

How to modify my hierarchy?

In the ELN, it's possible that researchers modify some parts of the hierarchy themselves (without making a Service One ticket).

Please find below the different icons in the hierarchy and the modifications you can make according to your role in ELN:

Different icons:

- **High level hierarchy:** defined for ELN deployment. It's not possible to modify it by yourself. If you need:
 - to create a new folder, please do a [Service One ticket](#)
 - to modify the current hierarchy, please discuss with your [ELN Coordinator](#) & your [ELN team](#)
- **Project** can be created by key users to have more flexibility. Please, validate the name of the folder with your Lab manager.
- **Studies & Folders** can be created by key users and users.
- **Experiments & Reports** can be created by key users and users.

Users	Icons in the hierarchy	Key users
✗		✗
✗		✓
✓		✓
✓		✓

How to modify my hierarchy?

1. Select the folder(s) you want to move.
 - Users can move: experiments & reports
 - Key users can move: experiments, reports, studies & projects
2. Right-click, then "Move".
3. Select all the folders/experiments you want to move:
 - You can select one or more folder(s)/experiments(s) in different locations BUT be careful about folder compatibility. For example, it's not possible to put a project under an experiment.
 - You can select the whole folder or just a few experiments.

TIPS: It's very useful at the end of an internship, you can select different experiments from different trainees and move them all at once under the right project.

4. Select the new location (only one).
5. Click on "Move"
6. Select "Restructuring"
7. Click on "Move"
8. Folder(s) has been moved successfully!



