

Organization Hierarchy Actions

Each node and its child nodes in an organization hierarchy tree can be moved, copied, or deleted using the Actions pull-down menu that appears when you select a node, or, when you use the Actions drop-down box that appears on the top right-hand corner of the General tab when you open a node's details.

To add an organization hierarchy node:

1. On the **Entities** menu, click **Group Definitions**. On the **Vendors** menu, click **Group Definitions**.
2. In the **Organization Hierarchy** tree, search the node, and then select it. Any child nodes that are available, appear in the child hierarchies section.
3. If you want to move all the child nodes of a node, choose **Cut** from the Actions pull-down menu of the organizational hierarchy tree. Select a node to which you want to move a node and then choose **Paste** from the **Actions** pull-down list of the organizational hierarchy tree.
4. To move a child node, select the node to open its details. Choose **Move To** from the **Actions** drop-down box, and then click **Go**. The **Move Hierarchy** dialog appears. Select a hierarchy and click **OK**.

To delete an organization hierarchy node:

1. On the **Entities** menu, click **Group Definitions**. On the **Vendors** menu, click **Group Definitions**.
2. Find the node to delete in the **Organization Hierarchy** tree.
3. To delete a root node, select a node in the organization hierarchy tree, choose Delete from the Actions pull-down menu and then confirm the action. To delete a child node, select the node to open its details. Choose **Delete** from the **Actions** drop-down box, click **Go** and then confirm the action. This provides the ability to retain the significant child nodes if you do not want to delete the complete node from the organization hierarchy tree.

To copy and paste an organization hierarchy node

1. On the **Entities** menu, click **Group Definitions**. On the **Vendors** menu, click **Group Definitions**.
2. In the **Organization Hierarchy** tree, search the node, and then select it. Any child nodes that are available, appear in the child hierarchies section.
3. If you want to copy all the child nodes of a particular node, choose **Copy** from the **Actions** pull-down menu of the organizational hierarchy tree. Select a desired node to which you want to copy a node and then choose Paste from the Actions pull-down list of the organizational hierarchy tree.
4. To copy a child node, select the node to open its details. Choose **Copy To** from the **Actions** drop-down box and then click **Go**. The Copy Hierarchy dialog appears. Select a hierarchy and click **OK**.

To move an organization hierarchy node:

1. On the **Entities** menu, click **Group Definitions**. On the **Vendors** menu, click **Group Definitions**.
2. In the **Organization Hierarchy** tree, search the node, and then select it. Any child nodes that are available, appear in the child hierarchies section.
3. If you want to move all the child nodes of a node, choose **Cut** from the Actions pull-down menu of the organizational hierarchy tree. Select a node to which you want to move a node and then choose **Paste** from the Actions pull-down list of the organizational hierarchy tree.
4. To move a child node, select the node to open its details. Choose **Move To** from the **Actions** drop-down box, and then click **Go**. The Move Hierarchy dialog appears. Select a hierarchy and click **OK**.

