

# OrgChart Now Google Sites Org Chart Links

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**OfficeWork Software LLC**

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# OrgChart Now – Google Sites Org Chart Links

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## Introduction

OrgChart Now charts can be embedded directly into your Google Site. This document details how to embed your org chart into your Google Site.

**Note:** Please email [orgchartnow@officeworksoftware.com](mailto:orgchartnow@officeworksoftware.com) if you need assistance.

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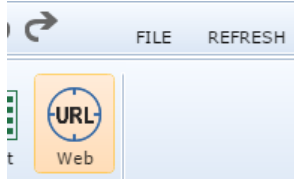
## OrgChart Now Setup

Use the following procedure to generate a link that can be embedded in your Google Site.

1. Log into OrgChart Now (account must have administrator privileges)
2. If you haven't done so already, create a 'read only' user id (See Appendix A for details)
3. Open your org chart (see the Getting Started Guide for more information on how to create a chart)
4. Save your chart in the 'Public' folder (Use the Save As option under the FILE tab)



5. Click on the 'SHARE' tab
6. Select the 'Publish to Web' option.



7. The 'OrgChart Now – URL Generator' web form is displayed. You can either generate a 'Public Link' or a 'Restricted Link'. A 'Restricted Link' is more secure than a 'Public Link' but requires the OrgChart Now team to add a 'restriction' to our database. See Appendix B for additional details on Restricted Links.

### OrgChart Now - URL Generator

Link Type:	<input type="text" value="Public Link"/>
User ID:	<input type="text"/>
Org Chart File Name:	<input type="text"/>
Directory:	<input type="text" value="Public"/>
Launch Mode:	<input type="text" value="Portal"/>
Functionality:	<input type="text" value="All"/>
Initial tab:	<input type="text" value="None"/>
Background Color (HEX):	<input type="text" value="FFFFFF"/>
Zoom:	<input type="text" value="100%"/>
Hide Tabs:	<input type="text" value="None"/>

This utility allows you to generate a link (to an org chart) that can be pasted into an email or embedded into a web page. Public links are used to share org charts on the internet. Chart must be saved in the public folder.

## OrgChart Now – Google Sites Org Chart Links

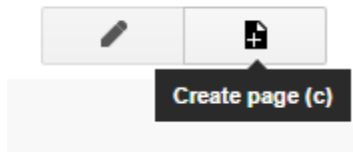
8. Fill in the following required fields:
  - a. Read Only User ID (See Step 2 above)
  - b. File Name (name of the chart you saved to the Public folder)
9. Fill in other fields as desired. The default settings are typically ok; however, you can try different parameters if needed.
  - a. Functionality – Allows you to control what functions the end user can access (e.g. Publish to PDF or Export to Excel).
  - b. Initial Tab – Allows you to configure which tab is initially shown (e.g. Search or Profile)
  - c. Zoom – Typically set to 100%. Set to 75% or 50% if you have a large chart.
  - d. Hide Tabs – Allows you to hide tabs from the end user. For example, you may not want the end user to access the additional details shown in the Profile panel.
10. Click 'Test URL' to make sure the URL is working as expected.
11. Once you have the URL configured correctly, click on 'Generate URL'. The resulting URL will be used in the next step.

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### Google Sites Setup Option #1 – Embed an Org Chart

Use the following procedure to embed an org chart in your Google Site.

1. Log into your Google site as an administrator
2. Click on the Create Page button to create a new page.



3. Name your page and then click on the Create button.



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Create a page in Site: orgchartnow

Name your page:

Company Org Chart

Your page URL: /site/orgchartnowdemo/company-org-chart [change URL](#)

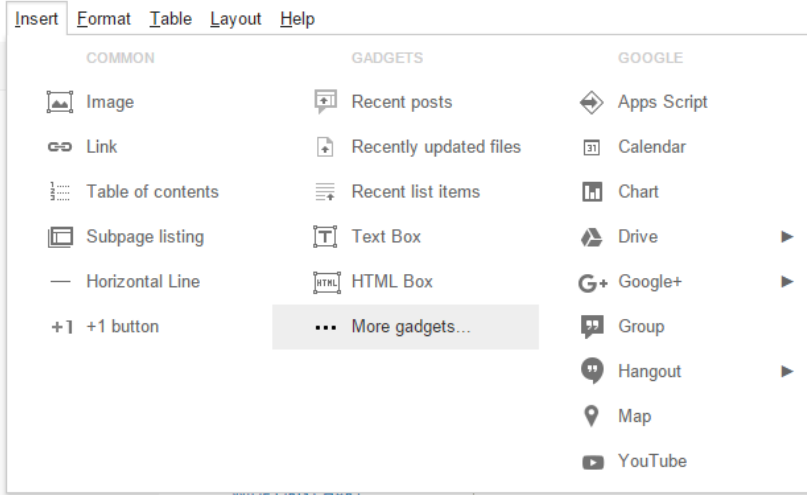
Select a template to use ([Learn more](#))

Web Page ▾

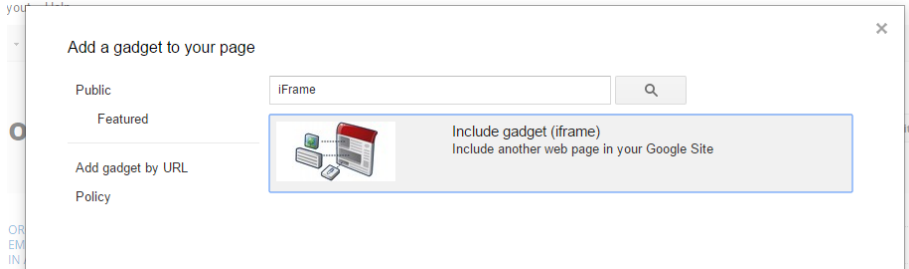
# OrgChart Now – Google Sites Org Chart Links

4. Select the Insert menu and then select the 'More gadgets' option.

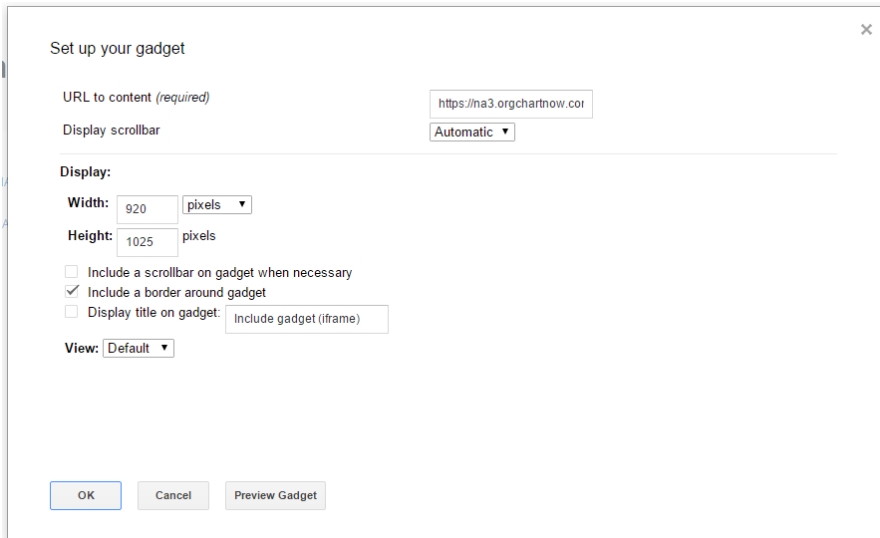
## Company Org Chart



5. Search for the 'iFrame' gadget and then double click to add. Click Select when prompted.



6. Configure the iFrame as shown below. In the 'URL to content' text box paste the URL generated in the previous procedure. Click OK to add the iFrame.



7. Save the page. Congratulations! Your org chart should now show in your google site.

## OrgChart Now – Google Sites Org Chart Links

8. You may need to modify the presentation of your chart to optimize it for the limited display area available in google site. For example, you can try small fonts or branch styles that make your chart taller as opposed to wider.

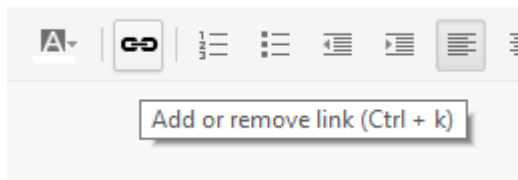
**Note:** If you update and save your chart in OrgChart Now, the chart will automatically be updated in Google Sites the next time you access the org chart page in your google site. If you are already displaying the Google Site org chart page, you will need to refresh the page (F5) in the browser to view the updated chart.

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### Google Sites Setup Option #2 – Open Org Chart in a new browser tab

Use the following procedure to link from your Google Site to your Org Chart.

1. Log into your Google site as an administrator
2. Add a new page or edit an existing page.
3. Paste the URL you generated in the previous procedure into the page.
4. Select the URL and click on the link button.



5. Site page text box. Make sure to check the 'Open this link in a new window' option. Click OK.
6. Click on the change option.

Go to link: <https://na3.orgchartnow.com/api/mycompany/enchart.py?file=DIS> - Change - Remove

7. Set the 'Text to display' field. Also make sure to select the 'Open this link in a new window' option. Click OK when finished.

Create Link

Sites page	<b>Text to display:</b>
Web address	<input type="text" value="My Org Chart"/>
Apps Script	<b>Link to this URL:</b>
	<input type="text" value="https://na3.orgchartnow.com/api/mycompany/enchart.py?file=DIS"/>
	Example: www.google.com

8. Save your web page.
9. Test the link to make sure it works as expected.

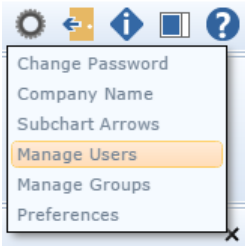
**Note:** If you update and save your chart in OrgChart Now, the chart will automatically be updated in Google Sites the next time you access the org chart page in your google site. If you are already displaying the Google Site org chart page, you will need to refresh the page (F5) in the browser to view the updated chart.

# OrgChart Now – Google Sites Org Chart Links

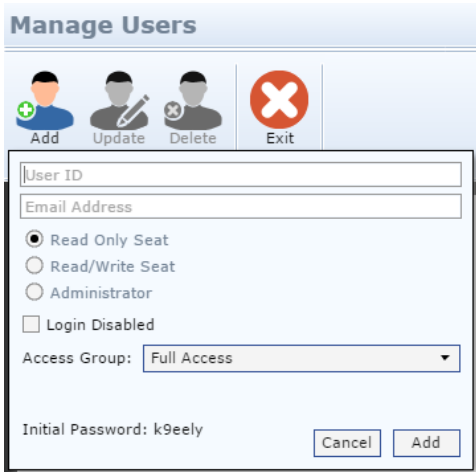
## Appendix A: Adding a Read Only User Account

Use the following procedure to add a read only user account.

1. Select the 'gear' icon and then select 'Manage Users'



2. Click on the 'Add User' button

A screenshot of the 'Manage Users' dialog box. The title bar says 'Manage Users'. Below the title bar are four icons: 'Add' (a person with a plus sign), 'Update' (a person with a pencil), 'Delete' (a person with an 'x'), and 'Exit' (a red circle with an 'x'). Below the icons are several input fields: 'User ID', 'Email Address', a radio button for 'Read Only Seat' (selected), a radio button for 'Read/Write Seat', a radio button for 'Administrator', a checkbox for 'Login Disabled', and a dropdown menu for 'Access Group' set to 'Full Access'. At the bottom, there is a text field for 'Initial Password' containing 'k9eely' and two buttons: 'Cancel' and 'Add'.

3. Enter a 'User ID'
4. Enter any email address (does not need to be valid). DO NOT USE your email address as it may already be used by your OrgChart Now account.
5. Click Add and then Click Exit.

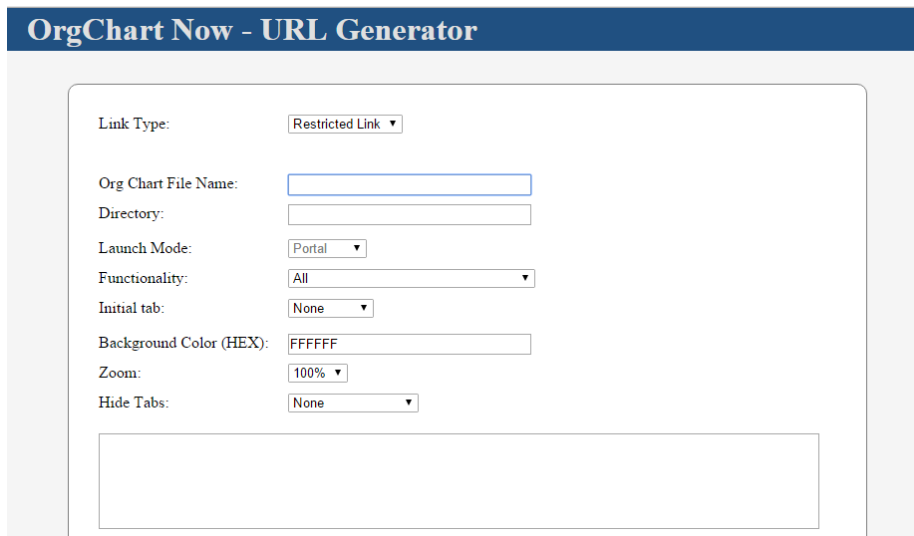
# OrgChart Now – Google Sites Org Chart Links

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## Appendix B: Restricted Links

To setup a restricted link follow the procedure above ‘OrgChart Now Setup’ procedure (above) with the following exceptions.

1. Select the ‘Restricted Link’ option in the ‘OrgChart Now – URL Generator’ form.
2. Save your chart to any folder other than the ‘Public’ folder (e.g. create a folder called ‘Restricted’). Specify the chart ‘Directory’ in the ‘Directory’ field.
3. Email [orgchartnow@officeworksoftware.com](mailto:orgchartnow@officeworksoftware.com) to request that a ‘restricted link’ for your account. Make sure to include the URL (generated in the form) in the email.



The screenshot shows the 'OrgChart Now - URL Generator' form. The 'Link Type' dropdown is set to 'Restricted Link'. Other fields include: 'Org Chart File Name' (empty), 'Directory' (empty), 'Launch Mode' (Portal), 'Functionality' (All), 'Initial tab' (None), 'Background Color (HEX)' (FFFFFF), 'Zoom' (100%), and 'Hide Tabs' (None). A large empty text box is at the bottom of the form.