User Manual

EPI·USE®

Employee Hierarchy Management System

https://vian-epiuse.vercel.app/

1. Landing Page

Employee Hierarchy Management System

EPI·USE®

A cloud-hosted application built with Next.js and Supabase to efficiently manage your organization's employee hierarchy. Visualize, search, and manage your workforce with ease.

> Explore System

Employee Management

Create, read, update, and delete employee data with ease. Manage reporting structures and employee details efficiently.

Hierarchy Visualization

View your organization's structure in an intuitive tree or graph format. Understand reporting lines at a glance.

Advanced Search & Reporting

Powerful search functionality for graph and list view. Sort and filter employee data based on various fields.
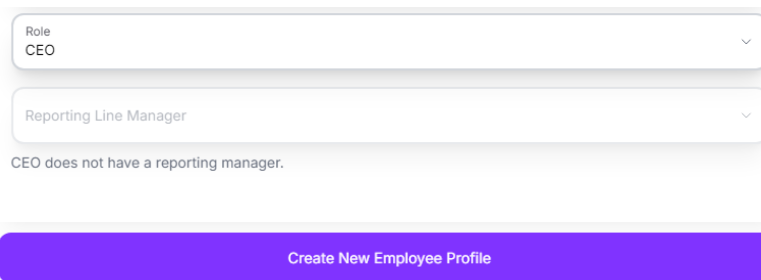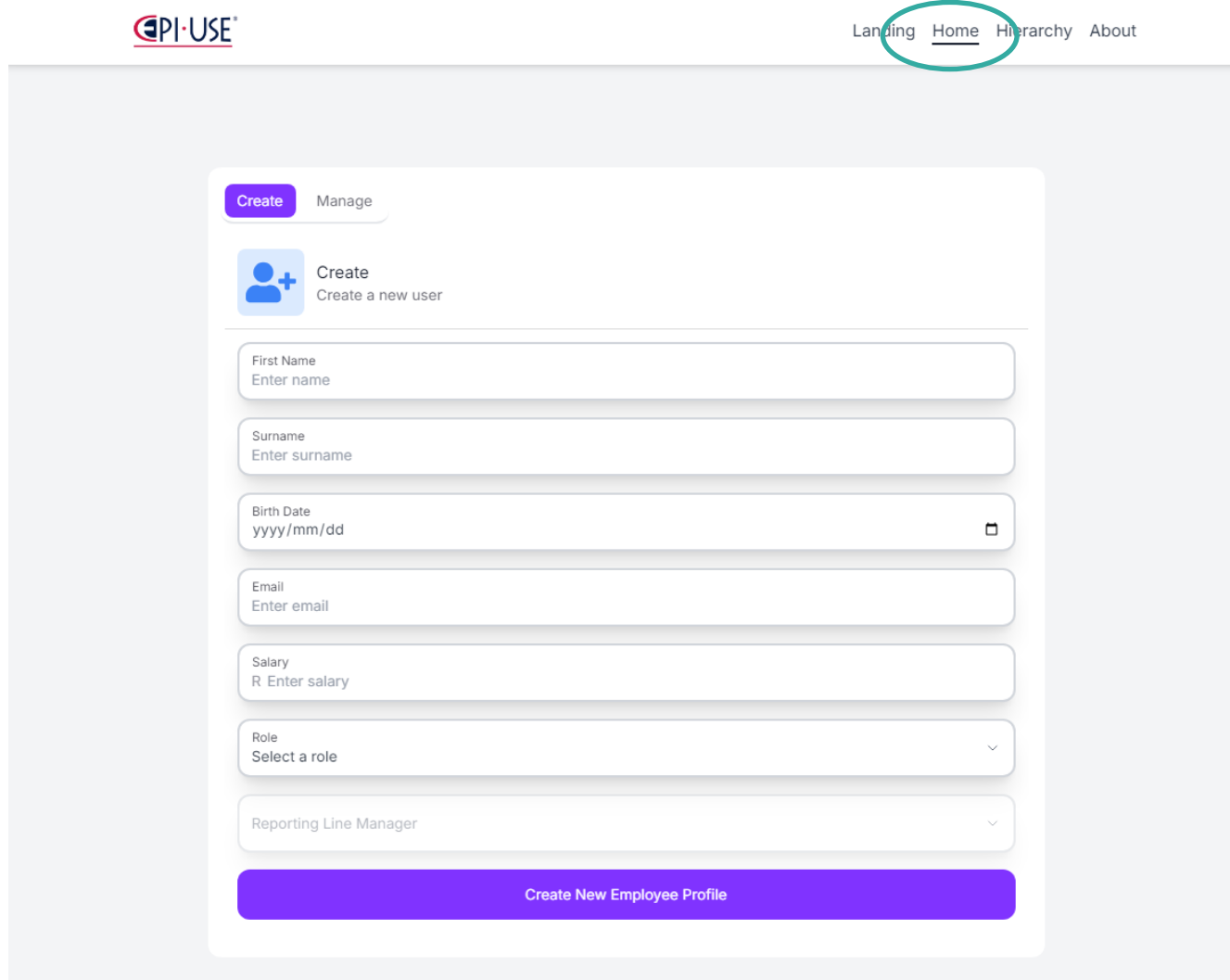
> **Explore System**   ← Click here to start

2. Home Page

2.1 Create Tab (Allows users to create new employees with input validation.)
**Please fill in all the fields below to create a new employee profile

Note: Selecting "CEO" as a role excludes the option to choose a reporting manager since CEO is the highest role.
Click here to create a new profile

2.2. Manage Tab

2.2.1 Hierarchy View Tab

Create **Manage**

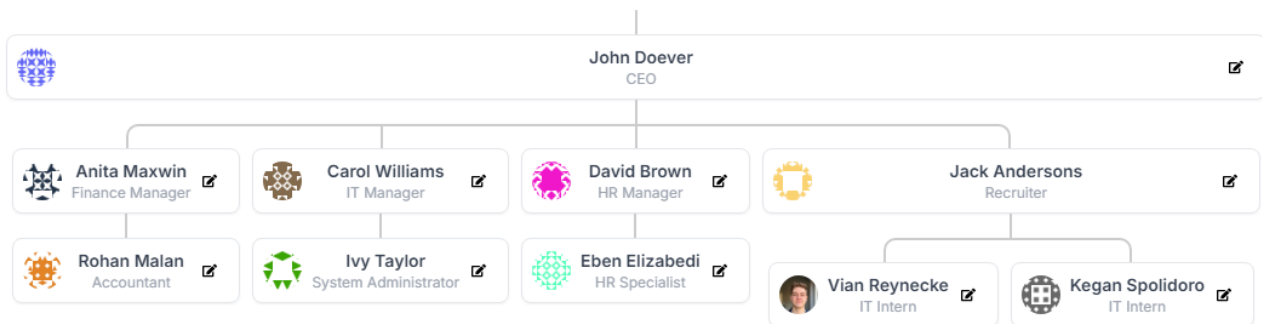**Employee Management**
View, search, and manage employees

Hierarchy View   List View (Sort + Filter)

Search employees
Enter name, surname, or role

Employee Hierarchy

John Doever
CEO

Anita Maxwin
Finance Manager

Carol Williams
IT Manager

David Brown
HR Manager

Jack Andersons
Recruiter

Rohan Malan
Accountant

Ivy Taylor
System Administrator

Eben Elizabedi
HR Specialist

Vian Reynecke
IT Intern

Kegan Spolidoro
IT Intern

Search employees
Vian

Vian Reynecke
IT Intern

Search: In the hierarchy view, searching by name, surname, or role highlights matching employees.

Edit: Click the edit button next to a user to open their edit dialog.

Restrictions

- Cannot change role if others report to them (has children nodes).
- Cannot assign themselves as their own manager or subordinates as their managers.
- Cannot delete employees with subordinates.
- Includes all create tab validations.

List View Tab (Displays a sortable and filterable table of employees.)

Create   **Manage**

Employee Management
View, search, and manage employees

Hierarchy View   **List View (Sort + Filter)**

Search employees
Enter name, surname, or role

Filter by Role   Filter by Manager

Name ^	Role	Email	Manager	Actions
Anita Maxwin Anitamaxwim@gmail.com	Finance Manager	Anitamaxwim@gmail.com	CEO	Edit
Carol Williams carol.williams@epiuse.com	IT Manager	carol.williams@epiuse.com	CEO	Edit
David Brown david.brown@epiuse.com	HR Manager	david.brown@epiuse.com	CEO	Edit
Eben Elizabedi EbenElizabedi@gmail.com	HR Specialist	EbenElizabedi@gmail.com	HR Manager	Edit
Ivy Taylor ivy.taylor@epiuse.com	System Administrator	ivy.taylor@epiuse.com	IT Manager	Edit
Jack Andersons jack.anderson@epiuse.co.za	Recruiter	jack.anderson@epiuse.co.za	CEO	Edit
John Doever john.doe@epiuse.com	CEO	john.doe@epiuse.com		Edit

All ✓

Accountant

CEO

Database Administrator

Finance Manager

Financial Analyst

HR Manager

HR Specialist

IT Intern

IT Manager

Recruiter

Senior Developer

System Administrator

Filter: by Role

All ✓

CEO

Recruiter

HR Manager

Finance Manager

IT Manager

Filter: By Reporting Manager

| IT Intern | Recruiter |

Name ∧	Role	Email	Manager	Actions
Kegan Spolidoro keganspoli@epi-use.com	IT Intern	keganspoli@epi-use.com	Recruiter	Edit
Vian Reynecke vianreynecke@gmail.com	IT Intern	vianreynecke@gmail.com	Recruiter	Edit

Filter: Combine filters for more specific results
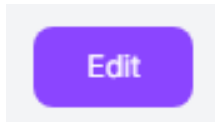
| Hierarchy View | List View (Sort + Filter) |

Search employees
Vian ⊗

| Filter by Role | Filter by Manager |

Name ∧	Role	Email	Manager	Actions
Vian Reynecke vianreynecke@gmail.com	IT Intern	vianreynecke@gmail.com	Recruiter	Edit

< 1 >

Search: In the list view, searching by any of the column headings returns matching employees.

Edit

Edit Employee   ×

This profile picture is provided by Gravatar. To change your avatar, please update it on Gravatar.

Name
Vian

Surname
Reynecke

Email
vianreynecke@gmail.com

Role
IT Intern

Reporting Line Manager
Jack Andersons
Recruiter

Delete User   Update

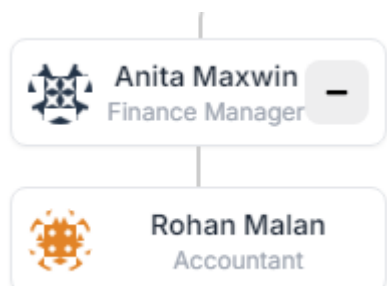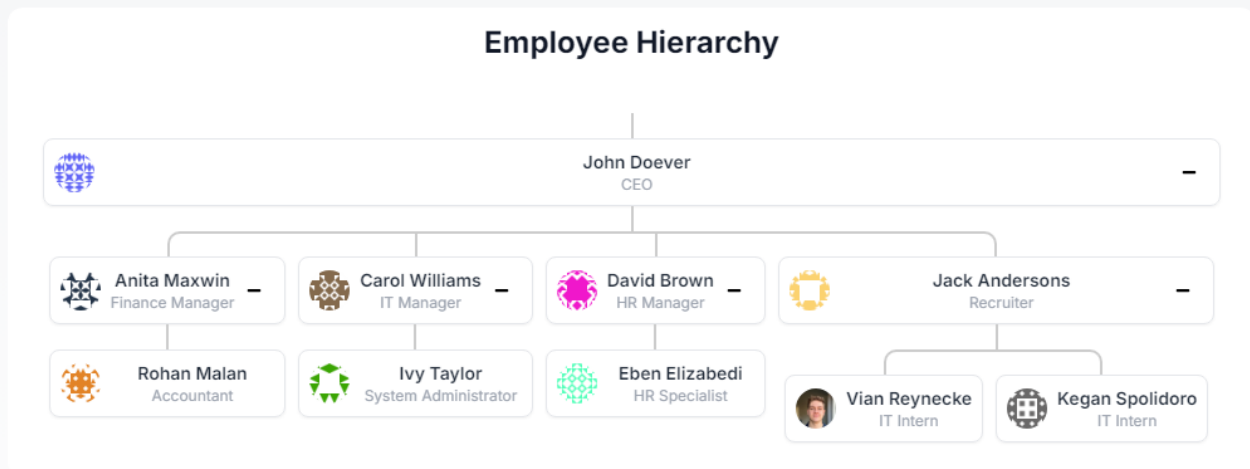**Edit: Click the edit button next to a user to open their edit dialog.**

3. Hierarchy Page

Displays the hierarchy in an expandable and collapsible tree format.

Expand and collapse nodes/users by clicking on the plus/minus icon

4. About Page:

Project information and links to personal profiles.

5. Dark/Light Mode:

Auto-adapts to user's system theme.