Organization Hierarchy Actions

Each node and its child nodes in an organization hierarchy tree can be moved, copied, or deleted using the **Actions** dropdown menu that appears when you select a node, or by opening a node's details page and going to the **General** tab > **Actions**.

To add an organization hierarchy node:

1. Open the **Entities** menu, then click **Group Definitions**.

2. Search the node in the **Organization Hierarchy** tree, then select it. Any child nodes that are available appear in the child hierarchies section.

3. **Optional**: To move all the child nodes of a node, open the organizational hierarchy tree. Click **Actions**, then click **Cut**. Select the node you want to move the nodes to, then click **Paste** from the **Actions** dropdown.

4. **Optional**: To move a child node, select the node. Click **Actions**, then click **Move To,** and then click **Go**. Select a hierarchy and click **OK**.

To delete an organization hierarchy node:

1. Click **Group Definitions** on the **Entities** or **Vendors** menu.

2. Click a node in the **Organization Hierarchy** tree.

3. Perform one of the following actions:
   - To delete a root node, select a node in the organization hierarchy tree. Click **Actions**, then click **Delete**.

   - To delete a child node, select a node. Click **Actions**, then click **Delete**. Click **Go** a This provides the ability to retain specific child nodes if you don't want to delete the complete node from the organization hierarchy tree.

To copy and paste an organization hierarchy node:

1. Click **Group Definitions** on the **Entities** or **Vendors** menu.

2. Click a node in the **Organization Hierarchy** tree. Any child nodes that are available appear in the child hierarchies section.

3. Perform one of the following actions:
   - To copy all the child nodes of a particular node, open the organizational hierarchy tree. Click **Actions**, then click **Copy**. Select a desired node to which you want to copy move the node. Click **Actions**, then click **Paste**.

   - To copy a child node, select the node. Click **Actions**, then click **Copy To**, and then click **Go**. Select a hierarchy, then click **OK**.

To move an organization hierarchy node:

1. Click **Group Definitions** on the **Entities** or **Vendors** menu.

2. Select a node in the **Organization Hierarchy** tree. Any child nodes that are available will appear in the child hierarchies section.

3. Perform one of the following actions:
   - To move all the child nodes of a node, click Actions, then click **Cut**. Select a node to which you want

to move the node. Click Actions, then click **Paste**.

- To move a child node, select the node to open its details. Click Actions, then click **Move To**, and then click **Go**. Select a hierarchy and click **OK**.