

Section	Icon	Feature	Purpose
Node Editing		Drag & Drop Nodes	Reorganise reporting lines by dragging employees to a new manager.
		Swap with Parent	Exchange an employee with their direct manager.
		Add Node	Add a new employee to the organisation.
		Edit Node	Modify an employee's details or manager.
		Remove Node	Remove a single employee, an entire hierarchy, or replace an employee with another.
		Links	Create or remove dotted-line (non-reporting) relationships.
Layout & View		Expand	Expand or collapse the organisation to a chosen number of levels or show the full chart.
		Horizontal / Compact	Toggle between standard and compact layouts.
		Swap Layout	Rotate the chart orientation (Top, Left, Bottom, Right).
		Fit to Screen	Automatically fit the visible chart into the available space.
Load & Save		Undo / Redo	Reverse or reapply changes.
		Manage Saves	Save, load, import or export editing sessions.
		Change Log	View, filter and roll back individual changes.
Export Data		Export to Excel	Download the current chart and change summary.
		Copy to Excel	Copy chart data for pasting into Excel or another application.
		Download / Import CSV	Export the chart for offline editing or re-import changes.
Print & Export		Print Current View	Print the currently visible chart.
		Download PDF	Export the chart as a PDF. **Note:** If the download button is blocked or does not work, your Power BI admin may need to enable file downloads from custom visuals.

		Export SVG	Export the chart as SVG text for use in PowerPoint. Once downloaded, rename the file extension from **.txt** to **.svg**. In PowerPoint, select Insert → Pictures, choose the SVG file, then resize it as required. If you want to edit the individual elements, right-click the image and select Convert to Shape. Note: If the download button is blocked or does not work, your Power BI admin may need to enable file downloads from custom visuals.
Reset		Reset Changes	Restore the chart to the original Power BI data and clear all edits.
Search		Search Box	Find employees by typing search terms.
		Search Field	Choose which field to search (Name, ID, Job Title, custom fields, etc.).
		Search Button	Perform a full search and display all matching employees.
Overflow Menus		Layout (⋯)	Contains layout controls when the toolbar is too narrow.
		Menu (☰)	Contains the remaining toolbar actions on smaller screens.
Context Controls		Drag Session Controls	Undo, Redo, Done and Cancel while dragging nodes.
		Branch View Banner	Return from branch-only view to the full organisation.
		Zoom & Pan	Zoom and navigate the chart when enabled.