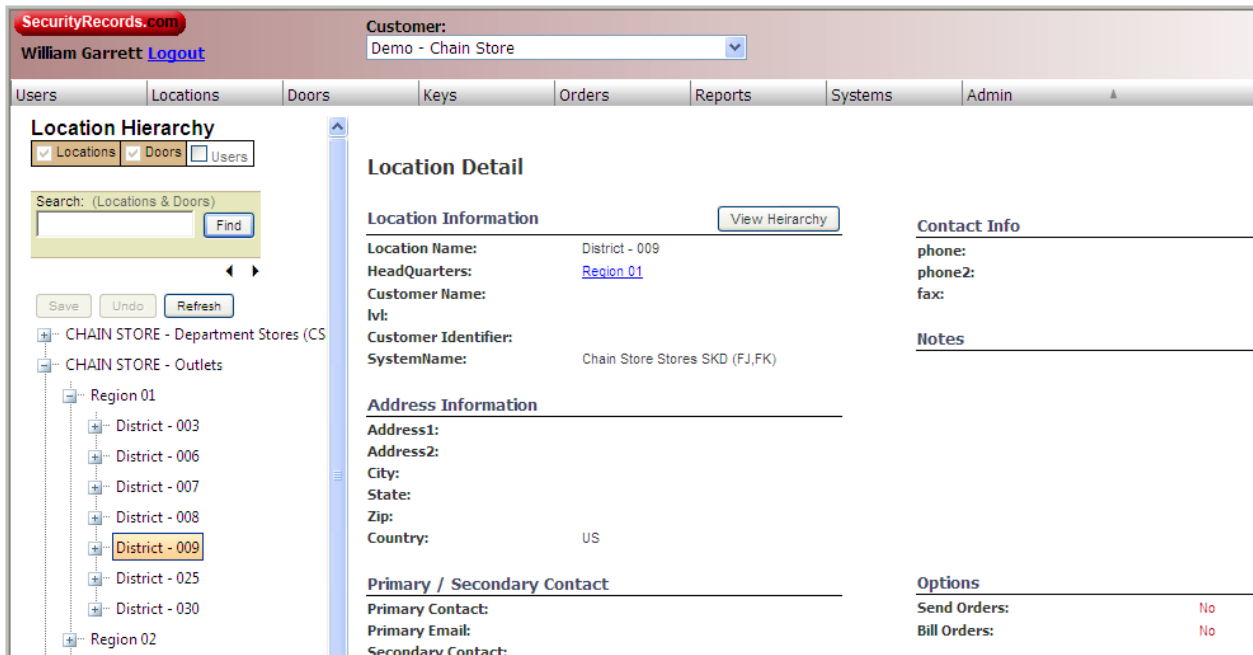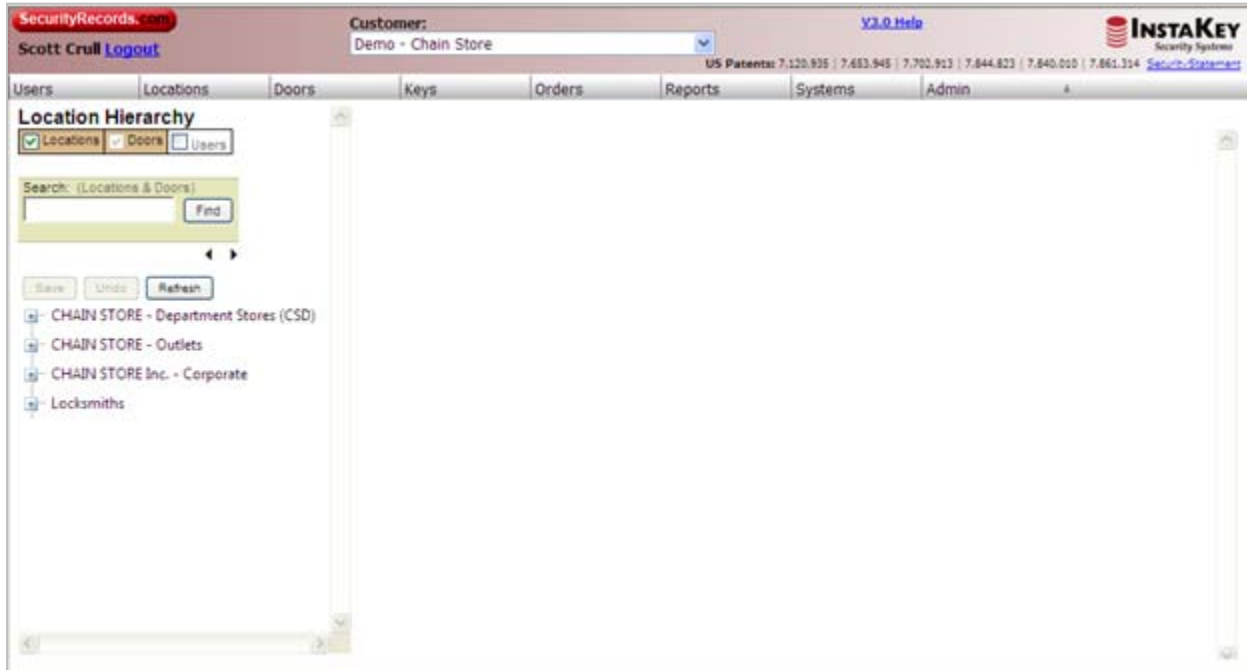# Location Hierarchy

Glossary Definition:

The **Location Hierarchy** displays an expandable listing reflecting the Locations hierarchical parent structure. This organizational information visually displays doors to floors/departments to buildings; or doors to stores, to districts and regions.
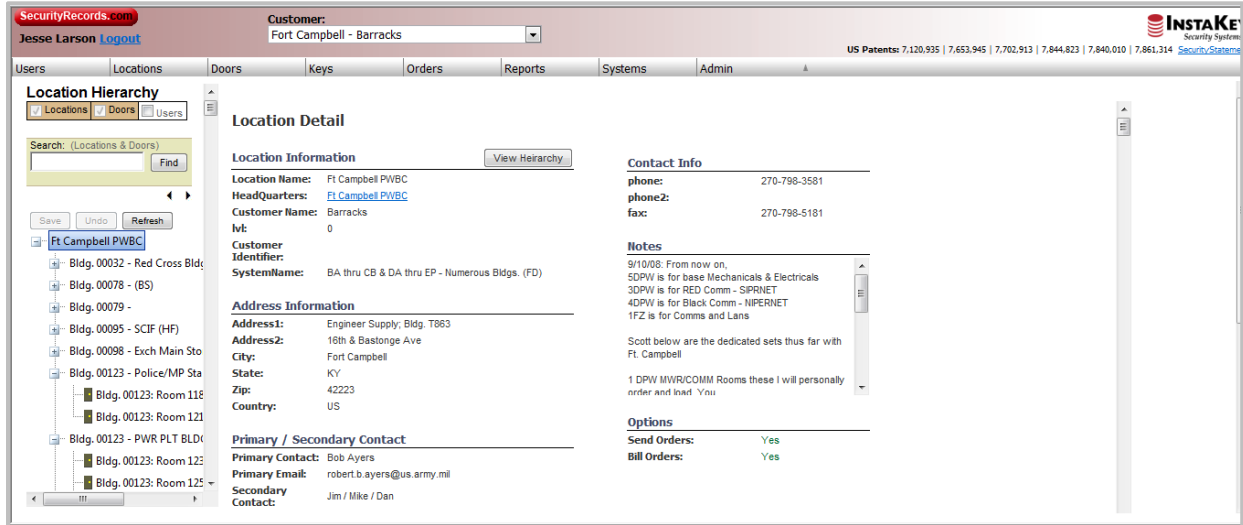
Procedure:

Step 1: Click on the *Locations* tab and select *Locations Hierarchy.*

Step 2: Once open, click on the expand button ⊞ and select down to the location or door you are looking for. Or, you can input the name in the **Search** field and click **Find** to locate it.

   NOTE: The **Location Hierarchy** can be expanded all the way down to the door level

Location Hierarchy – Expandable Margins

Procedure:

Step 1: Click on the **Location Hierarchy** and expand the Locations listing. This opens as a defaulted width.

Step 2: At the top (above the [Refresh] button) are two black left and right arrows ◄ ►. Click on the arrow that pertains to the margin adjustment that you would like.

> **Note:** Each time you move between screens and pages you will refresh to the default setting within the **Location Hierarchy** margins.