

Instructions



Location Hierarchy

SecurityRecords.com	Customer:					
William Garrett <u>Logout</u>	Demo - Chain Store		~			
Users Locations Doors	Keys	Orders	Reports	Systems	Admin	A
Location Hierarchy Locations Doors Users Search: (Locations & Doors)	Door Detail					
Find	Door Name: D10: C	Customer Entrance				
• •	Headquarters: <u>CH</u>	AIN STORE D10 - Te	st View Hie	erarchy		
Save Undo Refresh	Address: 1	1234 Main St	Phone:			
- CHAIN STORE - Department Stores (CS - CHAIN STORE 1485 - Anywhere CO	City: C State: V	Dyckesville Visconsin	Primary Co	ntact:		
CHAIN STORE D10 - Test	Zip: 5	54217				
D10: Customer Entrance	Notes:					7
D10: Receiving Dock Door						Save Notes
G [™] CSD - Region D001	System: Chain Store	CSD 5X5 MK (D04)	Sav	e Door System		
Chain Store Dept D02 - Los Ang 	Edit Door Detail >	D10: Customer Entr	ance	Save Door Name	Delete Door	
	Assign Door Headqu	uarters				
····· Chain Store Dept D08 - Los Ang	Door Inventory					
Chain Store Dept D09 - Santa M Chain Store Dept D10 - Burbank	Cylinders: 2 (2 Active)	Cylinder / Key	Report Ke	y Level Status		
CHAIN STORE - Outlets	Add Keys / Cylinde	rs Cylinder Inform	nation	ReKey	Service Request	
egion 01	Added: May 10 2011 9:48/	AM by Ryan Carter				
District - 003						

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.



Instructions

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

SecurityRe	cords.com	Cur	stomer:		10	Y2.	0.Help		NSTAKEY
Scott Crul	Logout	De	mo + Chain Stor	e	US Pater	nta: 7.120.935 7.453.94	5 7.702.913 7.644.823	(7.840.010 7.861.314	Security Systems Security Statement
Users.	Locations	Doors	Keys	Orders	Reports	Systems	Admin		
Search: (Lo	Hierarchy	ores (CSD)							6
CHAIN CHAIN CHAIN Locksm	STORE - Outlets STORE Inc Corporate								
6/		(A)							100

SecurityRecords.com William Garrett Logout	Customer: Demo - Chain Store							
Users Locations Doors	Keys	Orders	Reports	Systems	Admin	A		
Location Hierarchy Locations Doors Users Search: (Locations & Doors) Find	Location Detail		View Heirarch	4	Contact Info			
	Location Name:	District - 009			phone:			
()	HeadQuarters:	Region 01			phone2:			
Save Undo Refresh	Customer Name: IvI: Customer Identifier:				fax:			
	SystemName:	Chain Store Sto	res SKD (FJ.FK)		notes			
Region 01	Address Information							
District - 003	Address1:							
District - 006	Address2:							
District - 007	State:							
District - 008	Zip:							
District - 009	Country:	US						
庄 ··· District - 025	Primary / Secondary	Contact			Options			
District - 030	Primary Contact:				Send Orders:	No		
H Region 02	Primary Email: Secondary Contact:				Bill Orders:	No		



Instructions



Location Hierarchy – Expandable Margins

SecurityRecords.com	Custome Fort Carr	r: Ipbell - Barracks		•				US Patents: 7.120,935 7.653,945 7.702,913 7.844,823 7.840,010 7.861,314 Security System
Users Locations D	oors Ke	eys	Orders	Reports	Systems	Admin	*	
Location Hierarchy Locations Doors Users Search: (Locations & Doors)	Location De	tail						Â.
Find	Location Infor	nation		View Heirarchy	Contact	Info		
	Location Name:	Ft Campbell PWB	с		phone:		270-798-3581	
••	HeadQuarters:	Ft Campbell PWB	<u>c</u>		phone2:		070 700 5404	
Save Undo Refresh	lvi:	Barracks 0			fax:		270-798-5181	
Ft Campbell PWBC Bldg. 00032 - Red Cross Bldg Bldg. 00078 - (BS)	Customer Identifier: SystemName:	BA thru CB & DA	thru EP - Numerou	s Bidgs. (FD)	Notes 9/10/08: Fr 5DPW is fo 3DPW is fo	om now on, r base Mechanic r RED Comm - SIF	als & Electricals	1
Bldg. 00079 -	Address Inform	nation			4DPW is fo	r Black Comm - N	IPERNET	-
Bldg. 00095 - SCIF (HF)	Address1:	Engineer Supply;	Bidg. T863		1⊦∠ is for	comms and Lans	od ooto thus far with	
Bldg. 00098 - Exch Main Sto	City:	Fort Campbell			Ft. Campbe	l are the dedicat	eu sets titus tai with	
Bldg. 00123 - Police/MP Sta	State:	KY			1 DBM/ MM	RICOMM Rooms	these I will personally	
Bldg. 00123: Room 118	Zip:	42223			order and	nad You	tricae i wiii peraorialiy	v
Bidg. 00123: Room 121	Country:	US						
Pide 00122 DWP DI T PLD	Duimany / Coc	ndam. Contac			Options			-
	Primary / Sect	Bob Avers			Bill Order	CI 5.	Yes	
Biag. 00123: Room 123	Primary Email:	robert.b.ayers@i	us.army.mil		biirorder			
Bldg. 00123: Room 125 ↔	Secondary Contact:	Jim / Mike / Dan	,					

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.