



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 chart name | Head of org chart | Actions |
|----------------|-------------------|---------|
| Claromentis | Nigel Davies | |
| HR | Pippa Fraser | |
| Marketing | Charles Johnston | |
| Sales | Anne Wilkins | |

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:

Web Address:

Who is the head of the org chart?: [Browse](#) Show this person's manager

Depth:

Excluding users (optional) [?](#): [Browse](#)

Show disabled users in profile org charts: Yes No

Who can view this org chart?: [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 > Org charts > Permissions

Specify who has rights to create and edit org charts.

[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 > **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.

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.

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 > **Profile fields**

Profile fields

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

Primary field

Secondary field

Field 1

Field 2

Field 3

Save