hierarKEY

User Manual

31/07/2025

Introduction

HierarKEY allows you to effortlessly manage and visualize your organisation's employee hierarchy. Designed specifically for HR professionals, it streamlines workforce management, enhances organisational clarity and helps keep your teams connected and aligned for maximum productivity.

Main Features

- Dashboard
  - Access quick stats: total employees, total managers and total editors.
  - View your organisation's employee structure at a glance.

- Hierarchy Visualization
  - Visualize reporting lines in an interactive tree format.
  - Expand or collapse teams to explore different levels.

- Employee Management
  - Add new employees if you have editor access.
  - Sort employees by various fields for easy navigation.

Getting Started

- System Requirements:
  - Modern web browser (Chrome, Firefox, Edge, Safari)
  - Internet connection for cloud sync

- Installing hierarKEY
  - hierarKEY is a web-based app — no installation needed. Simply visit this URL https://u23535793.github.io/hierarKEY/#/ and sign up or log in with your credentials.

Usage

Signing Up and Creating an Organisation
1. Navigate to the Sign Up button on the landing page.
2. Enter the organisation name as well as your name, surname, email and password.
3. Click Sign Up to create your organisation account.
4. Once registered, you will be logged in and granted editor access by default.

Adding Employees
1. Go to the Employee Management tab in the navbar.
2. Click the Add Employee icon.
3. Fill in the required fields: Name, Surname, Email
4. (Optional) Assign a date of birth, employee number, position, salary, or a manager.
5. Toggle Editor Privilege on if the employee should be able to manage users and structure.
6. Click Add to add the employee to your organisation.

Viewing Employees and Hierarchy
1. Navigate to the Employee Management tab to view and sort all registered employees.
2. Open the Hierarchy Visualization tab to see a tree view of your organisation.
   - Expand or collapse teams to explore different levels.
   - Easily identify reporting lines between managers and employees.

Logging In as an Employee
1. After being added, employees can access hierarKEY via the login page.
2. They must enter their registered email and the organisation access password.
3. The organisation access password can be found on the Profile page by the organisation creator or any editor.
4. Upon successful login, employees will see the dashboard and features based on their access level.

Troubleshooting

Can't Log In?
- Check your email: Make sure you are using the exact email that was registered by your organisation.
- Check the organisation password: You need the correct organisation access password, available on the Profile page.
- Password reset not working? hierarKEY does not currently support individual password resets :(

Employee Not Appearing in the Hierarchy?
- Ensure the employee has been added to the organisation.
- Check that the employee is assigned a manager. If no manager is set, the employee may not appear under any team.
- Refresh the Hierarchy Visualization tab to reload the latest data.

Can't Add Employees?
- Only users with editor access can add employees.
- Confirm that you're logged in with an editor account.
- Make sure all required fields (Name, Surname, Email) are filled out correctly.

Hierarchy Tree Not Loading?
- Try refreshing the page.
- Check your internet connection.
- If the issue persists, contact support with a description of the issue.

Support & Contact

If you experience issues using hierarKEY or need assistance with your account, feel free to contact driyagovender12@gmail.com vis email.
Please Include:
- Your name and organisation name
- A clear description of the issue
- Screenshots if possible