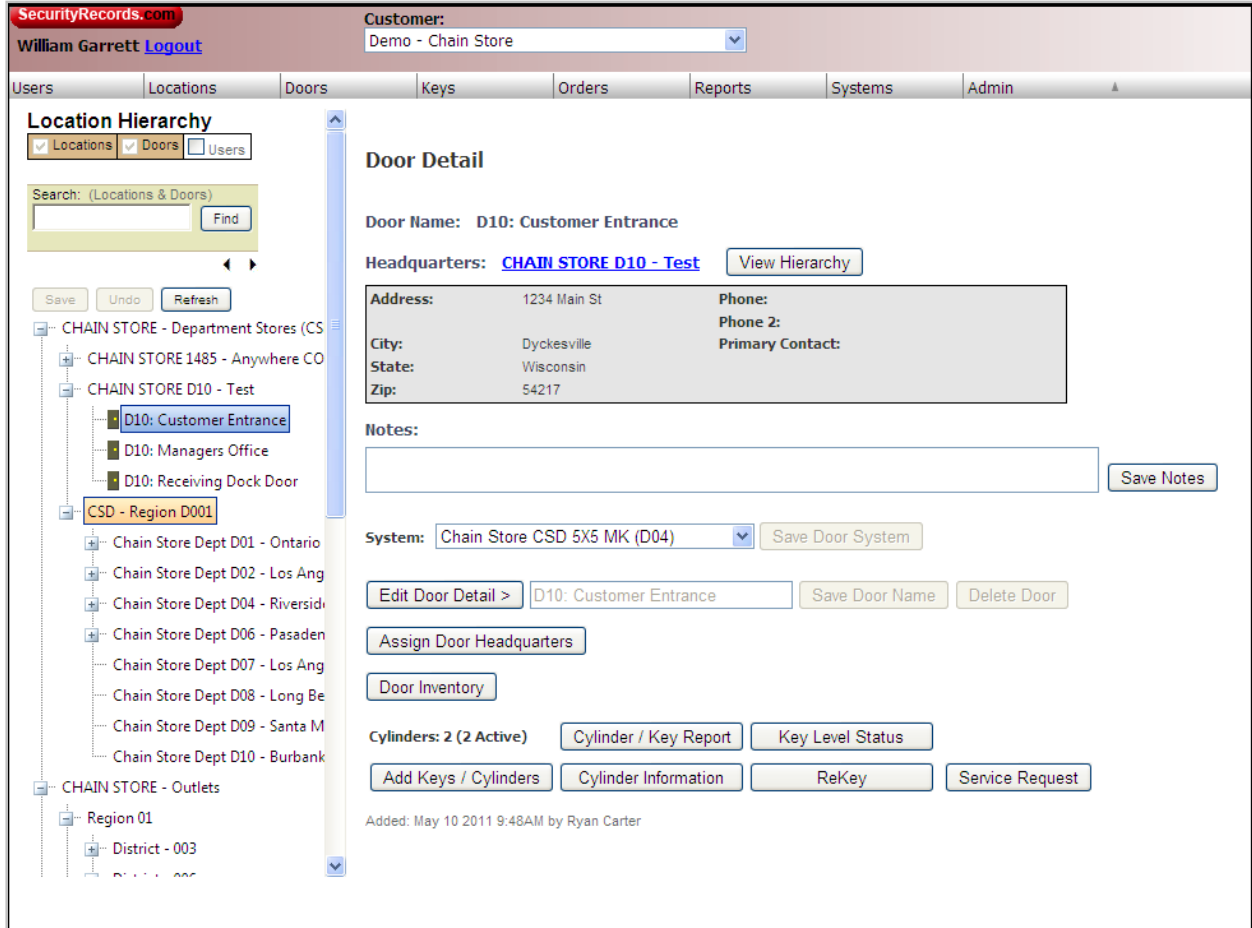


Location Hierarchy



The screenshot displays the SecurityRecords.com interface. At the top, the user is logged in as William Garrett. The main navigation bar includes Users, Locations, Doors, Keys, Orders, Reports, Systems, and Admin. The 'Locations' tab is active, showing a 'Location Hierarchy' tree on the left. The tree is expanded to show 'CHAIN STORE D10 - Test', which includes 'D10: Customer Entrance', 'D10: Managers Office', and 'D10: Receiving Dock Door'. The 'D10: Customer Entrance' door is selected, and its details are shown on the right. The 'Door Detail' section includes the door name, headquarters, address, city, state, zip, phone, and primary contact. Below this, there are buttons for 'Edit Door Detail', 'Assign Door Headquarters', 'Door Inventory', 'Cylinders', 'Add Keys / Cylinders', 'Cylinder Information', 'ReKey', 'Service Request', and 'Delete Door'. A 'Notes' field is also present with a 'Save Notes' button. The system is identified as 'Chain Store CSD 5X5 MK (D04)'.

Glossary Definition:

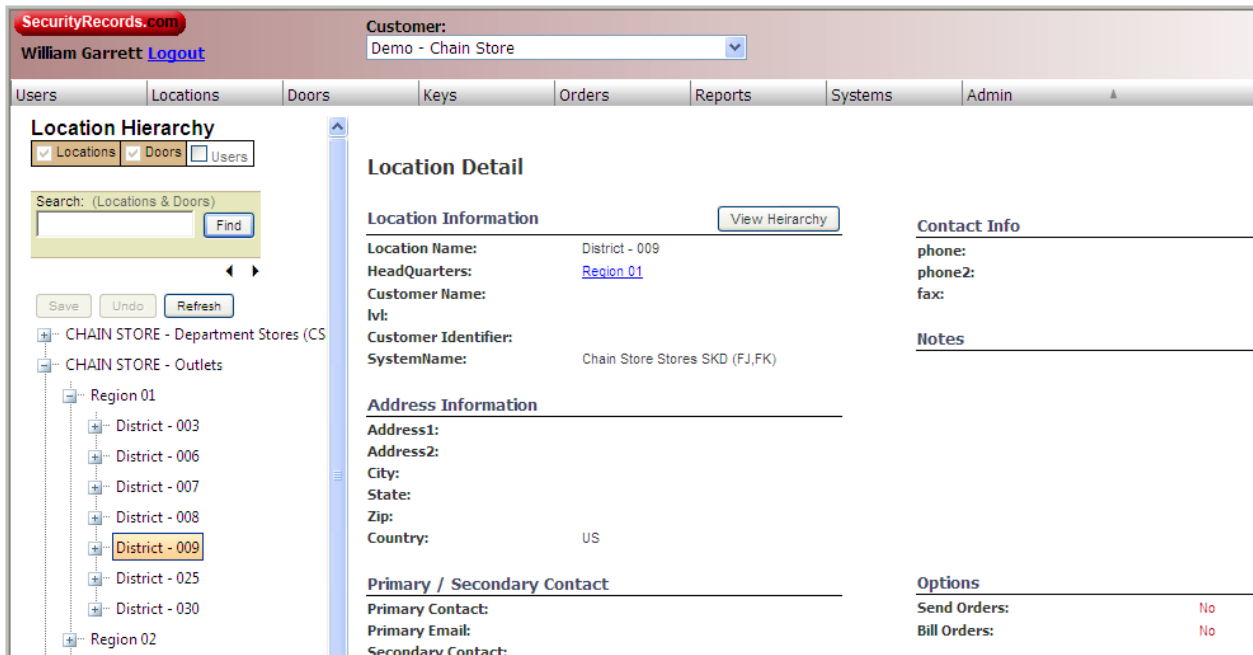
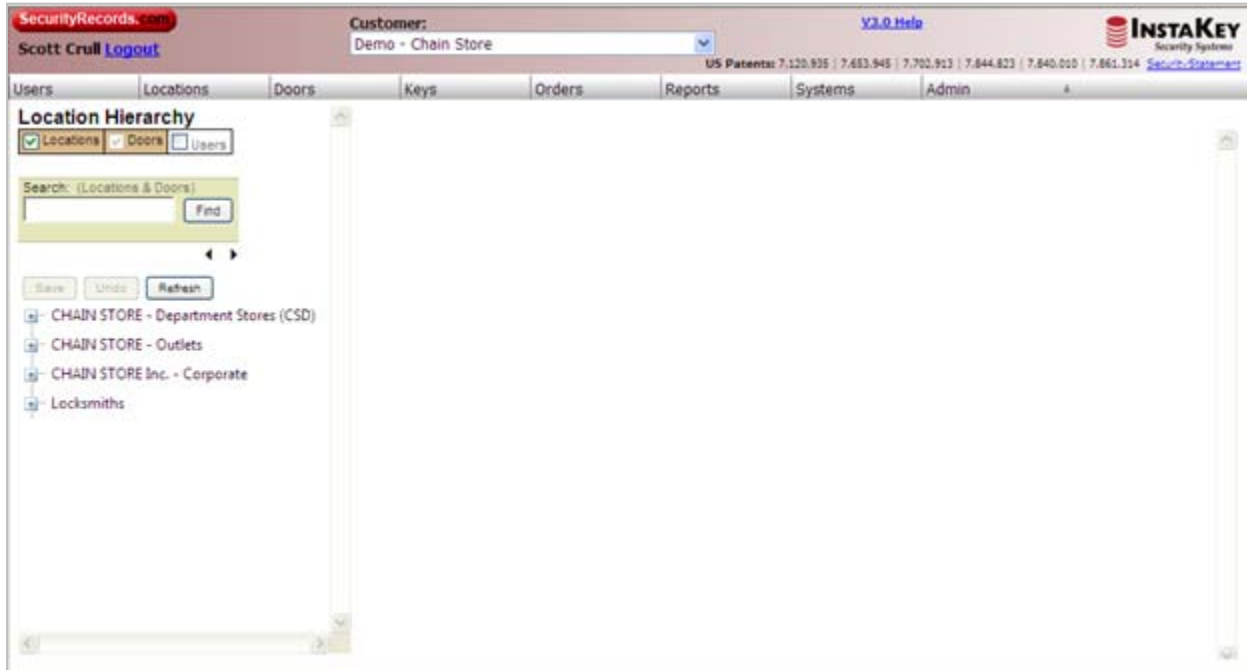
The **Location Hierarchy** displays an expandable listing reflecting the Locations hierarchical parent structure. This organizational information visually displays doors to floors/departments to buildings; or doors to stores, to districts and regions.

Procedure:

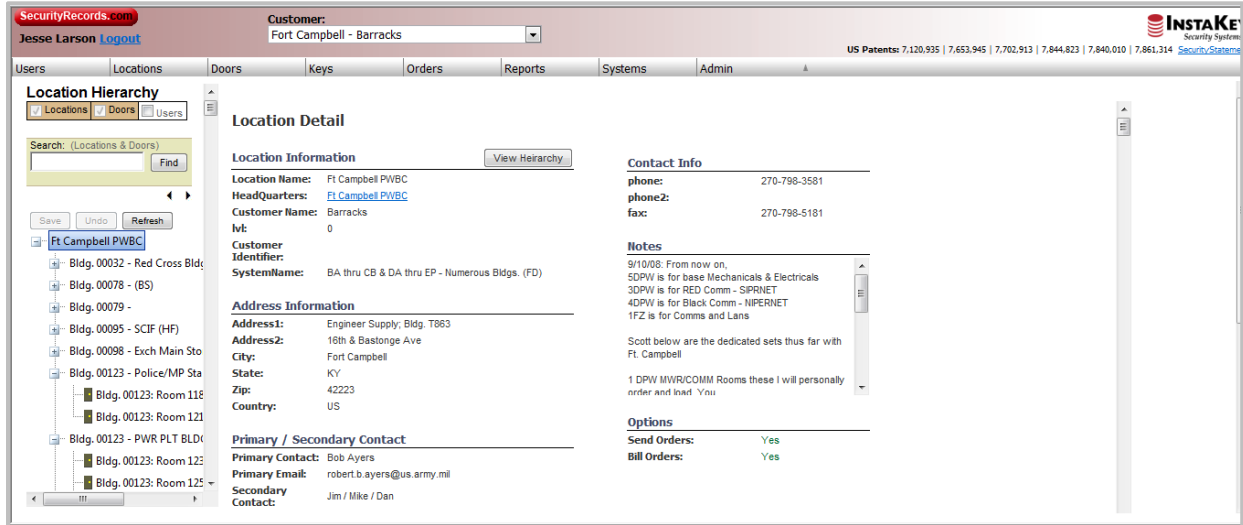
Step 1: Click on the **Locations** tab and select **Locations Hierarchy**.

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  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.