Chart.

Admin > Org charts > Edit Org chart

### Edit Org chart

Title: Claromentis

Web Address: /orgchart/ claromentis

Who is the head of the org chart? Nigel Davies   Show this person's manager

Depth: 9

Excluding users (optional)

Show disabled users in profile org charts?  Yes  No

Who can view this org chart?    All registered

Cover image (optional)   Delete image

## Permissions

Any user specified in the permissions field can create & edit any existing org chart from the front-end of the application.

So, enter the users/roles/groups that include the users you want to be able to create and edit charts here.

Admin > Org charts > Permissions

Org Charts List: Specify who has rights to create and edit org charts.

Permissions: Start typing to add...   Role: Administrators

Configuration

Profile fields

## Configuration

Set the desired values to apply to all charts that are created.

Admin      Admin > Org charts > Configuration

Org Charts List      Configuration

Permissions

Configuration

Profile fields

**Configuration**

Set the values for org chart configuration

Depth

The Depth level shows how many levels below an employee should be displayed in profile org charts, revealing their subordinates in the organization.

3

Up level

The Up level shows how many levels above an employee should be displayed in profile org charts, revealing their reporting chain up to higher management.

1

Show disabled users in profile org charts

Yes  No

**Save**

## Profile Fields

Choose the [user profile fields](#) that will pull through to all charts.

Admin      Admin > Org charts > Profile fields

Org Charts List      Profile fields

Permissions

Configuration

Profile fields

**Profile fields**

Choose the user profile fields to display for each user in org charts. Only text fields are allowed.

Primary field      Full name

Secondary field      Job Title

Field 1      -- Empty --

Field 2      -- Empty --

Field 3      -- Empty --

**Save**

Created on 24 December 2025 by [Hannah Door](#)

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