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:

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.

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.

Org Charts List

Permissions

Configuration

Profile fields

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.

Profile Fields

Choose the user profile fields that will pull through to all charts.

Created on 24 December 2025 by Hannah Door

Tags: intranet, org chart, user guide, administrator