Link to article: https://discover.claromentis.com/knowledgebase/articles/488/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, clickhere.

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.

Admin / Org charts			٨
Org Charts List	These are the currently available org charts.		
Permissions	10 v entries per page		
	Org chart name	Head of org chart	Actions
	Claromentis	Nigel Davies	亩 🖌
	HR	Pippa Fraser	ā 🗡
	Marketing	Charles Johnston	亩 🖌
	Sales	Anne Wilkins	ā 🗡
	Showing I 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 / Edi	it Org chart		
Org Charts List	Edit Org chart		
Permissions	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	
	Cover image (optional)	All registered	
		Apply Changes Preview Cancel Delete Or	g chart

Permissions

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

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

Admin / Org charts / P	Permissions	*	
Org Charts List	Specify who has rights to create and edit org charts.		
Permissions	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