

If you have a large organization, you may find it tedious to manually set up the hierarchy tree within the portal interface. Although there is no direct “import” button for the hierarchy tree setup (different from importing *users* or *vehicles* into the nodes), the following process helps you achieve the same result.



Note. In order to create a new hierarchy tree, you must have the Hierarchy Admin permission enabled in the User Access List. To see all hierarchy trees for your account (including hierarchy trees that other users have created), you must have the All Hierarchies permission enabled. See [Giving Hierarchy Admin Access to Users](#) to learn more.

EXAMPLE

Company XYZ has several layers in its organizational structure. The fleet manager wants to import this tree structure to streamline vehicle and user assignment.

► To import a new hierarchy tree:

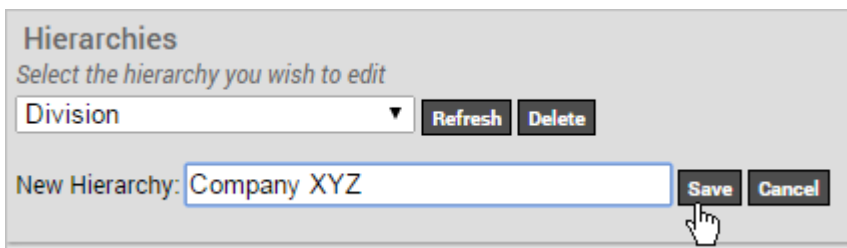
1. From the portal, hover over the **Account** menu, click **Manage Hierarchy**, and click **Open**.

The Manage Hierarchies page opens in a new browser tab.

1. Click + **Create a New Hierarchy Tree**.
2. In the **New Hierarchy** box, enter a hierarchy name, and click **Save**.



Note. Hierarchy name is limited to 30 characters.



The screenshot shows a web interface titled "Hierarchies" with the subtitle "Select the hierarchy you wish to edit". It features a dropdown menu currently set to "Division", with "Refresh" and "Delete" buttons to its right. Below this, there is a text input field labeled "New Hierarchy:" containing the text "Company XYZ". To the right of this field are "Save" and "Cancel" buttons. A mouse cursor is shown clicking the "Save" button.

A message appears to indicate the hierarchy tree was successfully added.

1. If it's not already selected, choose the new hierarchy from the drop-down list, and click **Show**.

Hierarchies

Select the hierarchy you wish to edit

Company XYZ

ShowDelete

+ Create a New Hierarchy Tree

The Branches pane shows the hierarchy tree. There should not be any child nodes.




1. In Excel, create a new spreadsheet that reflects your tree structure:
- Column A is actually level 1 depth, or the first child.
 - Columns B and C in this example (Level 1 and Level 2) are redundant and not required to have both, but we included it to show an example of a hierarchy that might be several layers deep.
 - Do not include apostrophes in the node names. Example, change **DIRECTOR'S** to **DIRECTORS**.
 - The maximum number of parent nodes per branch is 62.

	A	B	C	D
1	District Name	Level 1	Level 2	Level 3
2	District 1	ADMINISTRATION	ADMINISTRATION	AUTOMOTIVE POOL
3	District 1	ADMINISTRATION	ADMINISTRATION	ADMIN EXEC MGMT - DISTRICT DIRECTOR
4	District 1	MAINTENANCE	MAINTENANCE	HYDRAULICS
5	District 1	TRAFFIC OPERATIONS	TRAFFIC OPERATIONS	TRAF ENGR
6	District 1	TRAFFIC OPERATIONS	TRAFFIC OPERATIONS	ELEC SYS
7	District 1	TRAFFIC OPERATIONS	TRAFFIC OPERATIONS	PERMITS - ENCROACHMENT
8	District 1	MAINTENANCE	MAINTENANCE	MAINTENANCE ENGINEERING
9	District 1	MAINTENANCE	MAINTENANCE	MAINTENANCE MANAGER


1. Select all rows, and insert a pivot table (Insert > Pivot Table). Include all Row Labels.

A	
1	
2	
3	Row Labels
4	District 1
5	ADMINISTRATION
6	ADMINISTRATION
7	ADMIN EXEC MGMT - DISTRICT DIRECTOR
8	AUTOMOTIVE POOL
9	MAINTENANCE
10	MAINTENANCE
11	HYDRAULICS
12	MAINTENANCE MANAGER
13	MAINTENANCE ENGINEERING
14	TRAFFIC OPERATIONS
15	TRAFFIC OPERATIONS
16	ELEC SYS
17	PERMITS - ENCROACHMENT
18	TRAF ENGR
19	Grand Total
20	
21	
22	
23	
24	
25	



PivotTable Fields







Choose fields to add to report: 

- ☒ District Name
- ☒ Level 1
- ☒ Level 2
- ☒ Level 3

MORE TABLES... 

Drag fields between areas below:

 FILTERS	 COLUMNS

 ROWS	 VALUES
District Name 	
Level 1 	
Level 2 	
Level 3 	

1. From the pivot table, copy the data between the Row Labels and Grand Total (CTRL + C) to your clipboard. In Column B, right-click and choose the Past Special option to paste **Values** only.

Importing a Hierarchy Tree Structure

Link: <https://help.responsiblefleet.com/docs/about-hierarchies/importing-a-hierarchy-tree-structure/> Last Updated: August 3rd, 2016

	A	B	C	D	E
1					
2					
3	Row Labels				
4	District 1	District 1			
5	ADMINISTRATION	ADMINISTRATION			
6	ADMINISTRATION	ADMINISTRATION			
7	ADMIN EXEC MGMT - DISTRICT DIRECTOR	ADMIN	Paste Options:		TOR
8	AUTOMOTIVE POOL	AUTOM			
9	MAINTENANCE	MAINTL			
10	MAINTENANCE	MAINTENANCE			
11	HYDRAULICS	HYDRAULICS			
12	MAINTENANCE MANAGER	MAINTENANCE MANAGER			
13	MAINTENANCE ENGINEERING	MAINTENANCE ENGINEERING			
14	TRAFFIC OPERATIONS	TRAFFIC OPERATIONS			
15	TRAFFIC OPERATIONS	TRAFFIC OPERATIONS			
16	ELEC SYS	ELEC SYS			
17	PERMITS - ENCROACHMENT	PERMITS - ENCROACHMENT			
18	TRAF ENGR	TRAF ENGR			
19	Grand Total				

1. In column C, denote the levels in the hierarchy using asterisks. Insert one asterisk for the first child, two for the second, three for the third, and so on.

	A	B	C
1			
2			
3	Row Labels		
4	District 1	District 1	*
5	ADMINISTRATION	ADMINISTRATION	**
6	ADMINISTRATION	ADMINISTRATION	***
7	ADMIN EXEC MGMT - DISTRICT DIRECTOR	ADMIN EXEC MGMT - DISTRICT DIRECTOR	****
8	AUTOMOTIVE POOL	AUTOMOTIVE POOL	****
9	MAINTENANCE	MAINTENANCE	**
10	MAINTENANCE	MAINTENANCE	***
11	HYDRAULICS	HYDRAULICS	****
12	MAINTENANCE MANAGER	MAINTENANCE MANAGER	****
13	MAINTENANCE ENGINEERING	MAINTENANCE ENGINEERING	****
14	TRAFFIC OPERATIONS	TRAFFIC OPERATIONS	**
15	TRAFFIC OPERATIONS	TRAFFIC OPERATIONS	***
16	ELEC SYS	ELEC SYS	****
17	PERMITS - ENCROACHMENT	PERMITS - ENCROACHMENT	****
18	TRAF ENGR	TRAF ENGR	****
19	Grand Total		

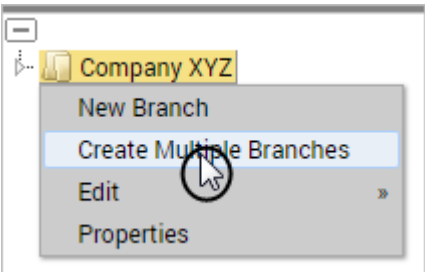
1. When finished, use the CONCATENATE formula to combine the node depth with the node name (=CONCATENATE (C4,B4)). Copy that formula and paste it down through the rest of Column C.

	District 1	*	=CONCATENATE(C4,B4)	
	ADMINISTRATION		CONCATENATE(text1, [text2], [text3], ...)	
	ADMINISTRATION	***		

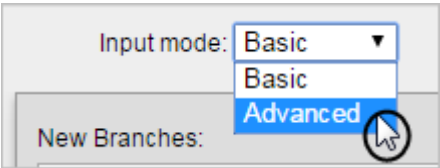
1. Copy (CTRL + C) the concatenated contents of Column D.

*District 1
**ADMINISTRATION
***ADMINISTRATION
****ADMIN EXEC MGMT - DISTRICT DIRECTOR
****AUTOMOTIVE POOL
**MAINTENANCE
***MAINTENANCE
****HYDRAULICS
****MAINTENANCE MANAGER
****MAINTENANCE ENGINEERING
**TRAFFIC OPERATIONS
***TRAFFIC OPERATIONS
****ELEC SYS
****PERMITS - ENCROACHMENT
****TRAF ENGR

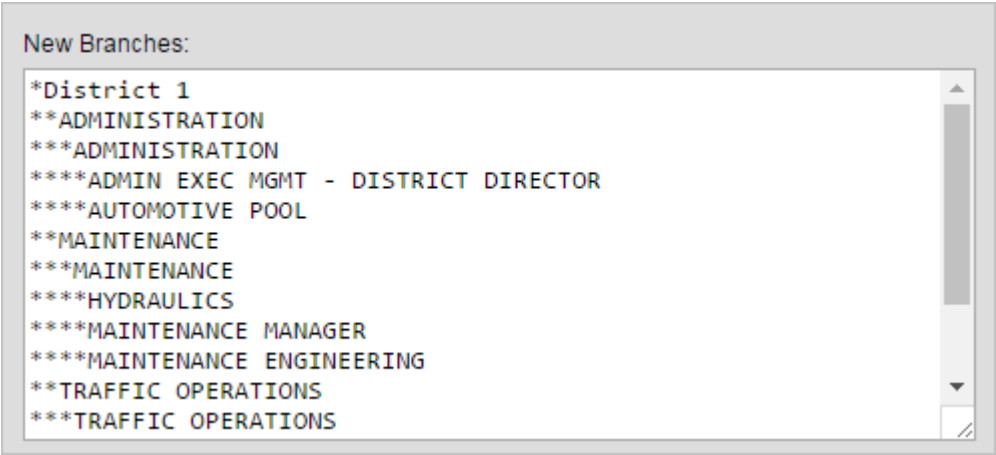
1. Back in the portal, right-click the top-level tree again (Company XYZ), and click **Create Multiple Branches**.



1. In the Create Multiple Branches window, change the **Input Mode** to **Advanced**.



1. In the New Branches box, paste the contents of your clipboard (Column D from the spreadsheet).




1. Click **Preview** to ensure the tree structure is represented accurately.

Input mode: Advanced ▾

New Branches:

```
*District 1
**ADMINISTRATION
***ADMINISTRATION
****ADMIN EXEC MGMT - DISTRICT DIRECTOR
****AUTOMOTIVE POOL
**MAINTENANCE
***MAINTENANCE
****HYDRAULICS
****MAINTENANCE MANAGER
****MAINTENANCE ENGINEERING
**TRAFFIC OPERATIONS
***TRAFFIC OPERATIONS
```

Preview:



Preview Add Branches Cancel

1. If you're satisfied with the preview, click **Add Branches**.



Note. A brief pop-up window appears to indicate the number of branches added. Make note of that number and compare it with the number of rows copied from your spreadsheet to make sure they match. If you feel like you goofed somewhere, just delete the whole hierarchy, make adjustments to your spreadsheet, and create it again.

Now you can assign vehicles, users, and/or landmarks to the various nodes [using the portal interface](#) or [spreadsheet upload](#).