

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:

Admin

Org Charts List

Permissions

Configuration

Profile fields

Admin > Org charts

10

entries per page

1

Org chart name	Head of org chart	Actions
Claromentis	Nigel Davies	<div><div></div><div></div></div>
HR	Pippa Fraser	<div><div></div><div></div></div>
Marketing	Charles Johnston	<div><div></div><div></div></div>
Sales	Anne Wilkins	<div><div></div><div></div></div>

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

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Edit Org chart

Title

Claromentis

Web Address

/orgchart/ claromentis

Who is the head of the org chart?

Nigel Davies

▼

Browse

☒ Show this person's manager

Depth

9

Excluding users (optional) ?

Browse

Show disabled users in profile org charts

☒ Yes
 ☐ No

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

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

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Org Charts List

Permissions

Configuration

Profile fields

Admin > Org charts > Permissions

Specify who has rights to create and edit org charts.

Start typing to add...

Browse

Remove

Role: Administrators

View matching users...

Apply permissions

Configuration

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

Admin

Org Charts List

Permissions

Configuration

Profile fields

Admin > Org charts > Configuration

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.

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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

Org Charts List

Permissions

Configuration

Profile fields

Admin > Org charts > 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