



Org Chart Admin

In this article, you will be given an overview of the admin area of the Org Chart application.

The Org Chart admin panel consists of two sections **Org Chart List** and **Permissions**

The admin side & course permissions

To access the admin panel of the Org Chart application, you will need to be granted permission as an Org Chart admin.

For more information on how to assign sysadmins, click [here](#).

Org Chart list

When accessing the **Org Chart List** section, you will be presented with all org charts.

In this section, Org Chart admins can delete and edit any existing Org chart.

A screenshot of the 'Org Charts List' admin interface. The page has a light blue header with 'Admin / Org charts' and a user icon. A left sidebar contains 'Org Charts List' (selected) and 'Permissions'. The main content area shows 'These are the currently available org charts.' followed by a table. Above the table is a pagination control showing '10 entries per page' and a page number '1'. The table has three columns: 'Org chart name', 'Head of org chart', and 'Actions'. It lists four org charts: Claromentis, HR, Marketing, and Sales, each with a head of chart and delete/edit icons. At the bottom, it says 'Showing 1 to 4 of 4 entries'.

To delete an org chart, click on the **Delete** (bin) icon. Please be aware that a deleted chart cannot be restored and you may have to create the chart again.

To edit an org chart, click on the **Edit** (pencil) icon. This will allow you to make all changes, similar to the front-end of the application.

Admin / Org charts / Edit Org chart

Org Charts List

Permissions

Edit Org chart

Title

Marketing

Web Address

/orgchart/ marketing

Who is the head of the org chart?

Charles Johnston

Browse

☐ Show this person's manager

Depth

3

Excluding users (optional)

Browse

Who can view this org chart?


Start typing to add...

Browse

Remove

All registered

Cover image (optional)



Change image

☐ Delete image

Apply Changes

Preview

Cancel

Delete Org chart

Permissions

In the **Permissions** section, you can set up the front-end permissions of the Org chart application.

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

Admin / Org charts / Permissions

Org Charts List

Permissions

Specify who has rights to create and edit org charts.

Start typing to add...

Browse

Remove

Role: Administrators

View matching users...

Apply permissions

Reminder: Ensure only appropriate users have been granted front-end permissions as these users will be able to create, edit and delete any existing org chart. Deleted content is permanently removed and cannot be restored.

Last modified on 1 December 2023 by [Hannah Door](#)

Created on 26 October 2018 by [Michael Hassman](#)

Tags: [intranet](#), [org chart](#), [user guide](#), [administrator](#)