
Tree Manager

The *Tree Manager* option is displayed when you select *Tree Manager* from the main menu.

This section contains the following topics:

[Tree Manager](#)

[Tree Viewer](#)

[Tree Auditor](#)

[Tree Structure](#)

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Tree Manager

The *Tree Manager* option is used to view and modify a tree. This option has 2 tabs. You can Find An Existing value or Add A New Value.

To find an existing value on the Tree Manager page:

1. On the main menu, select *Tree Manager*. The Manage Tree menu (**Figure NO TAG**) is displayed.
2. On the Manage Tree menu (**Figure NO TAG**), select *Tree Manager*. The Tree Manager page (Find An Existing Tree tab) (**Figure 118**) is displayed.

Tree Manager
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Tree | Create New Tree

Search by: Tree Name begins with

Search | [Advanced Search](#)

[Find an Existing Tree](#) | [Create New Tree](#)

Figure 118. Tree Manager page (Find An Existing Tree tab)

3. Complete the fields as follows:

Search By

Click the down arrow and make the applicable selection. This field defaults to **Tree Name**. For a list of valid values, see the **Tree Manager Search By Table**.

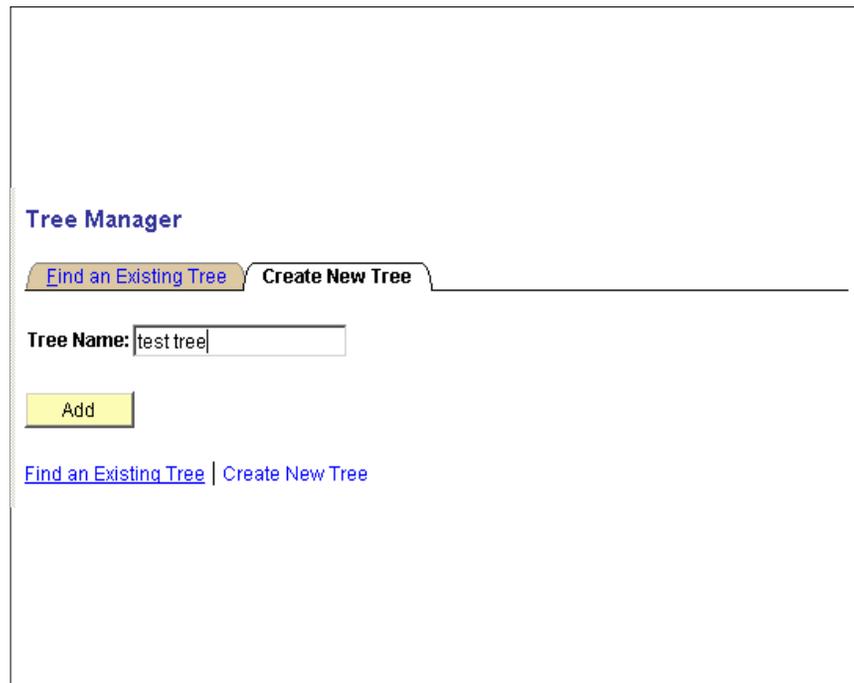
Begins With

Enter the applicable information for all selections in the Search By field except **Effective Date** and **Valid Tree**. If you select **Effective Date**, this field is replaced with =. If you select **Valid Tree**, a drop-down is displayed. The valid values for the drop-down are **Saved As Draft** and **Saved As Valid Tree**.

4. Click **Search**.

To add a new value on the Tree Manager page:

1. On the main menu, select **Tree Manager**. The Manage Tree menu (**Figure NO TAG**) is displayed.
2. On the Manage Tree menu (**Figure NO TAG**), select **Tree Manager**. The Tree Manager page (Find An Existing Tree tab) is displayed.
3. Select the **Create New Tree** tab. The Tree Manager (Create New Tree tab) (**Figure 119**) is displayed.



The screenshot shows the 'Tree Manager' interface with the 'Create New Tree' tab selected. At the top, there are two tabs: 'Find an Existing Tree' and 'Create New Tree'. Below the tabs, there is a text input field labeled 'Tree Name:' containing the text 'test tree'. Below the input field is a yellow 'Add' button. At the bottom of the interface, there are two links: 'Find an Existing Tree' and 'Create New Tree'.

Figure 119. Tree Manager (Create New Tree tab)

4. Complete the Tree Name field as follows:

Tree Name

Enter the name of the tree being added.

5. Click **Add**. The Tree Definition And Properties page (**Figure 120**) is displayed.

Tree Definition and Properties

*Tree Name: TREE 1

*Structure ID: [Search Icon]

*Effective Date: 04/23/2008 [Calendar Icon] *Status: Active [Dropdown]

*Description:

*Category: DEFAULT [Search Icon]

*Use of Levels: Strictly Enforced [Dropdown] [Performance Options](#)

Audits	
<input type="checkbox"/>	All Detail Values in this Tree
<input type="checkbox"/>	Allow Duplicate Detail Values

Item Counts	
Node Count:	0
Leaf Count:	0
Level Count:	0
Branch Count:	0

OK Return to Search

Figure 120. Tree Definition And Properties page

6. Complete the fields as follows:

Tree Name

This field is populated based upon the Tree Name entered on the Tree Manager page (Create New Tree tab).

Structure ID

Enter the applicable information or click the icon to select the applicable Structure ID.

Effective Date

Enter the applicable date or click the icon to select a date.

Status

Click the down arrow to select the applicable Status. Valid values are **Active**, **Freeze**, and **Inactive**. This field defaults to **Active**.

Description

Enter the description of the tree.

Category

Enter the applicable category or click the icon to select the category.

Use Of Levels

Click the down arrow to select the applicable level. Valid values are **Level Not Used**, **Loosely Enforced**, and **Strictly Enforced**. This field defaults to **Strictly Enforced**.

All Detail Values In This Tree

Click this field if applicable. This field is used for auditing purposes.

Allow Duplicate Detail Values

Click this field if applicable. This field is used for auditing purposes.

Node Count

This field is populated.

Leaf Count

This field is populated.

Level Count

This field is populated.

Branch Count

This field is populated.

7. Click **OK**. The Enter Root Node For Tree page (**Figure 121**) is displayed.

Enter Root Node for Tree

Tree Name: TREE 1

Step 1: Set Up Tree Levels

Level Name	All Values	Description	View Detail	Delete Level
	<input type="checkbox"/>		View Detail	Delete Level

Add Level

Step 2: Define Root Node

*Root Node:

OK Cancel

Figure 121. Enter Root Node For Tree page

OR

Click **Return To Search**. The Tree Manager page (Create New Tree tab) is displayed.

8. Complete the fields on the Enter Root Node For Tree page (**Figure 121**) as follows:

Tree Name

This field is populated based upon the Tree Name entered on the Tree Manager page (Create New Tree tab).

Level Name

Click this field to sort the column.

All Values

Click this field to sort the column.

Description

Click this field to sort the column.

View Detail

Click this field to sort the column.

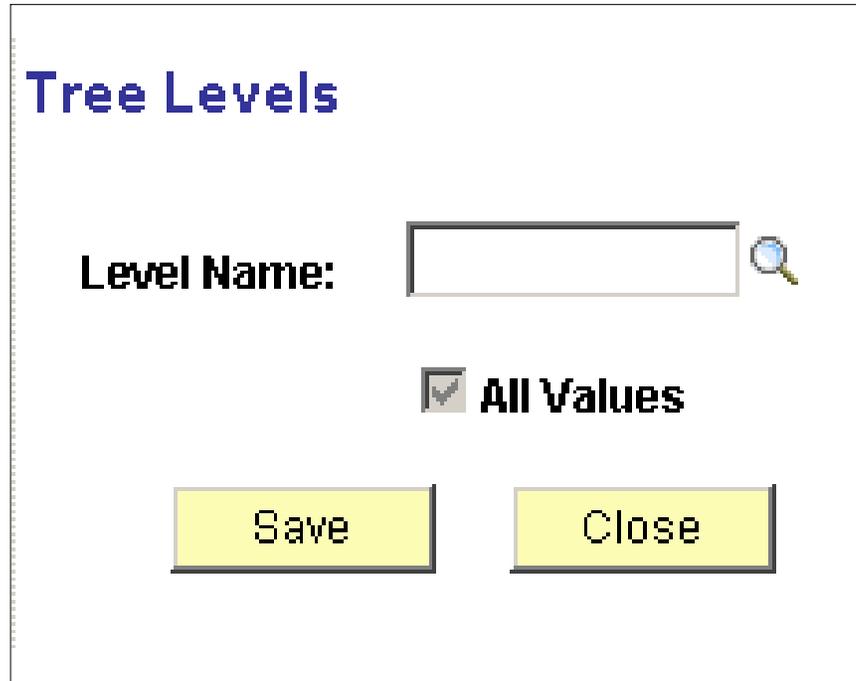
Delete Level

Click this field to sort the column.

Root Node

Enter the applicable abbreviated Root Node or click the icon to select the applicable Root Node.

9. Click **Add Level**. The Tree Levels page (**Figure 122**) is displayed.



The screenshot shows a dialog box titled "Tree Levels". It contains a label "Level Name:" next to a text input field with a magnifying glass icon to its right. Below the input field is a checked checkbox labeled "All Values". At the bottom of the dialog are two yellow buttons: "Save" and "Close".

Figure 122. Tree Levels page

OR

Click **OK** after adding the applicable information.

OR

Click **Cancel** to return to the Tree Manager page (Create New Tree tab).

10. Complete the fields on the Tree Levels page as follows:

Level Name

Enter the applicable Level Name or click the icon to select the applicable Level Name.

All Values

This field is populated.

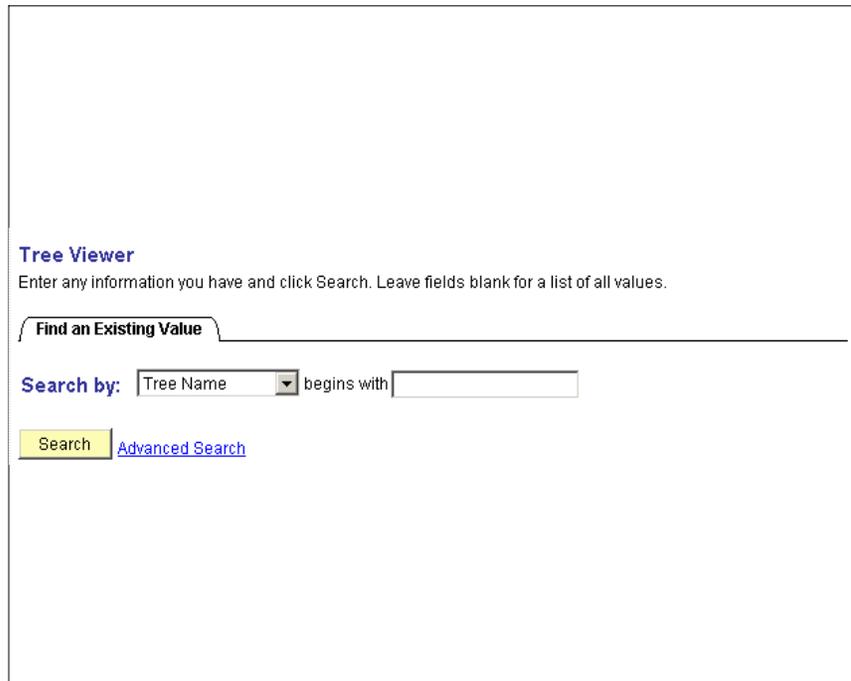
11. Click **Save** to save the data entered.
12. Click **Close** to close the page and return to the Enter Root Node For Tree page.

Tree Viewer

The **Tree Viewer** option is used to view and print the tree. This option has 1 tab. You can find an existing value.

To access the Tree Viewer option:

1. On the main menu, select **Tree Manager**. The Manage Tree menu (**Figure NO TAG**) is displayed.
2. On the Manage Tree menu (**Figure NO TAG**), select **Tree Viewer**. The Tree Viewer page (Find An Existing Value tab) (**Figure 123**) is displayed.



Tree Viewer
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Tree Name begins with

[Advanced Search](#)

Figure 123. Tree Viewer page (Find An Existing Value tab)

3. Complete the fields on the Tree Viewer (Find An Existing Value tab) (**Figure 123**) as follows:

Search By

Click the down arrow to select the applicable Search By criteria. Valid values are **Category, Description, Detail Field, Effective Date, Node Field, Set Control Value, Set ID, Tree Name, Tree Structure ID, and Valid Tree**. This field defaults to **Tree Name**.

Begins With

Enter the applicable Begins With value.

4. Click **Search**. A list of applicable Tree Viewers is displayed.

Tree Viewer
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Tree Name begins with

[Search](#) [Advanced Search](#)

Search Results
 View All First 1-5 of 5 Last

Tree Name	SetID	Set Control Value	Effective Date	Description	Category	Valid Tree
TOTALCOMP	(blank)	(blank)	07/07/2000	TOTALCOMP	HR	Valid Tree
TOTALCOMP	(blank)	(blank)	07/04/2000	Salaries	HR	Valid Tree
TOTALCOMP	(blank)	(blank)	01/01/1980	Salaries	HR	Valid Tree
TOTALCOMP	BNUSA	(blank)	01/01/1900	Total Compensation Rollups	HR	Valid Tree
TOTALCOMP	HXUSA	(blank)	01/01/2000	Total Compensation Tree	HR HR	Valid Tree

Figure 124. Tree Viewer (Find An Existing Value tab) Search Results page

5. Select the applicable Tree Name. The Tree Viewer page (Figure 125) is displayed.

Tree Viewer

SetID: Last Audit: Valid Tree

Effective Date: 07/07/2000 Status: Active

Tree Name: TOTALCOMP TOTALCOMP

[Close](#) [Display Options](#) [Print Format](#)

[Collapse All](#) | [Expand All](#) Find First Page 3 of 65 Last Page

 **TOTALCOMP-**

-  OTHER -
-  BASE -

[Notify](#)

Figure 125. Tree Viewer page

Tree Auditor

The **Tree Auditor** option is used to find invalid or missing values. The **Tree Auditor** option contains the Report Manager and Process Monitor functions. This option contains 2 tabs. You can find an existing value or add a new value. For instructions on these functions, see **Report Functions**.

To find an existing value on the Auditor page:

1. On the main menu, select **Tree Manager**. The Manage Tree menu (**Figure NO TAG**) is displayed.
2. On the Manage Tree menu (**Figure NO TAG**), select **Tree Auditor**. The Audit Tree page (Find An Existing Value tab) (**Figure 126**) is displayed.

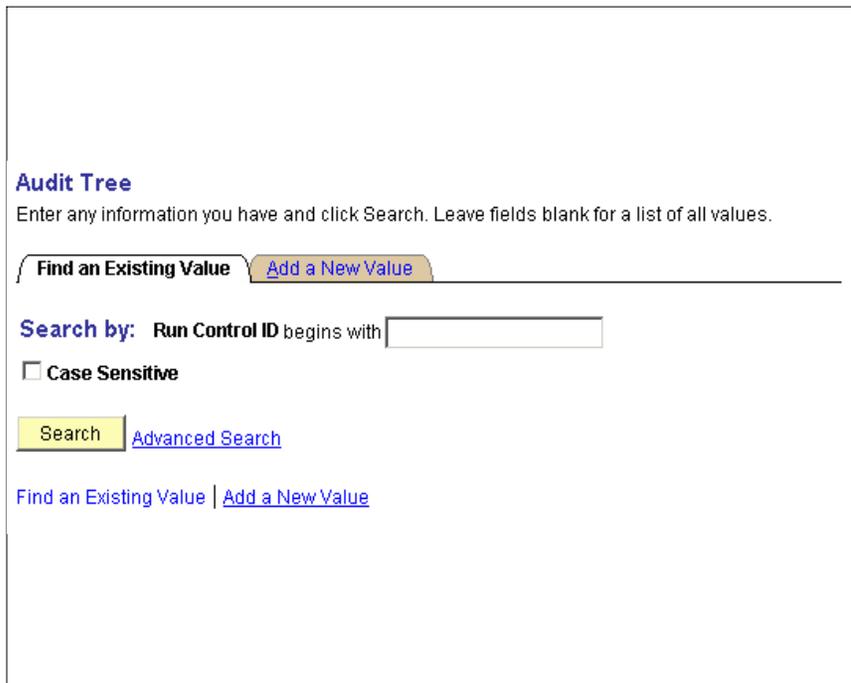


Figure 126. Audit Tree page (Find An Existing Value tab)

3. On the Audit Tree page (Find An Existing Value tab) (**Figure 126**), complete the fields as follows:

Run Control ID Begins With

Enter the applicable information.

Case Sensitive

Click this box if the Role Name is case sensitive.

4. Click **Search**.

To add a new value on the Auditor page:

1. On the main menu, select **Tree Manager**. The Manage Tree menu (**Figure NO TAG**) is displayed.
2. On the Manage Tree menu (**Figure NO TAG**), select **Tree Auditor**. The Audit Tree page (Find An Existing Value tab) (**Figure 126**) is displayed.
3. Select the **Add A New Value Tab**. The Audit Tree page (Add A New Value tab) (**Figure 126**) is displayed.

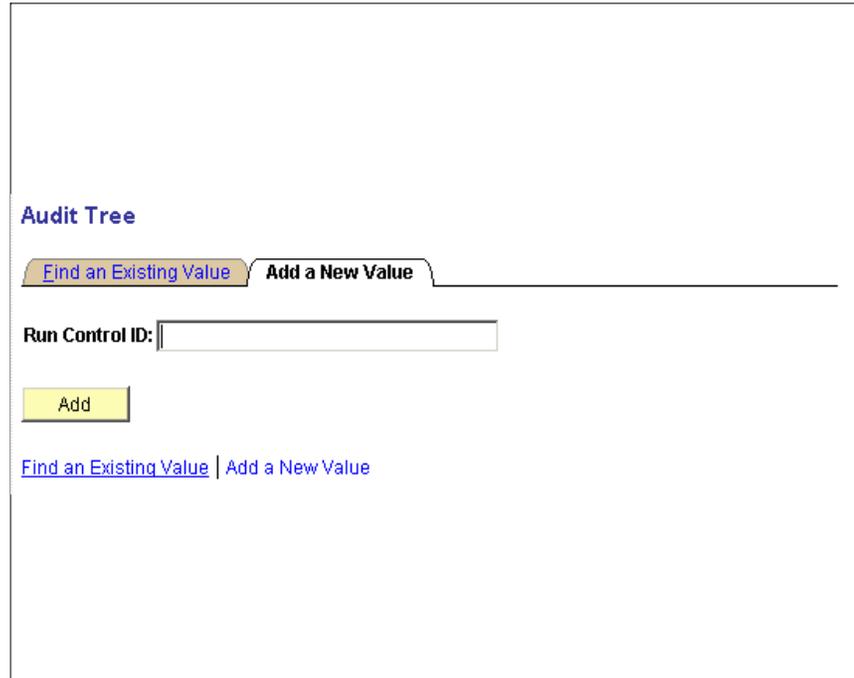


Figure 127. Audit Tree page (Add A New Value tab)

4. Complete the Run Control ID as follows:

Run Control ID

Enter the applicable information.

5. Click **Add**. The Tree Auditor page (**Figure 128**) is displayed.

Figure 128. Tree Auditor page

6. On the Tree Auditor page (**Figure 128**), complete the fields as follows:

Run Control ID

This field is populated.

Single Tree

Click this field to select a single tree.

Multiple Trees

Click this field to select multiple trees.

Tree Name

Enter the applicable information or click the search icon to search for the applicable information.

Set ID

Click this field to select the applicable ID. The search icon is displayed after a selection is made in the Tree Name field.

Effective Date Of Tree

Click this field to enter the applicable effective date. The current date defaults in this field. You can click the search icon to search for the applicable date.

As Of Current Date

Click this field to select the applicable as of date. You cannot enter a date in this field.

As Of Specific Date

Click this field to enter a date. The current date defaults in this field. You can click the search icon to search for the applicable date. The search icon is displayed only if you select this field.

All Trees

Click this field to select All Tree. The default is the field blank.

7. Click **Save** to save the information.

OR

Click **Notify** to send an e-mail to another user.

OR

Click **Add** to return to the Add A New Value tab.

OR

Click **Update/Display** to return to the Find An Existing Value tab.

Tree Structure

The **Tree Structure** option is used to add and update tree structure information. This option has 2 tabs. You can find an existing tree structure or create a new tree structure.

To find an existing tree structure:

1. On the main menu, select **Tree Manager**. The Manage Tree menu (**Figure NO TAG**) is displayed.
2. On the Manage Tree menu (**Figure NO TAG**), select **Tree Structure**. The Tree Structure page (Find An Existing Tree Structure tab) (**Figure 129**) is displayed.

Tree Structure
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Tree Structure **Create New Tree Structure**

Search by: Tree Structure ID begins with

[Advanced Search](#)

[Find an Existing Tree Structure](#) | [Create New Tree Structure](#)

Figure 129. Tree Structure page (Find An Existing Tree Structure tab)

3. Complete the fields as follows:

Search By

Click the down arrow to select the applicable search by criteria. Valid values are **Description**, **Tree Structure ID**, and **Tree Structure Type**. This field defaults to **Tree Structure ID**.

Begins With

Enter the applicable information.

4. Click **Search**. A list of Search Results (**Figure 130**) is displayed.

Search Results

View All First ◀ 1-3 of 3 ▶ Last

<u>Tree Structure ID</u>	<u>Description</u>	<u>Tree Structure Type</u>
TC_DEPT	Dept Tree for Total Comp	Detail
TEST_ADMIN	nl_testadministratie	Detail
TREE_NODE_DISTRIB	Sample Node Distribution	Detail

Figure 130. Tree Structure Search Results

To create a new tree structure

1. On the main menu, select **Tree Manager**. The Manage Tree menu (**Figure NO TAG**) is displayed.
2. On the Manage Tree menu (**Figure NO TAG**), select **Tree Structure**. The Tree Structure page (Find An Existing Tree Structure tab) (**Figure 129**) is displayed.
3. Select the **Create A New Tree Structure** tab. The Tree Structure page (Create A New Tree Structure tab) (**Figure 131**) is displayed.

Tree Structure

[Find an Existing Tree Structure](#) **Create New Tree Structure**

Tree Structure ID:

Add

[Find an Existing Tree Structure](#) | [Create New Tree Structure](#)

Figure 131. Tree Structure page (Create New Tree Structure tab)

4. Complete the fields as follows:

Tree Structure ID

Enter the applicable Tree Structure ID.

5. Click **Add**. The Tree Structure Properties page (**Figure 132**) is displayed.

Figure 132. Tree Structure Properties page

To complete the Tree Structure Properties page:

1. After completing the fields on the Tree Structure page (Create A New Tree Structure tab) (**Figure 131**), click **Add**. The Tree Structure Properties page (**Figure 132**) is displayed.
2. Complete the fields on the Tree Structure Properties page (**Figure 132**) as follows:

Structure ID

This field is populated based upon the Tree Structure ID entered on the Tree Structure page (Create A New Tree Structure tab) (**Figure 131**).

Description

Enter the applicable description of the Structure ID.

Type

Click the down arrow to select the applicable type. Valid values are **Detail** and **Summary**. This field defaults to **Detail**.

SetID Indirection

Click this field to select SetID Indirection. The default is this field checked. If you select SetID Indirection, you cannot select Business Unit, User Defined, or None.

Business Unit

Click this field to select Business Unit. If you select Business Unit, you cannot select SetID Indirection, User Defined, or None.

User Defined

Click this field to select User Defined. If you select User Defined, you cannot select SetID Indirection, Business Unit, or None.

None

Click this field to select None. If you select None, you cannot select SetID Indirection, Business Unit, or User Defined.

Node Multi-Navigation

Click this field to select Node Multi-Navigation.

Detail Multi-Navigation

Click this field to select Detail Multi-Navigation.

3. Click **Save** to save the information.

OR

Click **Notify** to send an e-mail to another user.

OR

Click **Add** to return to the Add A New Value tab.

OR

Click **Update/Display** to return to the Find An Existing Value tab.

Tree Utilities

This section contains the following topics:

[Copy/Delete Tree](#)

[Export Tree](#)

[Import Tree](#)

[Repair Tree](#)

[Repair Tree Reports](#)

Copy/Delete Tree

The ***Copy/Delete Tree*** option is used to copy, delete, and audit a tree(s). This option has 2 tabs—Tree Maintenance and Tree Structure Maintenance.

To use the Tree Maintenance page (Tree Maintenance tab):

1. On the main menu, select ***Tree Manager***. The Manage Tree menu (**Figure NO TAG**) is displayed.

- On the Manage Tree menu (**Figure NO TAG**), select **Tree Utilities**. The Tree Utilities menu (**Figure NO TAG**) is displayed.
- On the Tree Utilities menu (**Figure NO TAG**), select **Copy/Delete Tree**. The Tree Maintenance page (Tree Maintenance tab) (**Figure 133**) is displayed.

The screenshot shows the 'Tree Maintenance' page with a 'Tree Structure Maintenance' tab selected. Below the tab is a table titled 'Tree Definitions' with columns: Select, Key Type, User Key, Tree Name, Effective Date, and Valid Tree. The table contains 16 rows of data.

Select	Key Type	User Key	Tree Name	Effective Date	Valid Tree
<input type="checkbox"/>	SetId	HXFRA	ALL_TIME	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	HXUSA	ALL_TIME	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	MBGEN	ALL_TIME	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	HXUSA	ALL_TIME_TC	01/01/2000	Valid Tree
<input type="checkbox"/>	SetId	MBGEN	ALL_TIME_TC	01/01/2000	Valid Tree
<input type="checkbox"/>	None		COMPETENCY	01/01/1980	Valid Tree
<input type="checkbox"/>	SetId	KPIND	DEPT_SECURITY	01/01/1979	Valid Tree
<input type="checkbox"/>	SetId	AUS01	DEPT_SECURITY	01/01/1980	Valid Tree
<input type="checkbox"/>	SetId	BNCAN	DEPT_SECURITY	01/01/1980	Valid Tree
<input type="checkbox"/>	SetId	BNUSA	DEPT_SECURITY	01/01/1980	Valid Tree
<input type="checkbox"/>	SetId	BEL01	DEPT_SECURITY	01/01/1980	Valid Tree
<input type="checkbox"/>	SetId	NLD02	DEPT_SECURITY	01/01/1980	Valid Tree
<input type="checkbox"/>	SetId	NZL01	DEPT_SECURITY	01/01/1980	Valid Tree
<input type="checkbox"/>	SetId	CAN01	DEPT_SECURITY	01/01/1980	Valid Tree
<input type="checkbox"/>	SetId	HKG01	DEPT_SECURITY	01/01/1980	Valid Tree

Figure 133. Tree Maintenance page (Tree Maintenance tab)

- On the Tree Maintenance page (**Figure 133**), complete the fields as follows:

Select

Click this field to select the applicable line.

Key Type

This field is populated. You can click this field to sort by Key Type.

User Key

This field is populated. You can click this field to sort by User Key.

Tree Name

This field is populated. You can click this field to sort by Tree Name.

Effective Date

This field is populated. You can click this field to sort by Effective Date.

Valid Tree

This field is populated. You can click this field to sort by Valid Tree.

5. Click **Perform Audits, Copy, Delete, or View** as applicable.

To use the Structure Maintenance page (Tree Structure Maintenance tab):

1. On the main menu, select **Tree Manager**. The Manage Tree menu (**Figure NO TAG**) is displayed.
2. On the Manage Tree menu (**Figure NO TAG**), select **Tree Utilities**. The Tree Utilities menu (**Figure NO TAG**) is displayed.
3. On the Tree Utilities menu (**Figure NO TAG**), select **Copy/Delete Tree**. The Structure Maintenance page (Tree Structure Maintenance tab) (**Figure 134**) is displayed.

The screenshot shows the 'Structure Maintenance' page with a tab for 'Tree Structure Maintenance'. Below the title is a table with the following data:

Select	Tree Structure ID	Description	Node Record Name	Detail Record Name
<input type="checkbox"/>	ACAD_ORGANIZATION	Academic Organization	ACAD_ORG_TBL	SUBJECT_TBL
<input type="checkbox"/>	ALL_TIME_OLAP	All Time Tree for OLAP	TC_TREE_NODE	TC_ORG_VW
<input type="checkbox"/>	BUSINESS_UNIT	Business Unit	BUS_UNIT_TBL_HR	
<input type="checkbox"/>	COMPENSATION	Compensation Structure	TC_CATEGORY	TC_COMP_DEFN
<input type="checkbox"/>	COMPETENCY	Competency	CM_TYPE_TBL	COMPETENCY_TBL
<input type="checkbox"/>	DEPARTMENT	Department Security Chart	DEPT_TBL	
<input type="checkbox"/>	EQTN_ID_TREE	Equation ID Auth Structure	EQTN_IDAUTH_TBL	
<input type="checkbox"/>	EQTN_SQ_TREE	Equation SQL Tree	EQTN_SQAUTH_TBL	
<input type="checkbox"/>	EQTN_TB_TREE	Equation Data Tbl Tree Struct	EQTN_TBAUTH_TBL	
<input type="checkbox"/>	EQTN_XT_TREE	Equation Ext. Sub Auth Struct	EQTN_XTAUTH_TBL	
<input type="checkbox"/>	FA_ZIPCODE_REGIONS	Financial Aid Zip Code Regions	BDGT_REGION_TBL	RGN_POSTAL_TBL
<input type="checkbox"/>	GPFR_DADS	DADS	GPFR_DA_STR_WW	
<input type="checkbox"/>	ITEM_SECURITY	Item Security	TREE_NODE_TBL	ITEM_TYPE_TBL
<input type="checkbox"/>	OLAP_TIME	OLAP Time dimension	TREE_NODE_TBL	TC_OLAP_TIME
<input type="checkbox"/>	POSITION	Position Hierarchy	POSITION_DATA	

Figure 134. Structure Maintenance page (Tree Structure Maintenance tab)

4. Complete the fields as follows:

Select

Click this field to select the applicable line.

Tree Structure ID

This field is populated. You can click this field to sort by Tree Structure ID.

Description

This field is populated. You can click this field to sort by Description.

Node Record Name

This field is populated. You can click this field to sort by Node Record Name.

Detail Record Name

This field is populated. You can click this field to sort by Detail Record Name.

5. Click **Copy**, **Delete**, or **View** as applicable.

Export Tree

The **Export Tree** option is used to export a tree to a file. This option has 2 tabs. You can find an existing value or add a new value.

To find an existing value on the Export Tree page:

1. On the main menu, select **Tree Manager**. The Manage Tree menu (**Figure NO TAG**) is displayed.
2. On the Manage Tree menu (**Figure NO TAG**), select **Tree Utilities**. The Tree Utilities menu (**Figure NO TAG**) is displayed.
3. On the Tree Utilities menu (**Figure NO TAG**), select **Export Tree**. The Export Tree page (Find An Existing Value tab) (**Figure 135**) is displayed.

Export Tree
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Figure 135. Export Tree page (Find An Existing Value tab)

4. On the Export Tee page (Find An Existing Value tab) (**Figure 135**), complete the fields as follows:

Search By

This field is populated.

Begins With

Enter the applicable information.

Case Sensitive

Click this box if the tree to be exported is case sensitive.

5. Click **Search**.

To add a new value on the Export Tree page:

1. On the main menu, select **Tree Manager**. The Manage Tree menu (**Figure NO TAG**) is displayed.
2. On the Manage Tree menu (**Figure NO TAG**), select **Tree Utilities**. The Tree Utilities menu (**Figure NO TAG**) is displayed.
3. On the Tree Utilities menu (**Figure NO TAG**), select **Export Tree**. The Export Tree page (Find An Existing Value tab) (**Figure 135**) is displayed.
4. Select the **Add A New Value** tab. The Export Tree page (Add A New Value tab) (**Figure 136**) is displayed.

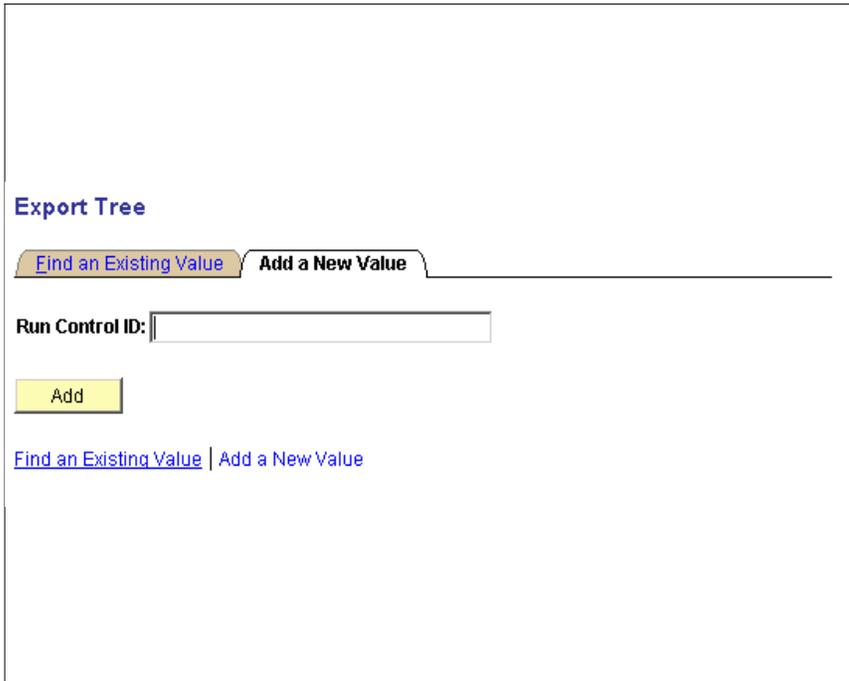


Figure 136. Export Tree page (Add A New Value tab)

5. Complete the fields as follows:

Run Control ID

Enter the applicable information.

6. Click **Add**. The Tree Export page (**Figure 137**) is displayed.

Tree Export

Run Control ID: test [Report Manager](#) [Process Monitor](#) **Run**

*Output File Name:

Tree Definition

Tree Name: Effective Date:

Tree Key Value:

Tree Data to Export

Tree Definition Tree Structure Tree User Level

Tree Level Tree Node/Leaf Tree User Nodes

Save **Notify** **Add** **Update/Display**

Figure 137. Tree Export page

7. On the Tree Export page (**Figure 137**), complete the fields as follows:

Run Control ID

This field is populated.

Output File Name

Enter the applicable information.

Tree Name

Enter the applicable information or click the search icon to search for the applicable information.

Tree Key Value

Enter the applicable information or click the search icon to search for the applicable information.

Effective Date

Enter the applicable information or click the search icon to search for the applicable information.

Tree Definition

This field is populated.

Tree Structure

Click this field to select a tree structure.

Tree User Level

Click this field to select a tree user level.

Tree Level

This field is populated.

Tree Node/Leaf

Click this field to select a tree node/leaf.

Tree User Nodes

Click this field to select a tree user node.

8. Click **Save** to save the information.

OR

Click **Notify** to send an e-mail to another user.

OR

Click **Add** to return to the Add A New Value tab.

OR

Click **Update/Display** to return to the Find An Existing Value tab.

Import Tree

The ***Import Tree*** option is used to import a tree from a flat file. This field has 2 tabs. You can find an existing value or add a new value.

To find an existing value on the Import Tree page:

1. On the main menu, select ***Tree Manager***. The Manage Tree menu (**Figure NO TAG**) is displayed.
2. On the Manage Tree menu (**Figure NO TAG**), select ***Tree Utilities***. The Tree Utilities menu (**Figure NO TAG**) is displayed.
3. On the Tree Utilities menu (**Figure NO TAG**), select ***Import Tree***. The Import Tree page (Find An Existing Value tab) (**Figure 138**) is displayed.

Figure 138. Import Tree (Find An Existing Value tab)

4. On the Import Tree (Find An Existing Value tab) (**Figure 138**), complete the fields as follows:

Search By

This field is populated.

Begins With

Enter the applicable information.

Case Sensitive

Click this box if the Role Name is case sensitive.

5. Click **Search**.

To add a new value on the Import Tree page:

1. On the main menu, select **Tree Manager**. The Manage Tree menu (**Figure NO TAG**) is displayed.
2. On the Manage Tree menu (**Figure NO TAG**), select **Tree Utilities**. The Tree Utilities menu (**Figure NO TAG**) is displayed.
3. On the Tree Utilities menu (**Figure NO TAG**), select **Import Tree**. The Import Tree page (Find An Existing Value tab) (**Figure 138**) is displayed.
4. Select the **Add A New Value** tab. The Import Tree page (Add A New Value tab) (**Figure 139**) is displayed.

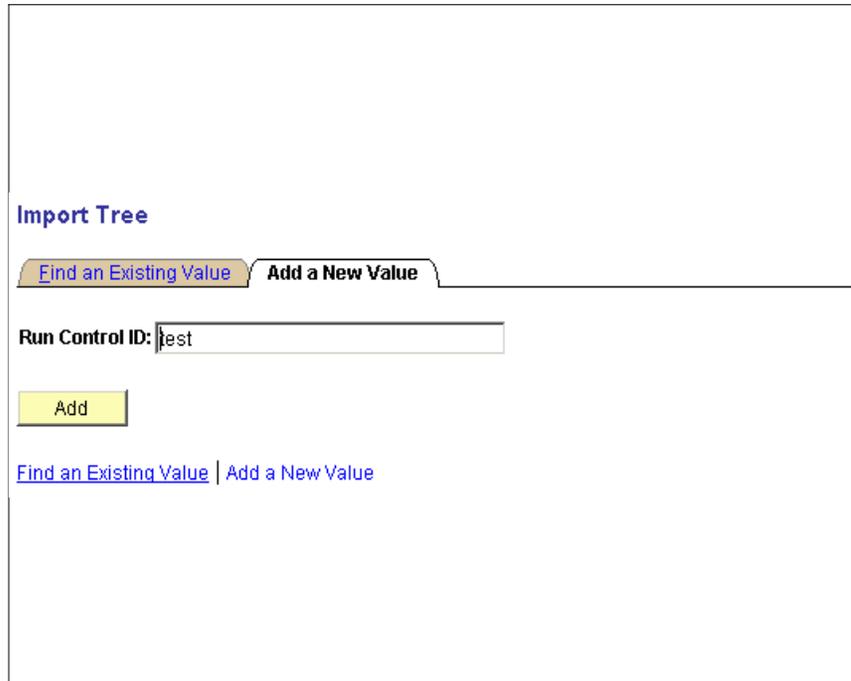


Figure 139. Import Tree page (Add A New Value tab)

5. On the Import Tree page (Add A New Value tab) (**Figure 139**), complete the fields as follows:

Run Control ID

Enter the applicable information.

6. Click **Add**. The Tree Import page (**Figure 140**) is displayed.

Figure 140. Tree Import page

7. On the Tree Import page (**Figure 140**), complete the fields as follows:

Run Control ID

This field is populated.

Input File Name

Enter the applicable information.

Save Method

Click the down arrow to select the applicable save method desired. Valid values are **Save** and **Save Draft**. This field defaults to **Save**.

Replace Tree If Exists

Click this field if you want an existing tree replaced. The default is this field checked.

Load Tree Defn From File

Click this field to load the tree definition from a file. The default is this field checked.

Tree Name

This field is populated. You cannot enter in this field.

Effective Date

This field is populated. You cannot enter in this field.

Structure

This field is populated. You cannot enter in this field.

All Values

This field is populated. You cannot enter in this field.

Allow Duplicate Leaf

This field is populated. You cannot enter in this field.

Set ID

This field is populated. You cannot enter in this field.

Description

This field is populated. You cannot enter in this field.

Category

This field is populated. You cannot enter in this field.

Use Levels

This field is populated. You cannot enter in this field.

8. Click **Save** to save the information.

OR

Click **Notify** to send an e-mail to another user.

OR

Click **Add** to return to the Add A New Value tab.

OR

Click **Update/Display** to return to the Find An Existing Value tab.

Repair Tree

The ***Repair Tree*** option is used to audit and repair tree utilities. This option has 2 tabs. You can find an existing value or add a new value.

To find an existing value on the Repair Tree page:

1. On the main menu, select ***Tree Manager***. The Manage Tree menu (**Figure NO TAG**) is displayed.

2. On the Manage Tree menu (**Figure NO TAG**), select **Tree Utilities**. The Tree Utilities menu (**Figure NO TAG**) is displayed.
3. On the Tree Utilities menu (**Figure NO TAG**), select **Repair Tree**. The Repair Trees page (Find An Existing Value tab) (**Figure 141**) is displayed.

Figure 141. Repair Trees page (Find An Existing Value tab)

4. Complete the fields as follows:

Search By

This field is populated. This field defaults to **Run Control ID**.

Begins With

Enter the applicable information.

Case Sensitive

Click this box if the Role Name is case sensitive.

5. Click **Search**.

To add a new value on the Repair Tree page:

1. On the main menu, select **Tree Manager**. The Manage Tree menu (**Figure NO TAG**) is displayed.
2. On the Manage Tree menu (**Figure NO TAG**), select **Tree Utilities**. The Tree Utilities menu (**Figure NO TAG**) is displayed.

3. On the Tree Utilities menu (**Figure NO TAG**), select **Repair Tree**. The Repair Trees page (Find An Existing Value tab) (**Figure 141**) is displayed.
4. Select the **Add A New Value** tab. The Repair Trees page (Add A New Value tab) (**Figure 142**) is displayed.

Repair Trees

Find an Existing Value Add a New Value

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Figure 142. Repair Trees page (Add A New Value tab)

5. Complete the Run Control ID field as follows:

Run Control ID

Enter the applicable information.

6. Click **Add**. The Repair Tree page (**Figure 143**) is displayed.

Figure 143. Repair Tree page

7. Complete the fields on the Repair Tree page (**Figure 143**) as follows:

Run Control ID

This field is populated.

Tree Utility

Click the down arrow to select the applicable tree utility. Valid values are **Correct Level Numbers, Correct Parent Node Numbers, Delete Orphan Tree Objects, Remove Tree Branches, Remove Tree Reservations, Reset Tree Node Gaps, Tree Audits, and Update Tree Table Statistics**. This field defaults to **Tree Audits**.

Single Tree

Select this field if the audit is pertaining to a single tree.

Multiple Trees

Select this field if the audit is pertaining to multiple trees.

Tree Name

Enter the applicable tree name or click the icon to search for a tree name.

Set ID

Enter the applicable set ID or click the icon to search for the set ID.

Effective Date Of Tree

Click this field to enter an effective date. If you click this field a search icon is displayed. The default is this field blank with a populated date.

As Of Current Date

Click this field to select the current date.

As Of Specific Date

Click this field to enter a specific date. If you click this field a search icon is displayed. The default is this field blank with the current date displayed.

All Trees

Click this field to select all trees.

8. Click **Save** to save the information.

OR

Click **Notify** to send an e-mail to another user.

OR

Click **Add** to return to the Add A New Value tab.

OR

Click **Update/Display** to return to the Find An Existing Value tab.

Repair Tree Reports

The ***Repair Tree Reports*** option is used to review results from the ***Repair Tree*** option. This option has 1 tab. You can find an existing value.

To create repair tree reports:

1. On the main menu, select ***Tree Manager***. The Manage Tree menu (**Figure NO TAG**) is displayed.
2. On the Manage Tree menu (**Figure NO TAG**), select ***Tree Utilities***. The Tree Utilities menu (**Figure NO TAG**) is displayed.
3. On the Tree Utilities menu (**Figure NO TAG**), select ***Repair Tree Reports***. The Repair Tree Reports page (Find An Existing Value tab) (**Figure 144**) is displayed.

Repair Tree Reports
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Run Control ID begins with test

Search [Advanced Search](#)

Figure 144. Repair Tree Reports page (Find An Existing Value tab)

4. On the Repair Tree Reports (Find An Existing Value tab) (**Figure 144**), complete the fields as follows:

Search By

Click the down arrow and make the applicable selection. This field defaults to **Run Control ID**. Valid values are **Run Control ID** and **Process Instance**.

Begins With

Enter the applicable information.

5. Click **Search**.

Distributed Security



Figure 145.