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.

a My First Structure ✓				
Search Structure		Status	Assignee	0
STRUCTURES FOUND		IN PROGRESS		^
My First Structure	y 1	DONE		
Another Structure	¥ 3	IN PROGRESS		
TOOLS	Task 2	IN PROGRESS		
Create Structure	Small Bug	SELECTED FOR DEVELOPMENT		
Manage Structures		IN PROGRESS		
GS-2 V Sto	гу 2	SELECTED FOR DEVELOPMENT		

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

Manage Structures

Current All	Current Structure			
	This page lets you manage your current structure. Name	Access	Operations	
	My First Structure	Control	Configure Open Delete	

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 [*]	My First Structure	
Description		
	i.	
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

Learn more about managing structures:

- Creating New Structures
 Opening an Existing Structure
 Structure Permissions
 Exporting to Excel
 Copying a Structure

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