



Organizational chart

Your company's structure at a glance

HR Starter

Professional Plan

Enterprise Plan

File for the administrator

Hello!

Welcome to Sesame, the software that simplifies HR management.

In this file, we will explain how the “**Organizational chart**” tool works and how you can set it up.

We are here to help you with whatever you need!

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1. Organizational chart

The Organizational Chart makes it easy to understand how your company is structured.

With the hierarchy displayed in a single view, you can see the people who make up your organization. Employees are displayed with their picture, position, and category within their department.

Installation

Just like any other Sesame HR functionality, **Organizational chart must be installed** before you can use it.

Access to Apps and install the Organizational Chart card. In the menu on the left of your dashboard, you will be able to access the tool.



2. How to configure organizational chart?

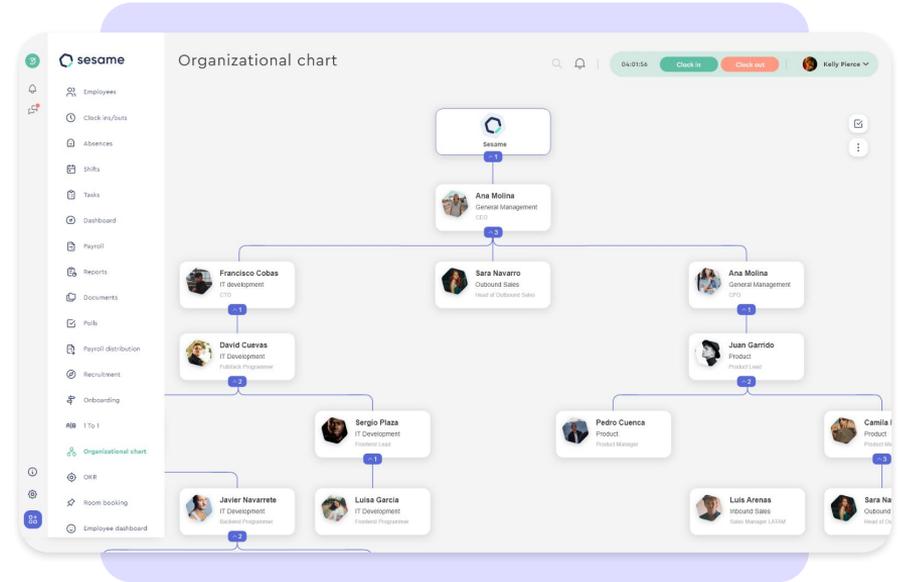
Once you have installed Organizational chart, you can simply view the entire structure of your company. However, you need to create this structure first. This can be done from each employee's profile. Here's how:

[Employees](#) >> [Click on a user](#) >> [Profile](#) >> [Employment data](#) >> [Organizational chart](#)

From this section you can choose the line manager of every employee. This way the hierarchy of your company will be automatically created. Besides, each employee can be assigned a position, that will be shown later in the dashboard.

Once you have followed these steps and assigned managers to each employee, you will be able to see at a glance how the hierarchy tree of your company looks like.

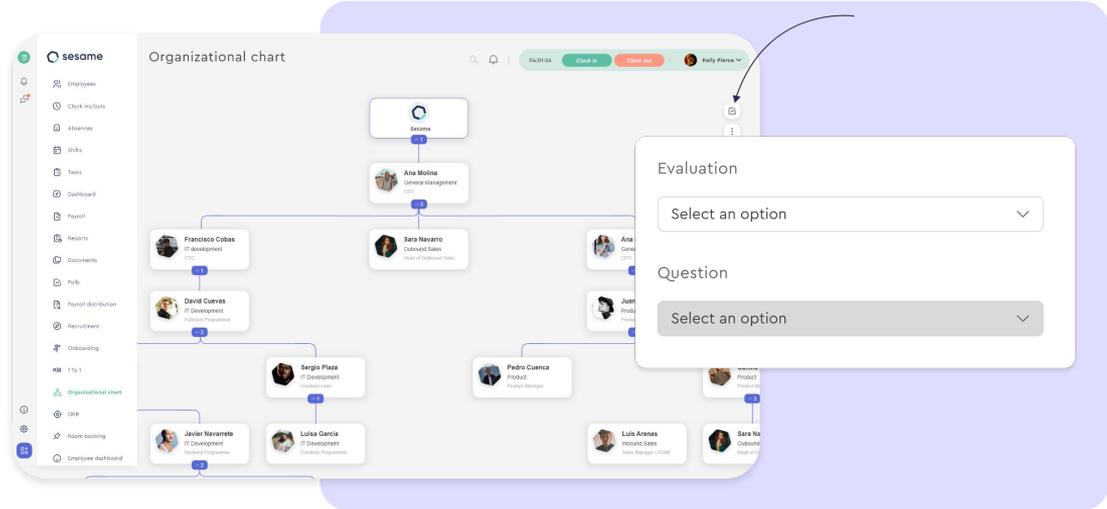
In the Organizational chart view you will have the chance to modify how it is displayed. You can choose tools like **expand**, **collapse**, **center**, **full screen**, **rotate**, **zoom in** and **zoom out**.



3. Evaluations using Organizational chart

The Organizational chart tool lets you see **your company's structure** at just a glance. But not only that, you can also know the **results** of the **evaluations** that you send to your employees.

Organizational chart allows you to filter by type of evaluation and will show the result of each employee in relation to a evaluation.



Grow your company. Empower your team!

Do you still have questions? In our [help centre](#) you can find many resolved queries. If that's not enough, we'd love to hear from you!

Contact us, we are just one phone call away: **+34 96 062 73 51**.

Email us, we will reply as soon as possible: **soporte@sesametime.com**