

Government Manual

Add a New Second Level Sub Agency

Step 1. Select Agency from the *Menu* and click on *Edit*.



Step 2. Click on the *Add First Level* link under the *Add Child* column for the following Agency: *Department Of Air force*.

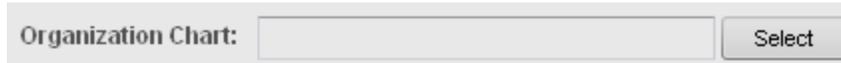
Agencies

Agency	Category	Add Child	Sort Order
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
> Department Of Defense Test	Boards, Commissions, and Committees	Add First Level	<input type="text" value="1"/>
> GOVERNMENT PRINTING OFFICE	Judicial Branch	Add First Level	<input type="text" value="2"/>
> The Supreme Court Of The United States	Executive Branch: The President	Add First Level	<input type="text" value="3"/>
> Department of Justice 6006	Executive Branch: The President	Add First Level	<input type="text" value="4"/>
> DEPARTMENT OF COMMERCE234	Executive Branch: Departments	Add First Level	<input type="text" value="5"/>
> Department Of The Treasury	Executive Branch: Departments	Add First Level	<input type="text" value="6"/>
> Department Of Defense I	Boards, Commissions, and Committees	Add First Level	<input type="text" value="8"/>
<input type="text"/>	<input type="text"/>	Add Child	<input type="text"/>
> Department Of Airforce	Boards, Commissions, and Committees	Add Second Level	<input type="text" value="1"/>
> Dept of Commerce*** **	Executive Branch: Departments	Add First Level	<input type="text" value="9"/>

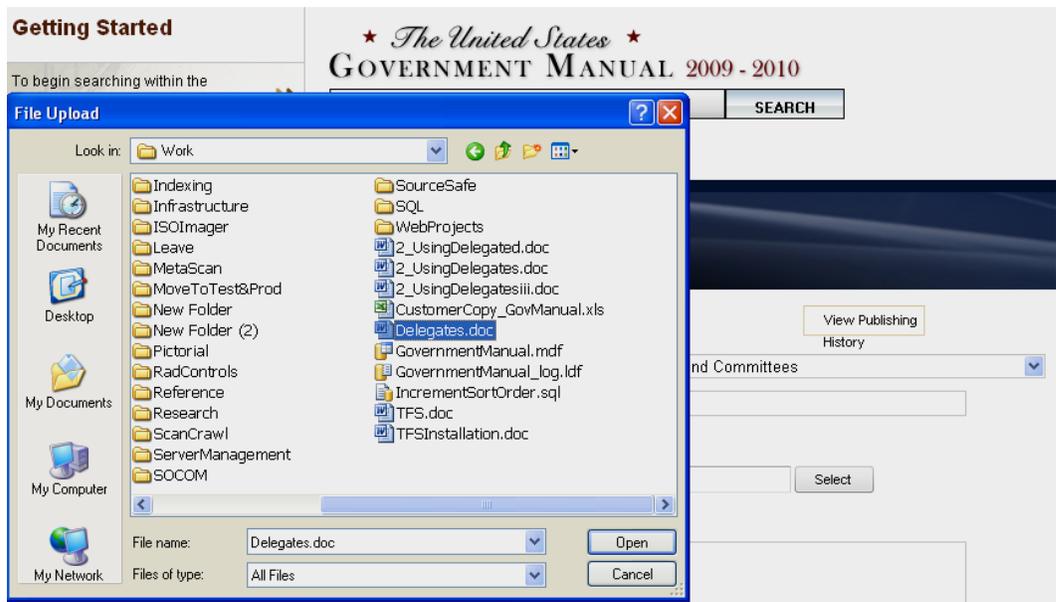
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Step 3.1 Organization Chart: Click on the button in the Organization Chart. An explorer window pops up.



Step 3.2 Category Type: Select a file to upload and click on open.



Step 4. Click on the Save button.

Step 5. Repeat steps 2 through 4 to add multiple first level sub agencies.

Agencies

Agency	Category	Add Child	Sort Order
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
> Department Of Defense Test	Boards, Commissions, and Committees	Add First Level	<input type="text" value="1"/>
> GOVERNMENT PRINTING OFFICE	Judicial Branch	Add First Level	<input type="text" value="2"/>
> The Supreme Court Of The United States	Executive Branch: The President	Add First Level	<input type="text" value="3"/>
> Department of Justice 6006	Executive Branch: The President	Add First Level	<input type="text" value="4"/>
> DEPARTMENT OF COMMERCE234	Executive Branch: Departments	Add First Level	<input type="text" value="5"/>
> Department Of The Treasury	Executive Branch: Departments	Add First Level	<input type="text" value="6"/>
✓ Department Of Defense I	Boards, Commissions, and Committees	Add First Level	<input type="text" value="8"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
> Department Of Airforce	Boards, Commissions, and Committees	Add Second Level	<input type="text" value="1"/>
> Dept of Commerce*** **	Executive Branch: Departments	Add First Level	<input type="text" value="9"/>