KNOWLEDGE BASE ARTICLE

Employee Directory vs. Organizational Chart vs. Employee Details: Which Vitextra People Product to Choose

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Overview

Vitextra offers three products that work with the employee data your organization already keeps in Microsoft 365: Employee Directory, Organizational Chart and Employee Details. All three read people data from Microsoft Entra ID through Microsoft Graph, show photos and Microsoft Teams presence, and run on SharePoint Online pages. They answer different questions, though:

- **Employee Directory** — *"Who is the person I need?"* It helps you find people: search, filter and browse a list of colleagues.
- **Organizational Chart** — *"How is the company structured?"* It shows who reports to whom as an interactive tree.
- **Employee Details** — *"Who is this person?"* It shows one employee in depth on a personal page and lets employees maintain their own profile.

What each product does

Employee Directory is a searchable directory of colleagues. The solution includes three web parts: **Employee Directory** (people from the SharePoint user profiles through SharePoint search, or from Microsoft Entra ID), **Employee Directory (Entra ID)** (the complete user list from Microsoft Entra ID with a visual filter editor, exclusions and A–Z navigation) and **New Employees** (people whose accounts were created recently). Users narrow the list with the search box, the refinement panel and the quick filters **My department**, **My team**, **People I work with** and **Favorites**, select a person to see a compact profile in the details pane, and can export the results with **Export to Excel**. See KB10064. Employee Directory Overview: Web Parts, SPFx and Microsoft Graph.

Organizational Chart builds the company hierarchy automatically from the **manager** attribute of the users in Microsoft Entra ID. In the **Entire Company** mode it shows the whole organization, and in the **Employees reporting to specific user** mode only one team, as a horizontal tree or a compact vertical list. Visitors expand and collapse branches, zoom, search, use **Find me** to locate themselves, and export the chart to PDF or JPEG. See KB10232. Organizational Chart. Solution Overview.

Employee Details builds a full personal page for one employee: the profile header with presence and quick actions, the Overview tab with details, skills, availability, manager and direct reports, and up to eight more tabs such as Documents, Projects and Insights. On their own page, employees edit their skills, languages, social accounts, About me and other profile sections. See KB10279. Employee Details. Solution Overview.

Comparison table

	Employee Directory	**Organizational Chart**	**Employee Details**
Main question	Who is the person I need?	How is the company structured?	Who is this person?
Starting point	A search box and a list of employees	The top of the hierarchy, or a selected manager and their team	One employee: the current user, a selected user or the user from the page address (`?user=`)
Data source	SharePoint user profiles (SharePoint search) or Microsoft Entra ID (Microsoft Graph)	Microsoft Entra ID (Microsoft Graph), structure from the manager attribute	Microsoft Entra ID, Microsoft 365 and the SharePoint user profile (Microsoft Graph)
Layouts	**Details** (table) and **Contact** (cards), **Group by**	Horizontal tree and vertical list	Profile header, Overview tab and up to eight more tabs
Search and filters	Search, refinement panel, quick filters, favorites, skills search; in Employee Directory (Entra ID) also the filter editor, exclusions and A–Z navigation	Search that highlights matches in the tree; an administrator filter with exclusion toggles	None — one person is shown; you move on through the manager, direct reports and colleagues
Edits data	No, read-only	No, read-only	Yes — employees edit their own profile sections;

	Employee Directory	Organizational Chart	Employee Details
			job title, department and similar data can be requested through an approval flow
Export	Excel	PDF and JPEG	Contact card (.vcf) and QR business card
Microsoft Teams	Personal app and channel tab	Personal app and channel tab	SharePoint pages only
Typical page	"Find a colleague" page, company directory, new hires on the home page	"About the company" page, department site	"My profile" page, profile page for any employee

Note

All three products read data under the permissions of the signed-in user and show no more than this user may see in Microsoft 365. Each product requests its own Microsoft Graph permissions, which a tenant administrator approves; only Employee Details asks for permission to change data — the signed-in user's own profile.

Which product to choose

Your goal	Product
Find a colleague by name, department, office, skill or a custom attribute	Employee Directory
Give users a filtered list of employees and export it to Excel	Employee Directory
Welcome new employees on the intranet home page	Employee Directory (New Employees web part)

Your goal	Product
Show the reporting lines of the whole company or of one department	Organizational Chart
Help new hires see where they and their team are in the structure	Organizational Chart
Print or share the current structure as a PDF or an image	Organizational Chart
Give every employee a personal page they keep up to date themselves	Employee Details
Open a full profile of any colleague from a link in a news post or a team page	Employee Details

If you need more than one of these, the products complement each other rather than overlap — see the next section.

Tip

Employee Directory itself offers two directory web parts. To choose between them, see KB10310. Employee Directory vs. Employee Directory (Entra ID): Which Web Part to Choose. For a closer look at the directory and the profile page, see KB10281. Employee Details vs. Employee Directory: What's the Difference?.

Using them together on one intranet

A complete people section of an intranet often consists of three pages, one for each product:

1 **A directory page** with Employee Directory — the place to search for colleagues. Add the New Employees web part to the home page to show recent joiners.
2 **An organization page** with Organizational Chart — the company structure, or one chart per department on the department sites.
3 **A profile page** with Employee Details set to take the employee from the page address. One page then serves every employee: `https://<tenant>.sharepoint.com/sites/<site>/SitePages/Profile.aspx?user=<user principal name>`.

How the pages are connected:

- In the Employee Details settings, specify the address of the directory page. The header of every profile then shows the **Open Employee Directory** button.
- The address of the profile page (`<page>?user=<user principal name>`) can be used in any link to a person: a news post, a team page, an onboarding checklist or a message.
- Add the three pages to the navigation of the site or hub, so that users can move between search, structure and profiles.

Note

The only built-in link between the products is the **Open Employee Directory** button of Employee Details. Employee Directory and Organizational Chart have no setting that opens the Employee Details page: in Employee Directory, selecting a person opens its own details pane, and in Organizational Chart, hovering over a card opens the standard Microsoft 365 profile card.

What about the built-in Microsoft 365 tools?

Microsoft 365 already helps users find and learn about colleagues:

- **People search** in SharePoint and Microsoft 365 finds a person by name and other profile information.
- **The Microsoft 365 profile card**, which opens from a person's name in Outlook, Teams, SharePoint and other apps, shows contact details and the person's place in the reporting line.
- **Microsoft Teams** shows a person's manager and direct reports as part of their profile.
- **The SharePoint People web part** shows a list of people that the page author selects by hand.

These tools are often enough when users know whom they are looking for and only need the contact details or the manager of one person. The Vitextra products are worth adding when you need more:

- **A directory you can browse, not only search** — the full list of employees in the **Details** or **Contact** layout, with **Group by** and, in Employee Directory (Entra ID), A–Z navigation.
- **Filtering and refining** — the refinement panel by department, office or any configured attribute; the quick filters **My department**, **My team**, **People I work with** and **Favorites**; search by skills.
- **A clean list of real employees** — an administrator can restrict the directory with a filter and exclude unlicensed, blocked or incomplete accounts, so shared mailboxes,

rooms and service accounts do not appear.
- **Export to Excel** — the filtered list as a spreadsheet for reporting or sharing.
- **New Employees** — recent joiners highlighted automatically, with no list to maintain.
- **Microsoft Teams with a tenant-wide default configuration** — the same directory or chart in the Teams personal app.
- **A whole-company chart** (Organizational Chart) that can be exported to PDF or JPEG, and **a personal page that employees maintain themselves** (Employee Details).

Warning

The Vitextra products do not replace the data in Microsoft 365 — they show it. Employee Directory and Organizational Chart are only as accurate as the profiles in Microsoft Entra ID and the SharePoint user profiles: a missing department or manager is missing in the directory and in the chart as well.