

## Managing the Hierarchy in eClimateNotebook (Professional/Professional Plus)

Click on Data Manager and then click on “Manage Hierarchy,” this is the area where you assign your Location Datasets to a particular location.

The first section “Hierarchy Level Naming” refers to the Level of your Hierarchy that you are using for reference (kind of like a column header) but doesn’t actually assign it.

Another way to think of it is like a database. By default a Database will have Field1, Field2, Field3 and so on. So that you as a user better understand what kind of information is in each column, you assign them categories, such as First Name, Last Name, Street Address, etc. Once you assign those categories, you can then assign your datasets to those different categories by clicking on the folder icon under Actions.













Here is sample hierarchy naming scheme:

### Manage Hierarchy Level Naming

By default, the four hierarchy levels are named Site, Building, Floor, and Room. The final designation is the Location Dataset name. You can use this feature to rename the hierarchy levels that appear when you assign level designations to your location datasets. These changes apply globally.

Level 1:  Level 2:  Level 3:  Level 4:

And then here are the Location Datasets that have been given hierarchy assignments:

 	IPI_Collections	P2_01213	CIAS/Gannett/2/7B-2060
 	IPI_JL-Desk	P2_00663	CIAS/Gannett/2/7B-2000
 	IPI_Library	P2_02539	CIAS/Gannett/2/7B-2045
 	IPI_Microscopy	P2_05438	CIAS/Gannett/2/7B-2055
	P2_09885	P2_09885	Unassigned
	P2_09888	P2_09888	Unassigned
 	Product Support Lab PEM2	P2_02539_ECNBARCHIVE	CIAS/Gannett/2/Tech Support

The *Site* (or in this case, the College that IPI is a part of) is CIAS (College of Imaging Arts and Sciences). The *Building* is Gannett, The *Floor* is 2, and the *Room* is the official room designation that RIT uses.

To assign your Hierarchy levels, you would click on the folder next to the Location Dataset you are working with. A box will pop up showing the 4 categories you've designated, and you would click on the arrow where it says "Please select a value." If you've already used that value once, it will appear in the drop down. If you don't see the value you need (for instance, maybe there is a new storage area on the 3<sup>rd</sup> floor, but it doesn't show in the drop down), then click on the gray "Plus" icon next to that level and type in your new value. Once you've set all 4 values, click on Assign.

