



How to Use the EPI-USE Employee Platform

Getting In

Just go to <https://epiuse-employee-hierarchy.vercel.app/> and log in with email and password.

If you want to try it out, I've set up some demo accounts:

default password for all accounts (New users will be prompted to change it): [securepassword123](#)

Admin/CEO (can do everything):

- Email: thabo.mthembu@epiuse.com

Manager (can manage their team):

- Email: sipho.ngcobo@epiuse.com

Employee (can view stuff and update their profile):


- Email: kagiso.morake@epiuse.com

Forgot your password? Click "Forgot Password" on the login screen and you'll get an email with a reset link.

What You'll See When You Log In

The dashboard shows different stuff depending on who you are:

If you're an Admin/CEO: You get the full picture - total employees, how departments are distributed, who's managing who. Plus quick buttons to add people, create managers, and export data when you need it.



EPI-USE Employee Portal

Dashboard

Employees

Organization Chart

Profile

Settings

Dashboard

Thabo Mthembu

ADMIN • Chief Executive Officer

Sign out

Welcome back, Thabo

Manage your organization's hierarchy and employee data with EPI-USE Nexus

Total Employees

23

Average Salary

R 1,167,326.78

Total Managers

5

Management Ratio

21.7%

Quick Actions

Add Employee

Export Data

Department Distribution

Marketing

Technology

Management

Sales

Human Resources

4


9

1

5

4

If you're a Manager: You'll see your team stats - how many people report to you directly, how many report to your direct reports (indirect), and your total team size. There are also quick buttons to add employees or sub-managers to your team.



EPI-USE Employee Portal

Dashboard

TeamSpace

Organization Chart

Profile

Dashboard

Sipho Ngcobo

MANAGER • Head of Technology

Sign out

Welcome back, Sipho

Oversee your team and manage your department with EPI-USE Nexus

My Department

Technology

Direct Reports

6

Indirect Reports

2

Total Team Size

8

Direct Reports (6)

Kagiso Morake

Pieter Botha

Sandle Ndaba

Aisha Patel

Leeroy Chauke

Jason L

Senior Software Engineer

DevOps Engineer

Junior Developer

QA Tester

Regional Manager

Technical Consultant

Indirect Reports (2)

Pulane Mofokeng

Mr Whoever

Junior Developer

Technical Consultant

Department Distribution

Marketing

Technology

Management

Sales

Human Resources

4

9


1

5

4

If you're an Employee: You get a nice overview of your profile info and can see the company structure. You can update your own details and browse the colleague directory to see who's who.

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EPI-USE Employee Portal

Dashboard

TeamSpace

Organization Chart

Profile

Dashboard

Welcome back, Kagiso

Access your personal information and connect with your team

Total Employees

23

My Department

Technology

Company Departments

5

Personal Info

Position

Senior Software Engineer

Manager

Sipho Ngcobo

Salary

R 939,759.00

Department Distribution

Marketing

4

Technology

9

Management

1

Sales

5


Human Resources

4

Managing People

Finding and Viewing Employees

The employee table is pretty flexible - you can search by name, employee number, or department. Click any column header to sort by that field. You'll only see employees you're allowed to see based on your role, and if there are tons of people, it'll paginate so it doesn't get overwhelming.



EPI-USE Employee Portal

Dashboard

TeamSpace

Organization Chart

Profile

TeamSpace

You can search for employees using their name or employee number

Team management: View and edit your team members

Search by name...

























Employee number...

All Departments

Search

Clear

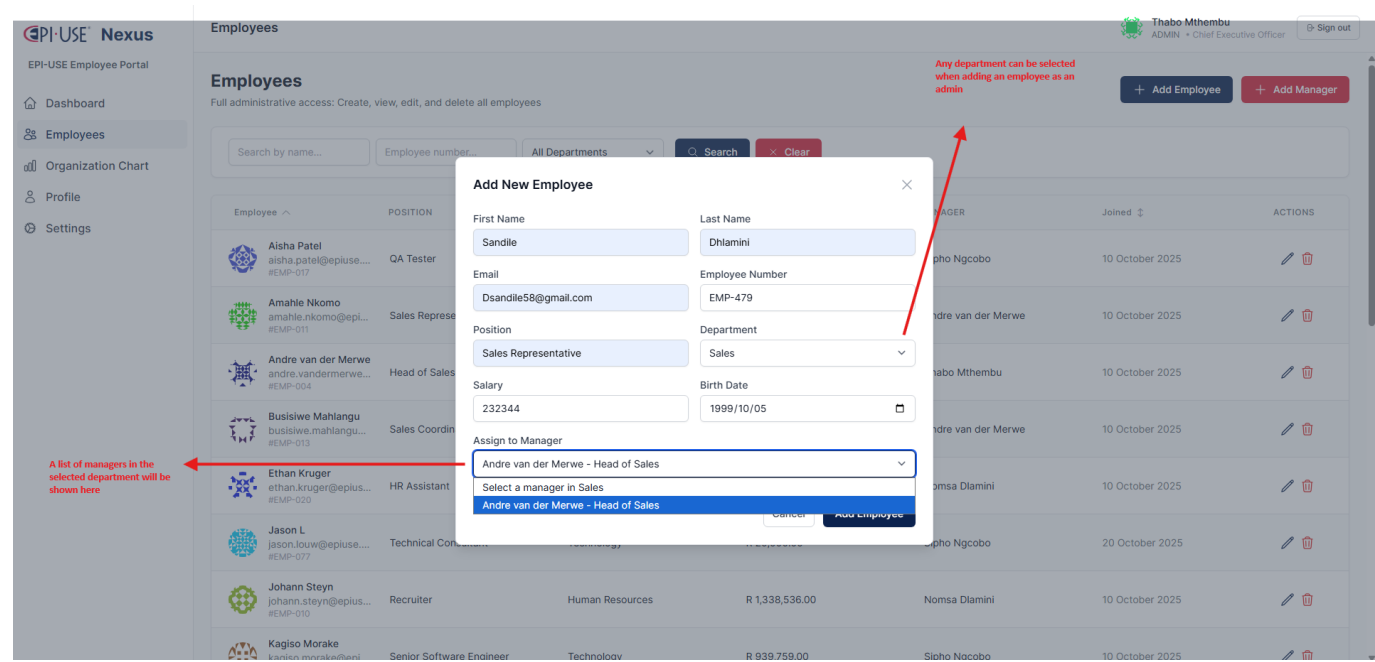
Fields with arrows are clickable to provide the option to sort employees

Employee	POSITION	DEPARTMENT	Salary	MANAGER	Joined	ACTIONS
 Pieter Botha pieter.botha@epiuse... #EMP-008	DevOps Engineer	Technology	R 1,257,607.00	Sipho Ngcobo	10 October 2025	 
 Kagiso Morake kagiso.morake@epi... #EMP-008	Senior Software Engineer	Technology	R 939,759.00	Sipho Ngcobo	10 October 2025	 
 Aisha Patel aisha.patel@epiuse.... #EMP-017	QA Tester	Technology	R 728,746.00	Sipho Ngcobo	10 October 2025	 
 Sandile Ndaba sandile.ndaba@epi... #EMP-019	Junior Developer	Technology	R 450,526.00	Sipho Ngcobo	10 October 2025	 
 Mr Whoever whoever@gmail.com #EMP-044	Technical Consultant	Technology	R 356,000.00	Leeroy Chauke	24 October 2025	 
 Jason L jason.louw@epiuse.... #EMP-077	Technical Consultant	Technology	R 20,000.00	Sipho Ngcobo	20 October 2025	 
 Leeroy Chauke sandile59@icloud.c... #EMP-027	Regional Manager	Technology	R 10,000.00	Sipho Ngcobo	23 October 2025	 
 Pulane Mofokeng pulanem73@gmail.c... #EMP-027	Junior Developer	Technology	R 9,000.00	Leeroy Chauke	23 October 2025	 

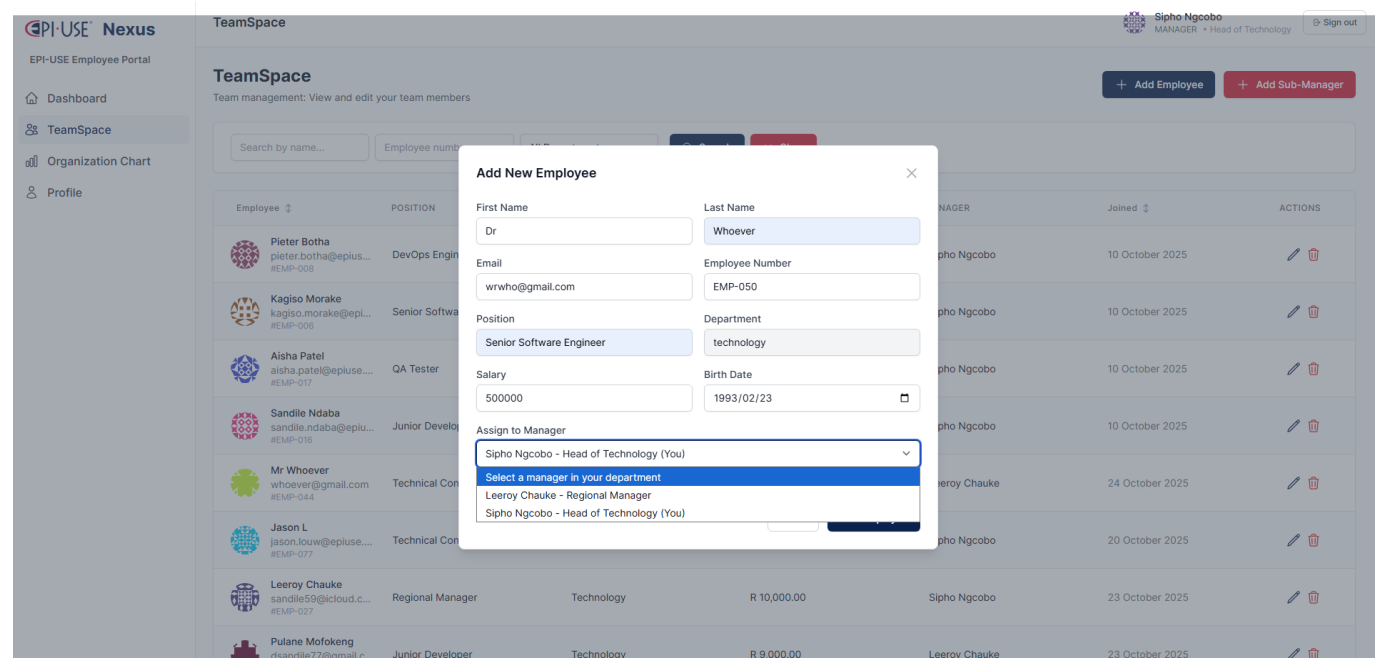
The table shows employee information and options to like edit and delete to manage employees

Adding New Employees

If you're an Admin: Hit the "Add Employee" button and fill in all the details - name, email, employee number, position, salary, birth date. You can pick any department and assign them to any manager in that department.

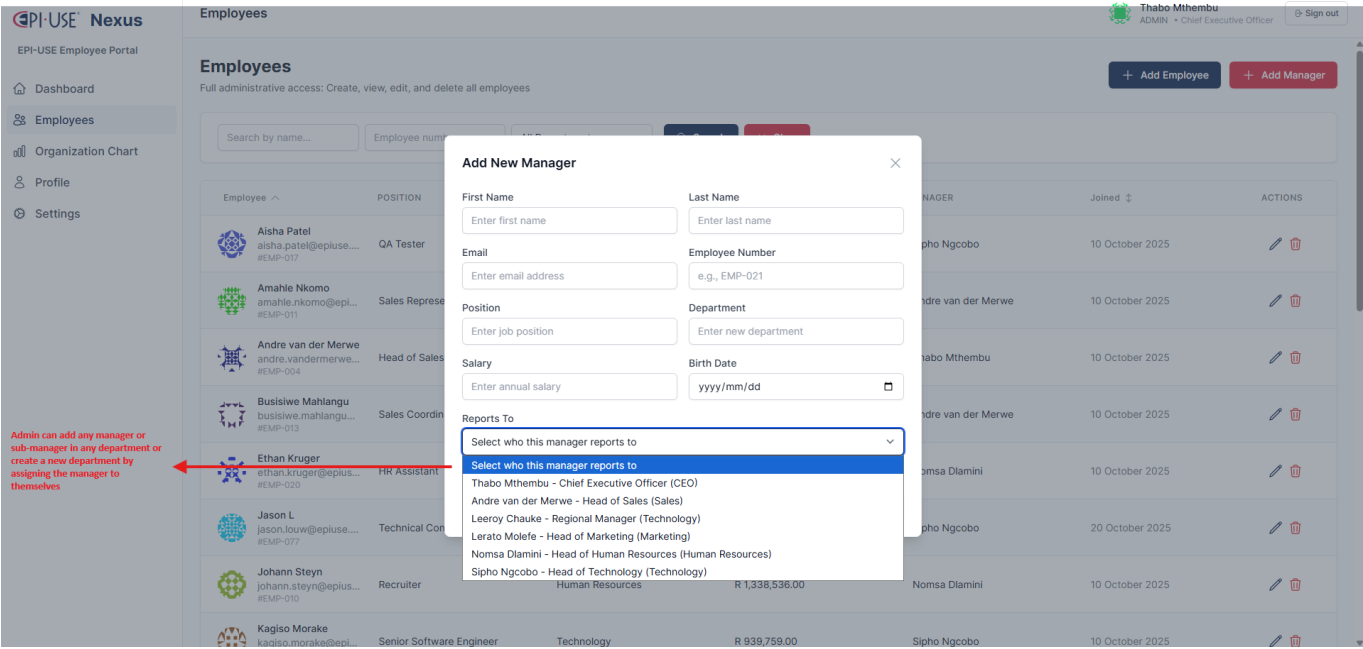


If you're a Manager: Same deal, but your department is already filled in (and locked - you can't assign people to other departments). The cool thing is you can assign the new employee to yourself OR to other managers in your department. This is handy when you're organizing your team structure.

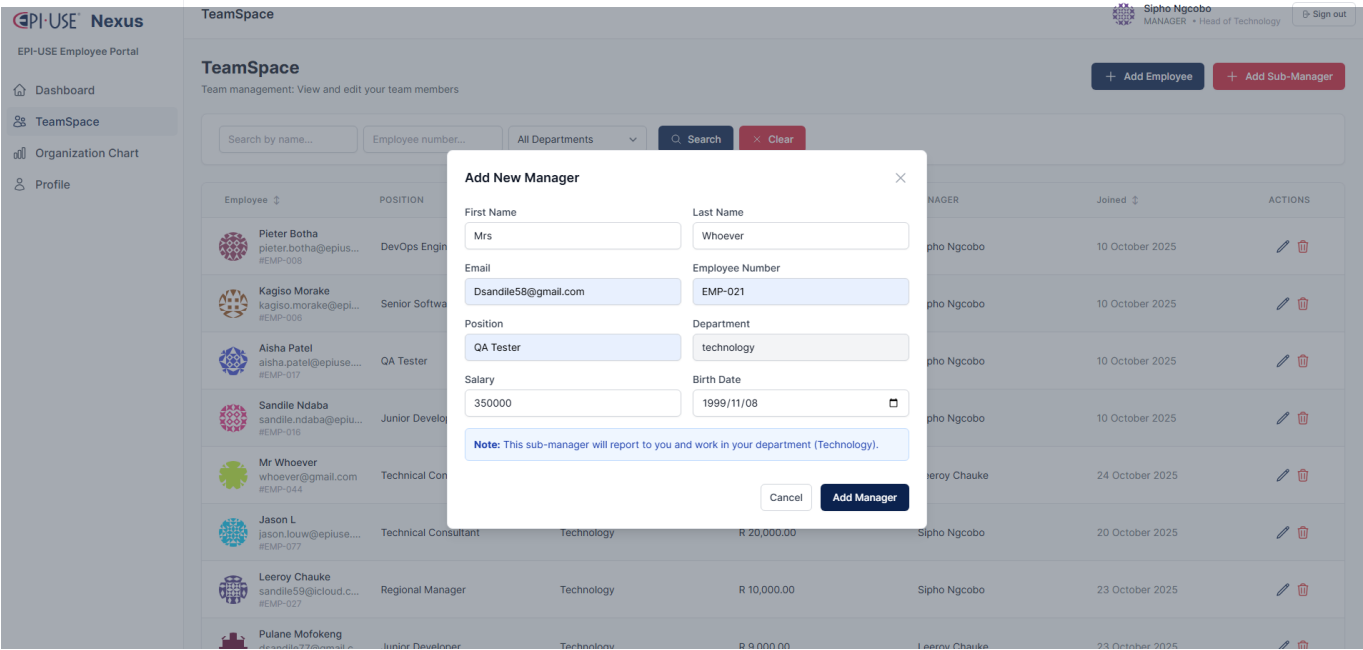


Adding Managers

If you're an Admin: Click "Add Manager" and fill in their details. You get to pick who they report to - if you select the CEO, they become a department head. If you pick another manager, they become a sub-manager under that person. The department field fills in automatically based on who you pick as their supervisor.

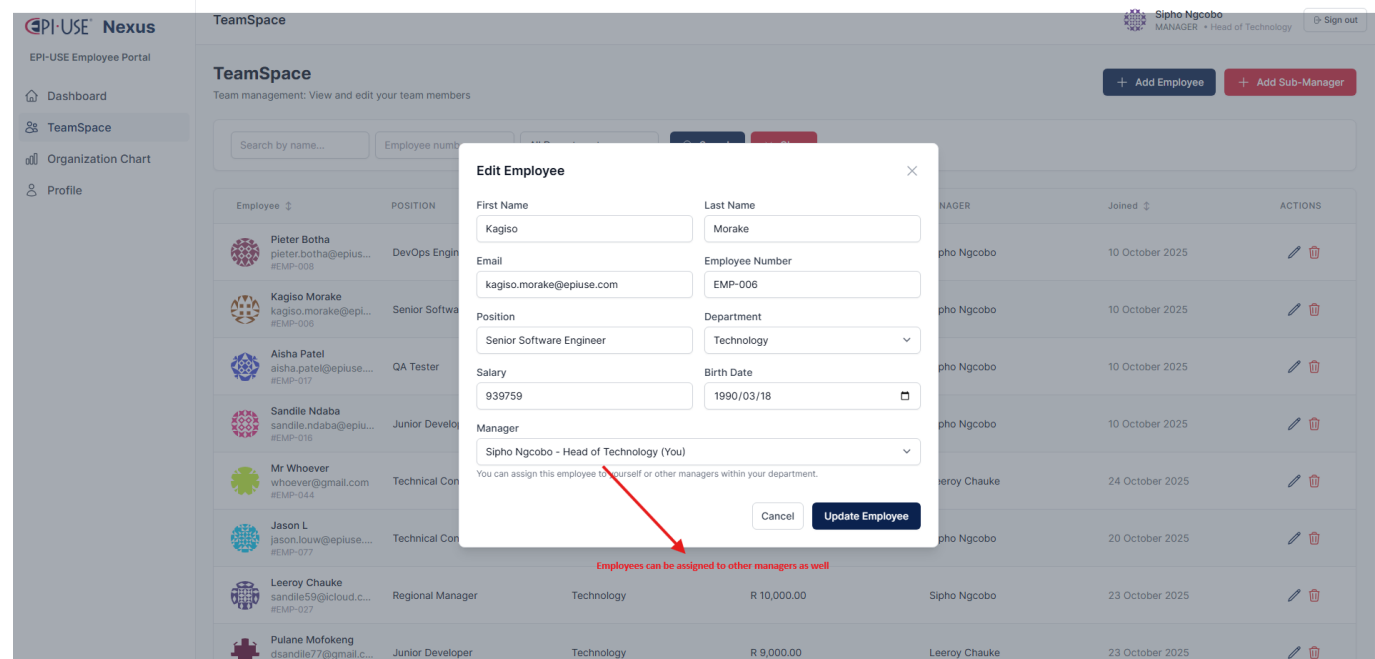


If you're a Manager: You can add sub-managers under yourself by clicking "Add Sub-Manager". Their department is locked to yours (obviously), and they'll report to you. They'll get management privileges within your department, which is useful for bigger teams.



Editing People

Click the edit icon next to anyone you're allowed to modify. The neat thing is that managers can now reassign employees to other managers within their department - so if you need to reorganize your team, you can do it without bothering an admin. Just update whatever needs changing and hit save.

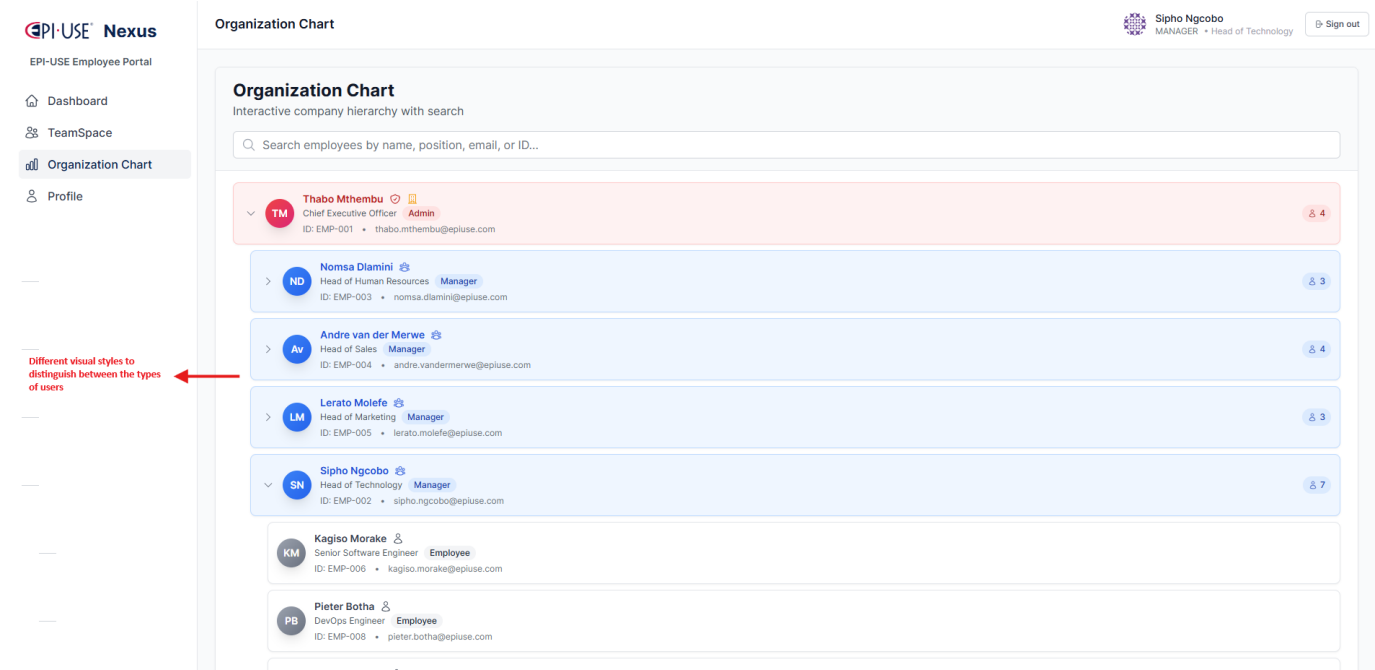


Deleting People

Click the delete icon if you have permission. The system won't let you delete managers who still have people reporting to them (you'd have to reassign those people first). Also can't delete the CEO if they're the only one - that would break everything. You'll get a confirmation dialog before anything gets permanently deleted.

The Org Chart

This is probably my favorite part - you get a visual tree of the whole company structure. Click on anyone to see their details, and you can zoom and pan around if the organization is huge. It updates in real-time, so if someone gets promoted or moved around, you'll see it immediately.



The chart can handle however many levels of hierarchy you throw at it, and it visually groups departments so you can see how everything fits together. Different roles (admins, managers, employees) have different visual

styles so you can tell who's who at a glance.

Your Profile

Personal Stuff

You can view and edit your profile information - name, contact details, all that. For your profile picture, it automatically pulls from Gravatar based on your email, but you can also upload your own picture if you want. If you upload something and later decide you don't like it, you can remove it and go back to the Gravatar default.

The screenshot shows the 'Profile' page of the EPI-USE Nexus system. The user is Siphon Ngcobo, a Manager and Head of Technology, with Employee ID EMP-002. The page is divided into two main sections: 'Profile Picture' and 'Profile Information'. The 'Profile Picture' section shows a default Gravatar image and an 'Upload Photo' button. A red arrow points to the text: 'Users can upload their profile picture and if there is no picture uploaded Gravatar will be used as the default'. The 'Profile Information' section contains fields for First Name (Siphon), Last Name (Ngcobo), Email (siphon.ngcobo@epiuse.com), Position (Head of Technology), Employee Number (EMP-002), and Birth Date (1980/03/01). A blue box at the bottom of the 'Profile Information' section contains a note: 'Profile Information: This information is managed by your system administrator. As a Manager, you can request edits from system Administrators. Please contact your system administrator or submit a request through your organization's IT portal.'

Password Changes

You can change your password anytime from the profile page. Minimum 6 characters (I kept it simple). If you're a new user with a default password, the system will make you change it before you can do anything else - basic security stuff.

Data Export (*Admin*)

If you need to get employee data out of the system (for reports, backups, whatever), you can export it from the settings as CSV or JSON. CSV works great for spreadsheets, JSON is better if you're feeding it into another system.

What You Can Do Based on Your Role

If You're an Admin/CEO

You basically run the show - you can manage the entire organization, create/edit/delete employees anywhere, set up department heads and reporting structures. You get to see everyone's salaries, export all the data, and access the system settings. You can also assign employees to any manager in any department.

If You're a Manager

You get full control within your department. The cool part is you can assign employees to yourself OR other managers in your department - gives you flexibility in organizing your team. You can create sub-managers, see comprehensive team metrics, and reassign people between managers in your department without bothering an admin.

If You're an Employee

You can see your own profile and update password, browse the org chart to see how the company is structured, and view the colleague directory. You can see public info about your teammates but can't mess with anything important - which is probably for the best.

That's pretty much everything you need to know. The system is designed to be straightforward, so most things should be intuitive once you start using it. If something doesn't make sense, it's probably a bug - let me know!