

ActOne Business Units and Hierarchies

Introduction

In this lab, you will create a library of Business Units (BUs) and a hierarchy.

Business Units (BU) and Hierarchies

Business Units are used to filter alerts and reports. Business Units are typically placed within Hierarchies to identify the organizational business units of a company. A BU can be part of multiple Hierarchies.

The Business Unit tab in the General menu of the ActOne Designer is used to add Business Units and Hierarchies. NY may already be listed as a BU.

You can create a library of BUs first then create a Hierarchy or create a Hierarchy and BUs at the same time.

Create Business Units:

Create a Business Unit for each of the following:

- LA
- Chicago
- USA
- North America
- Canada
- UK
- London

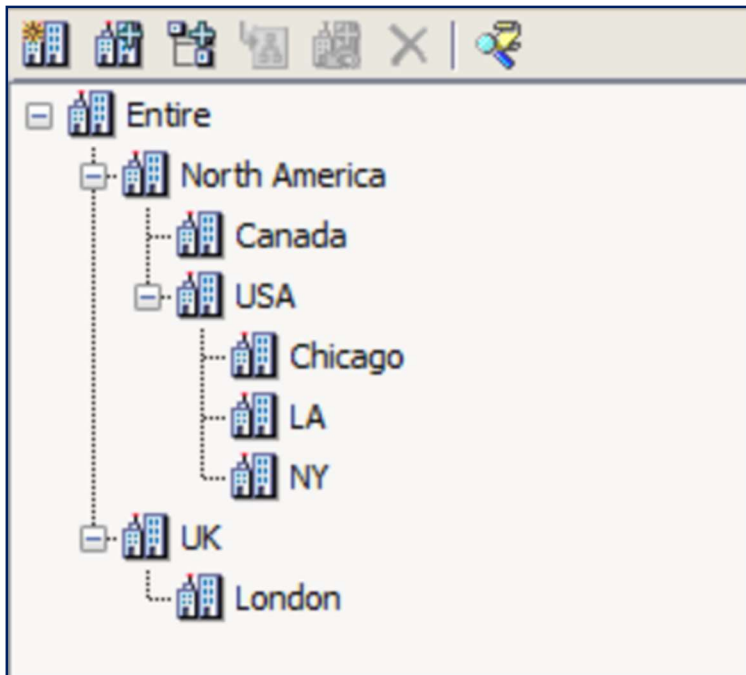
Make sure each BU has an appropriate Identifier. Save and close all templates.

Create a Hierarchy

1. Create a Hierarchy called '**Geographic**'.
2. In the Business Units tab of the Geographic hierarchy, create a new BU, 'Entire'.
Use the **Entire** BU as the root of the hierarchy.
3. From the list of business units in the Entities pane, drag and drop the BU **North America** into the **Geographic** hierarchy, to be placed under **Entire**.
4. Continue to create the Hierarchy making new BUs when necessary. The completed hierarchy should look like the screen capture below.

Use the appropriate icon to move the BU to the correct location if necessary.

North America is considered a parent BU while Canada would be considered a child BU.



5. Save and close the new hierarchy.