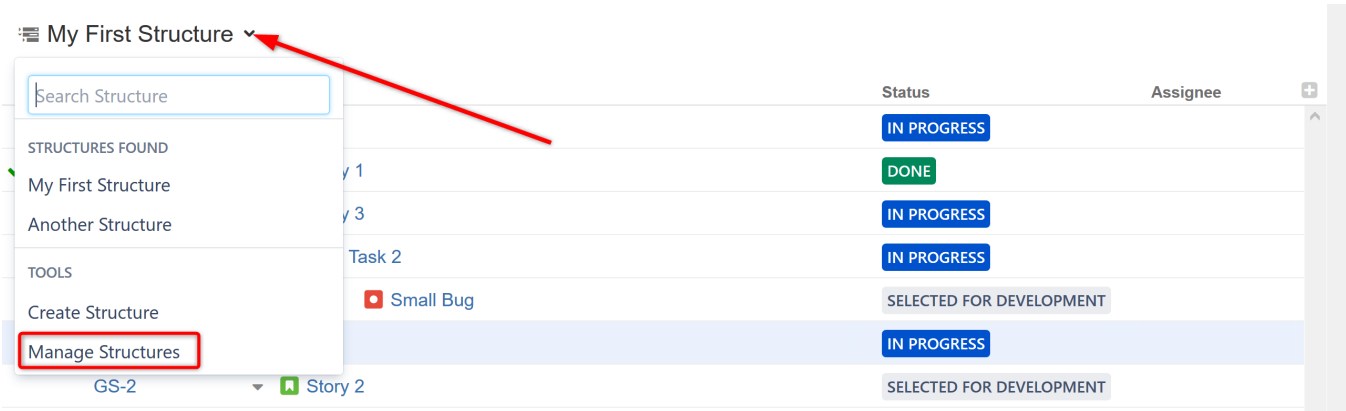


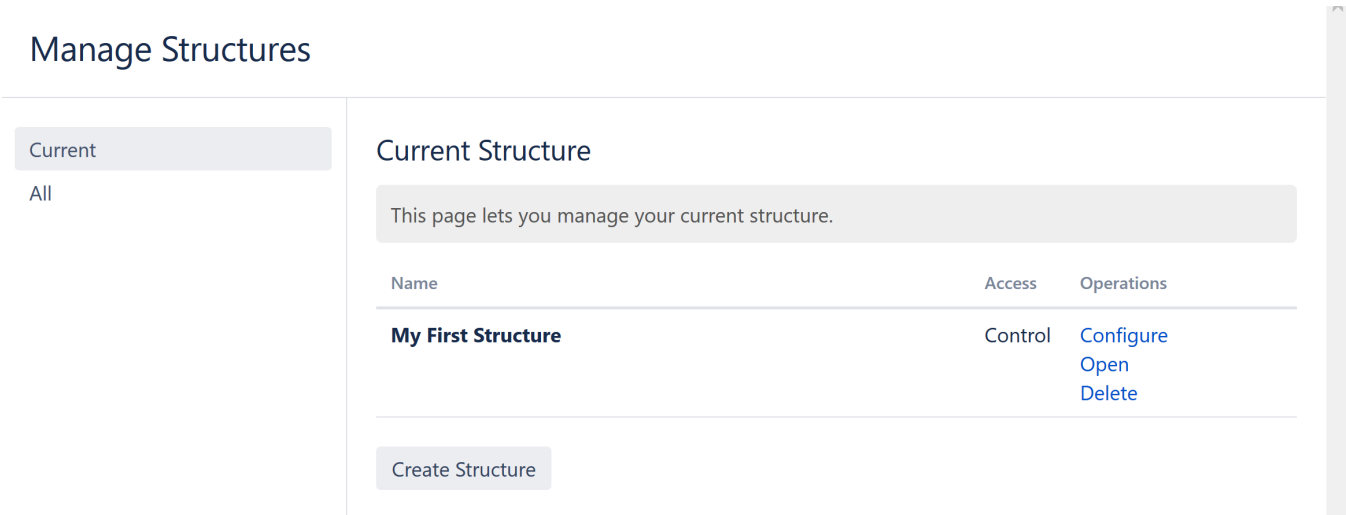
Managing Structures

The Manage Structures page lets you view, search for, create, and delete structures, as well as change their settings.

To open Manage Structures, go to the Structure Selector menu and select **Manage Structures**.



The Manage Structures page opens to the Current tab, which displays the current structure. To locate a different structure, click the **All** tab on the left side of the page.



Once you locate a structure, you can:

- Configure the structure (with Control permission)
- Open the structure
- Delete the structure (with Control permission)

You can also create new structures by clicking the **Create Structure** button.

Configure a Structure

Clicking the **Config** link will open the structure's configuration page. Here, you can update the structure's name, description and/or [permissions](#).

Edit Structure

Name*

Description

Permissions	View view the structure but cannot make changes.	+ Add people
	No people with View access have been added. Use + Add people button to add some.	
	Edit view the structure; rearrange, add and remove items in the structure.	+ Add people
	No people with Edit access have been added. Use + Add people button to add some.	
	Control view, edit and configure the structure - including changing structure permissions.	+ Add people
	No people with Control access have been added. Use + Add people button to add some.	

Update

Update and Open

Back

Learn more about managing structures:

- [Creating New Structures](#)
- [Opening an Existing Structure](#)
- [Structure Permissions](#)
- [Exporting to Excel](#)
- [Copying a Structure](#)