How to Configure Hierarchy
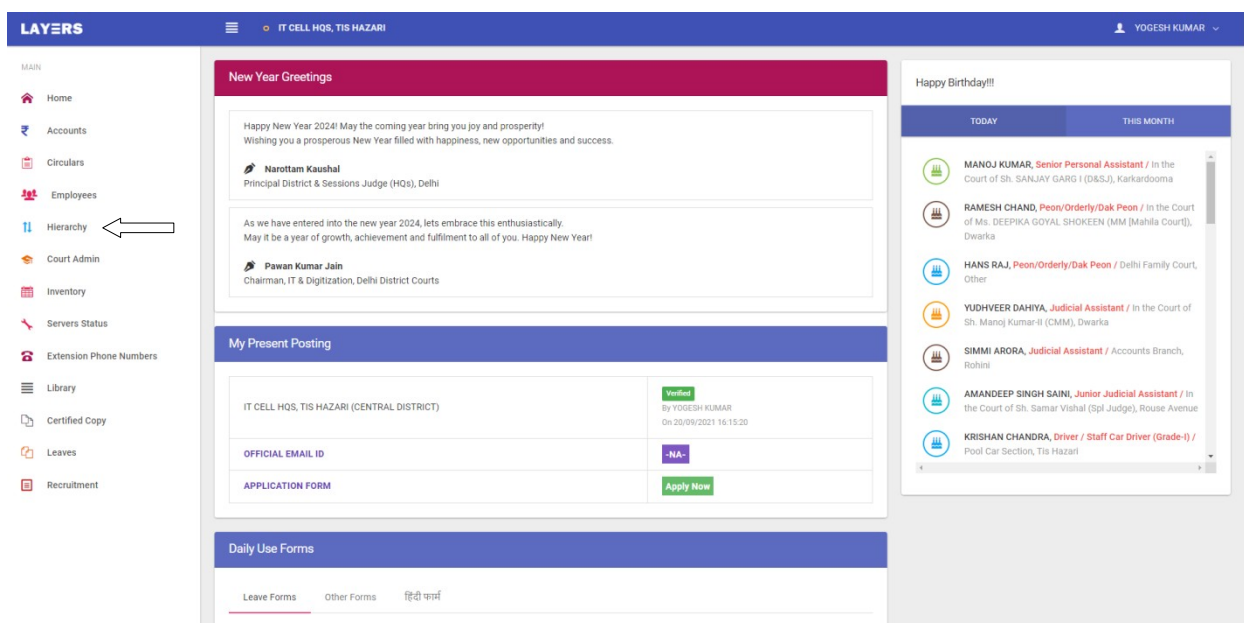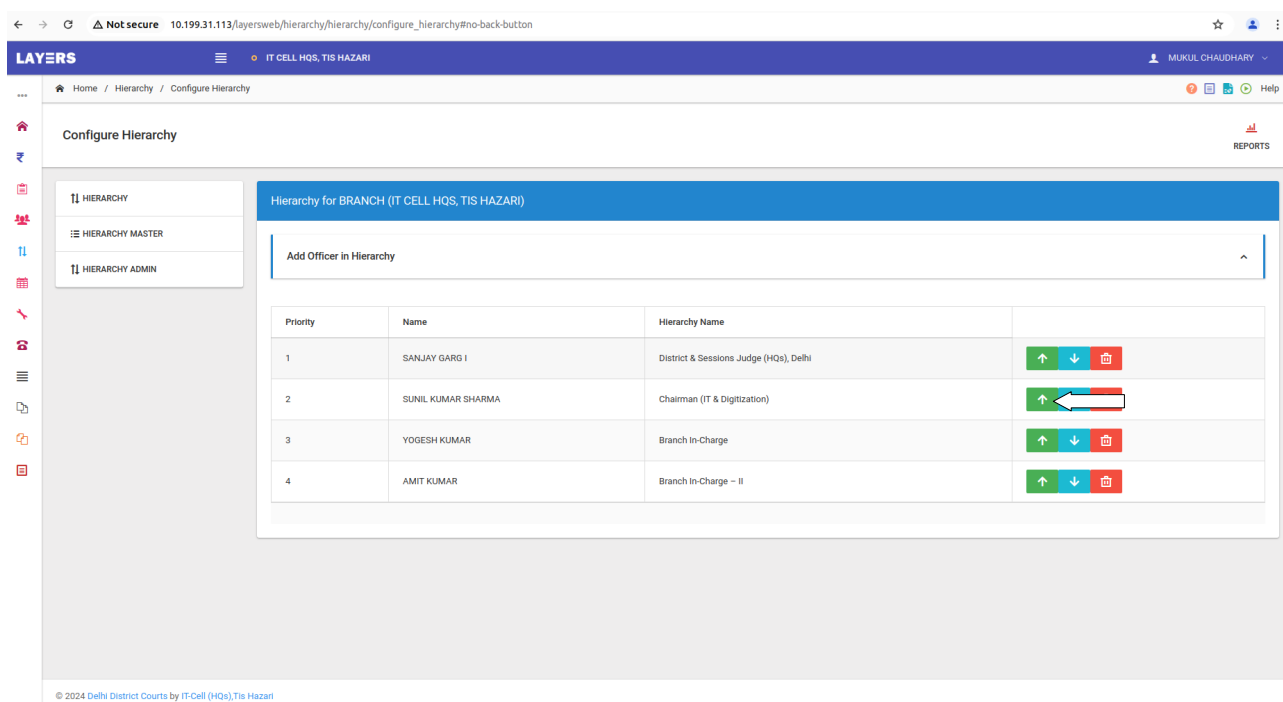
Step 01: Click on "Hierarchy" button available on Left Menu Bar.

Step 02: Click on "Up Arrow" button to move the name of the officer upward in the hierarchy list.

Step 03: Click on "Down Arrow" button to move the name of the officer downward in the hierarchy list.

Step 04: Click on "Delete" button to delete the name of the officer from the hierarchy list.