



## # EPI-USE Employee Hierarchy Platform – User Guide

# Accessing the App

### 1. Open the App:

Go to this URL: <https://epiuse-employee-hierarchy.vercel.app/>

### 2. Login:

Enter your email and password.

### Example Login Accounts

#### ◦ Admin:

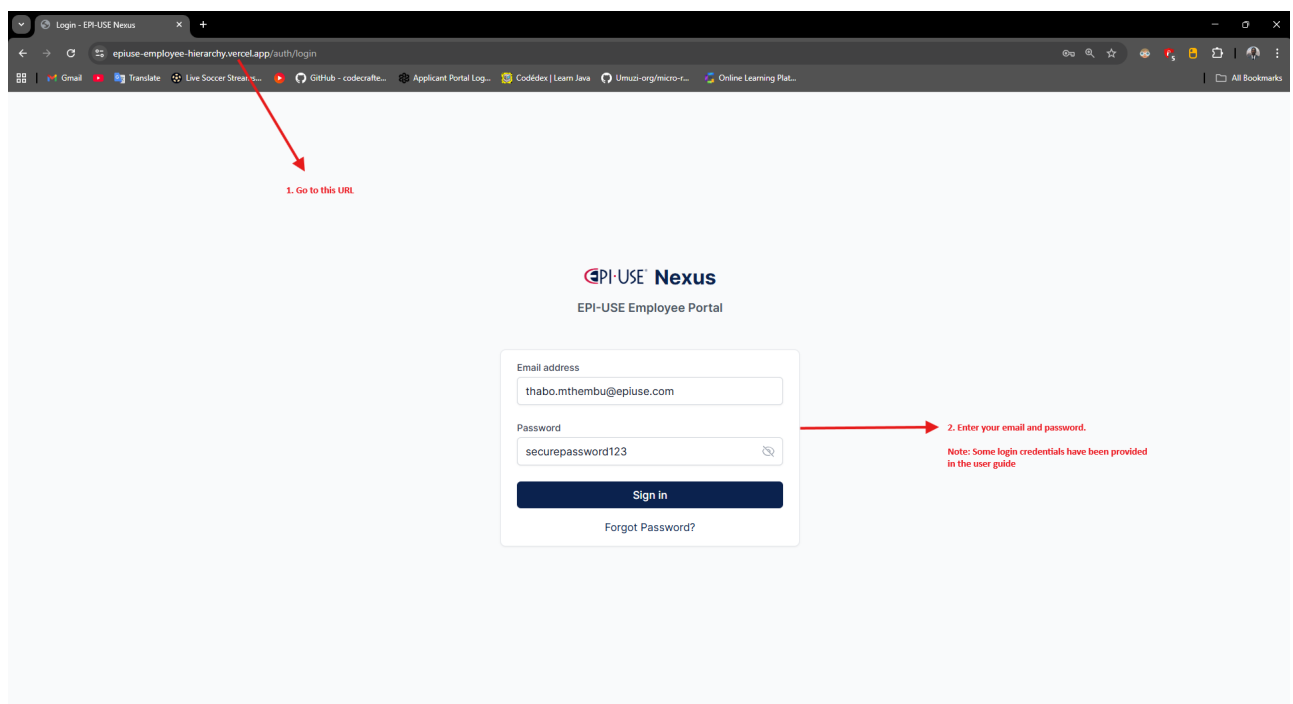
- Email: thabo.mthembu@epiuse.com
- Password: securepassword123

#### ◦ Manager:

- Email: sipho.ngcobo@epiuse.com
- Password: securepassword123

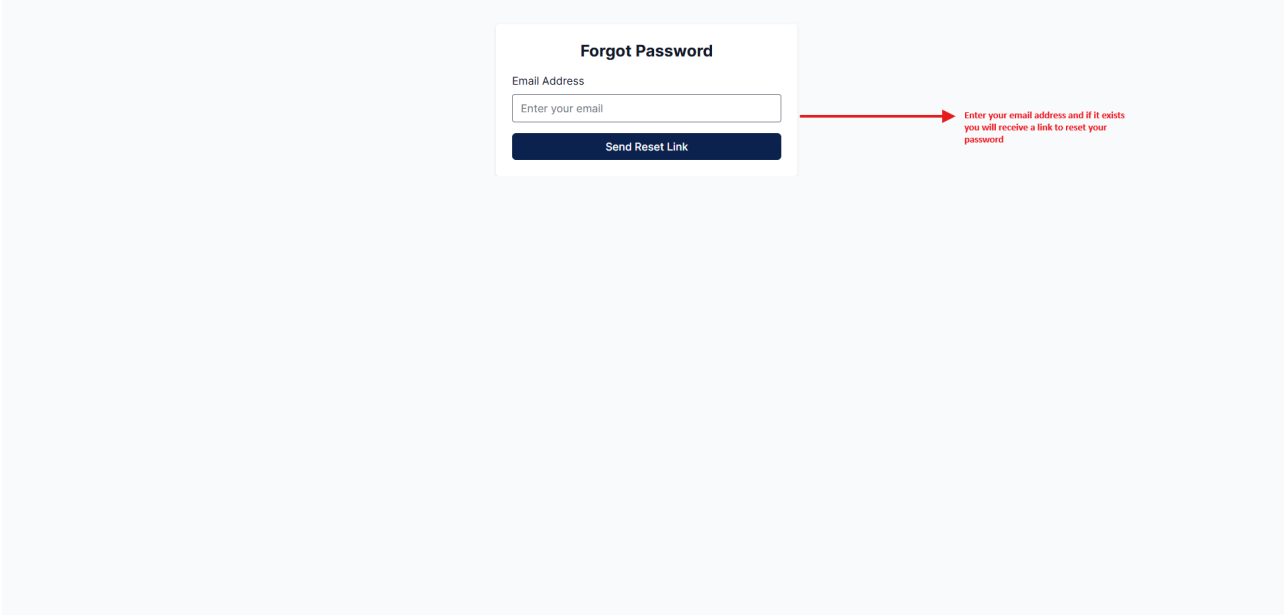
#### ◦ Employee:

- Email: kagiso.morake@epiuse.com
- Password: securepassword123



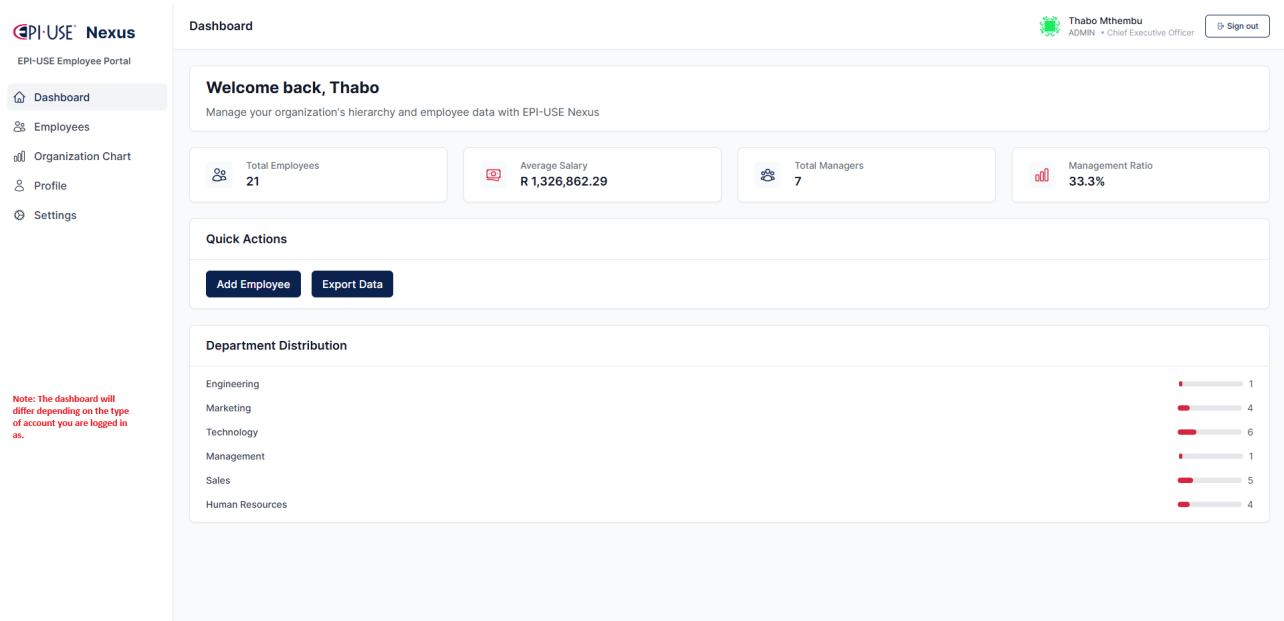
### 3. Forgot Password:

Click "Forgot Password" to reset via email if needed.



## Dashboard

- After login, you land on the dashboard.
- See organization stats, quick actions, and navigation.
- Example:



## Employees Page

- View all employees.
- Sort and filter by name, position, department, etc.
- Search for employees.
- Add, edit, or delete employees (if permitted).

- Example:

EPI-USE Nexus

EPI-USE Employee Portal

Dashboard

Employees

Organization Chart

Profile

Settings

Employees

Full administrative access: Create, view, edit, and delete all employees

Search by name...

Employee number...

All Departments

Search

Clear

EMPLOYEE	POSITION	DEPARTMENT	SALARY	MANAGER	JOINED	ACTIONS
<b>Aisha Patel</b> aisha.patel@epluse... #EMP-017	QA Tester	Technology	R 228,726.00	Sipho Ngcobo	10 October 2025	
<b>Amahle Nkomo</b> amahle.nkomo@epl... #EMP-011	Sales Representative	Sales	R 871,720.00	Andre van der Merwe	10 October 2025	
<b>Andre van der Merwe</b> andre.vandermerwe... #EMP-004	Head of Sales	Sales	R 2,100,000.00	Thabo Mthembu	10 October 2025	
<b>Busisiwe Mahlangu</b> busisiwe.mahlangu... #EMP-013	Sales Coordinator	Sales	R 901,774.00	Andre van der Merwe	10 October 2025	
<b>Ethan Kruger</b> ethan.kruger@eplu... #EMP-020	HR Assistant	Human Resources	R 704,121.00	Nomsa Dlamini	10 October 2025	
<b>Johann Steyn</b> johann.steyn@eplu... #EMP-010	Recruiter	Human Resources	R 1,338,536.00	Nomsa Dlamini	10 October 2025	
<b>Kagiso Morake</b> kagiso.morake@epl... #EMP-008	Senior Software Engineer	Technology	R 939,759.00	Sipho Ngcobo	10 October 2025	
<b>Keegan Williams</b> keegan.williams@epl... #EMP-005	Digital Marketing Specialist	Marketing	R 1,355,438.00	Lerato Molefe	10 October 2025	

## Organization Chart

- Visualize the reporting structure as a tree.
- Click nodes to view employee details.
- Example:

EPI-USE Nexus

EPI-USE Employee Portal

Dashboard

Employees

Organization Chart

Profile

Settings

Organization Chart

Interactive company hierarchy with search

Search employees by name, position, email, or ID...

Thabo Mthembu

Chief Executive Officer

ID: EMP-001 • thabo.mthembu@epluse.com

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Sipho Ngcobo

Head of Technology

ID: EMP-002 • sipho.ngcobo@epluse.com

5

Nomsa Dlamini

Head of Human Resources

ID: EMP-003 • nomsa.dlamini@epluse.com

3

Thandiwe Zulu

HR Specialist

ID: EMP-009 • thandiwe.zulu@epluse.com

Johann Steyn

Recruiter

ID: EMP-010 • johann.steyn@epluse.com

Ethan Kruger

HR Assistant

ID: EMP-020 • ethan.kruger@epluse.com

Andre van der Merwe

Head of Sales

ID: EMP-004 • andre.vandermerwe@epluse.com

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Lerato Molefe

Head of Marketing

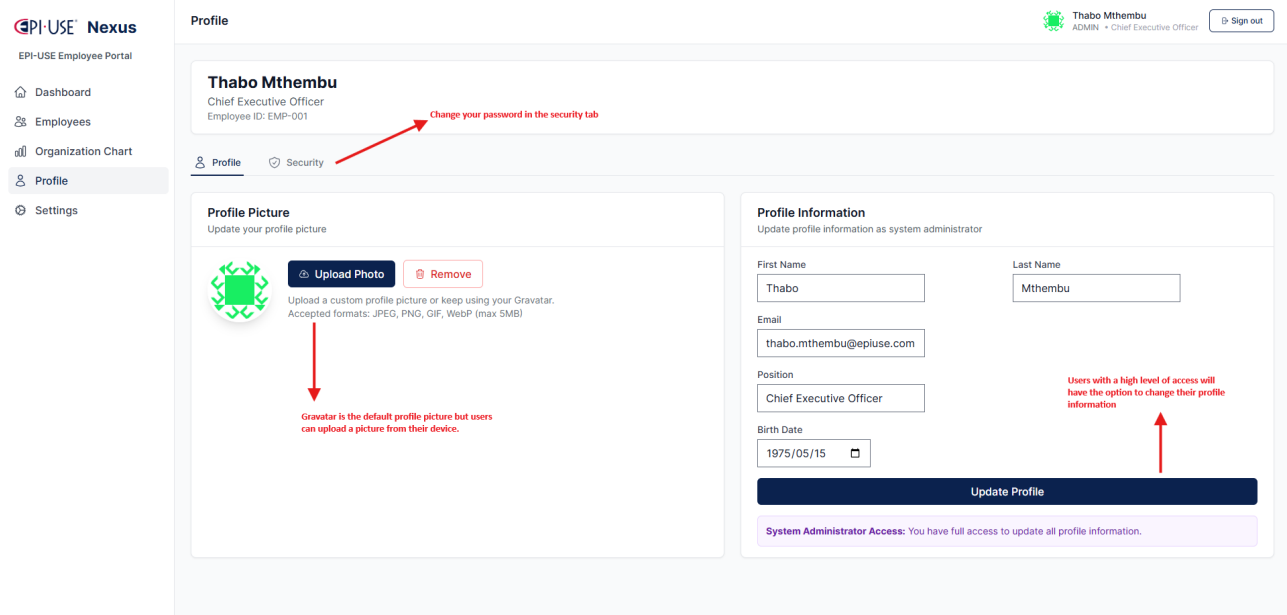
3

Nodes can be expanded to see employees and who they report to

## Profile

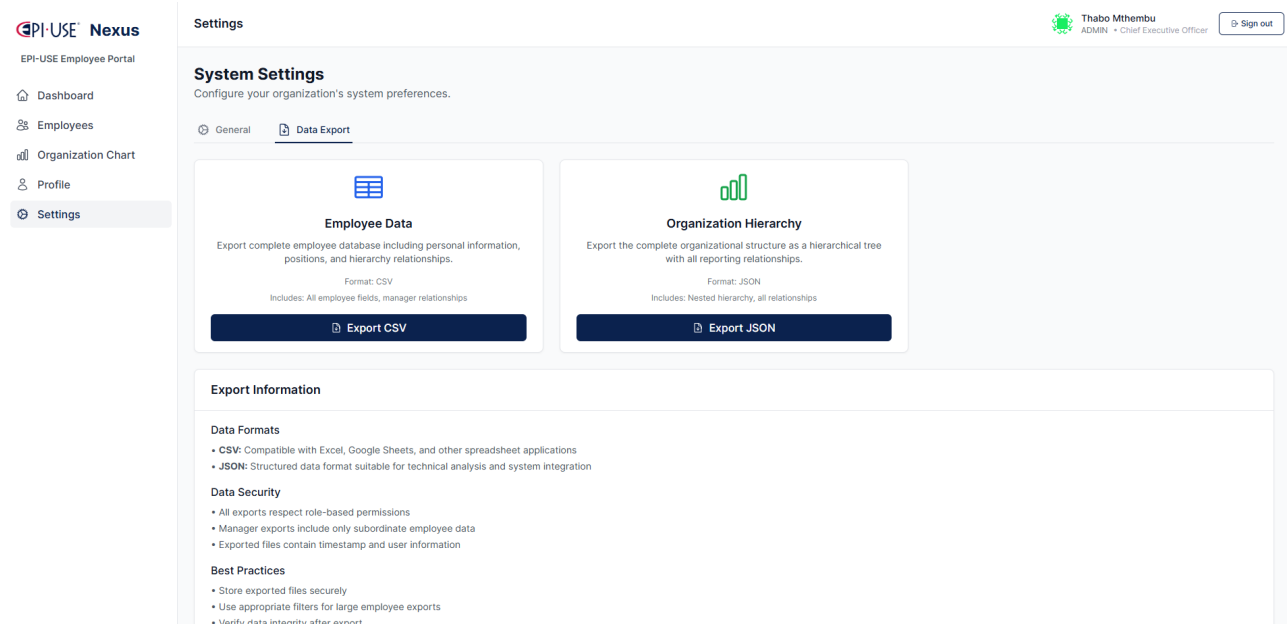
- View and update your personal info.
- Change your password.
- Upload or remove your profile picture, or use Gravatar(default).

- Example:



## Data Export (Admins)

- Export employee data as CSV or JSON.
- Example:



## Settings (Admins)

- Company info

## Logout

- Click "Sign out" log out.

## Role-Based Features

- **Admin:** Full access to all features, including employee CRUD, data export, and settings.
- **Manager:** Can view and manage direct reports, see department stats, and update employee profiles.
- **Employee:** Can view their own profile, see the org chart, and connect with team members.