



Create a New Org Chart

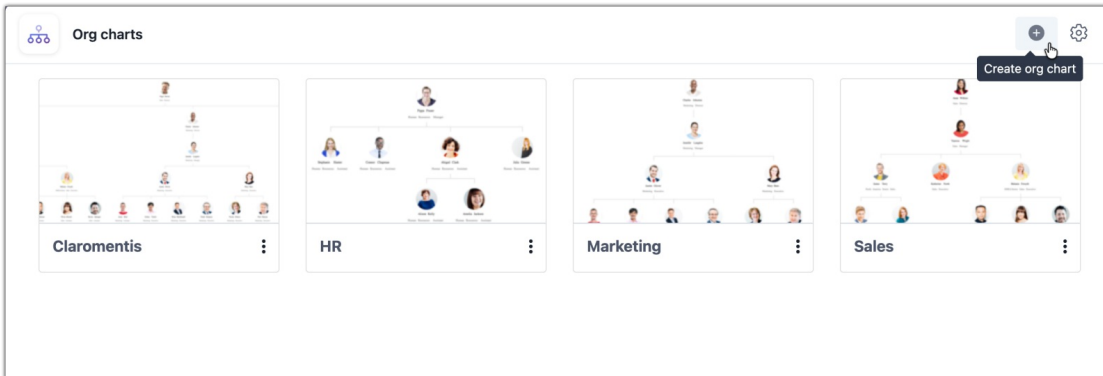
Before creating an Org Chart, ensure the manager and direct report fields have been filled out for all users.

This can be carried out [manually by People administrators](#) or through a sync (if one is set up on your site)

How to create an org chart

Only users/roles/groups that have been permitted to create charts on the [admin side by an administrator](#) can follow the steps below.

1. Open the Org Chart application (Applications > Org Chart)
2. To create an org chart, click the plus icon:



Reminder: If the button is not available, please contact your Intranet administrators so they can give you the appropriate permission.

3. Fill out the details of the Org Chart

- **Title:** Title of org chart (i.e. department, office, company)
- **Web Address:** The org chart URL (this will automatically populate when the title is provided)
- **Head of org chart:** Specify the head of the org chart. All levels and users will fill out based on the structure created across all user profiles.
- **Show person's manager:** Select the checkbox to include the manager of the org chart head or not
- **Depth:** The org chart depth you wish to display users within
- **Excluding users:** Specify any user that should be hidden from the org chart
- **Show disabled users in Org Chart:** Blocked users will appear when set to 'yes'
- **Who can view this Org Chart?:** Enter the appropriate users/roles/groups who should see this chart listed on the front end and be able to interact with it
- **Cover image (optional):** Add an image that represents the org chart

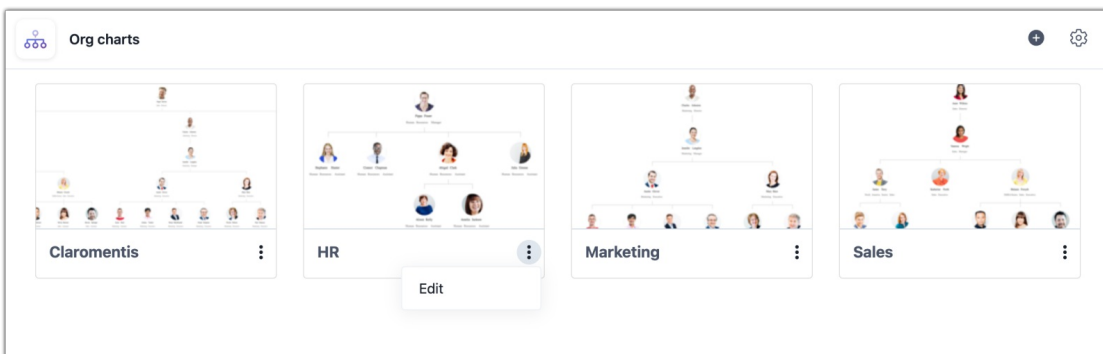
4. Once you are happy with the org chart, select **Save org chart** to publish.

You can also **Preview** the chart before publishing any changes.

How to edit an Org Chart

Only users/roles/groups that have been permitted to create charts on the [admin side by an administrator](#) can edit all Org charts and follow the steps below.

1. Head to **Applications > Org Chart**.
2. Click the 3 dots on the chart you wish to edit and select 'Edit'



3. The same options given when creating a Chart will appear and can be changed.

Once you have edited the org chart, select **Apply changes** to publish.

If required, you can permanently delete the org chart using the **Delete org chart** button.

Org charts > HR

Title: HR

Web Address: /orgchart/ hr

Who is the head of the org chart?: Pippa Fraser Show this person's manager

Depth: 3

Excluding users (optional):

Show disabled users in profile org charts: Yes No

Who can view this org chart?: Start typing to add...
All registered

Cover image (optional): Delete image

Created on 24 December 2025 by [Hannah Door](#)

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