

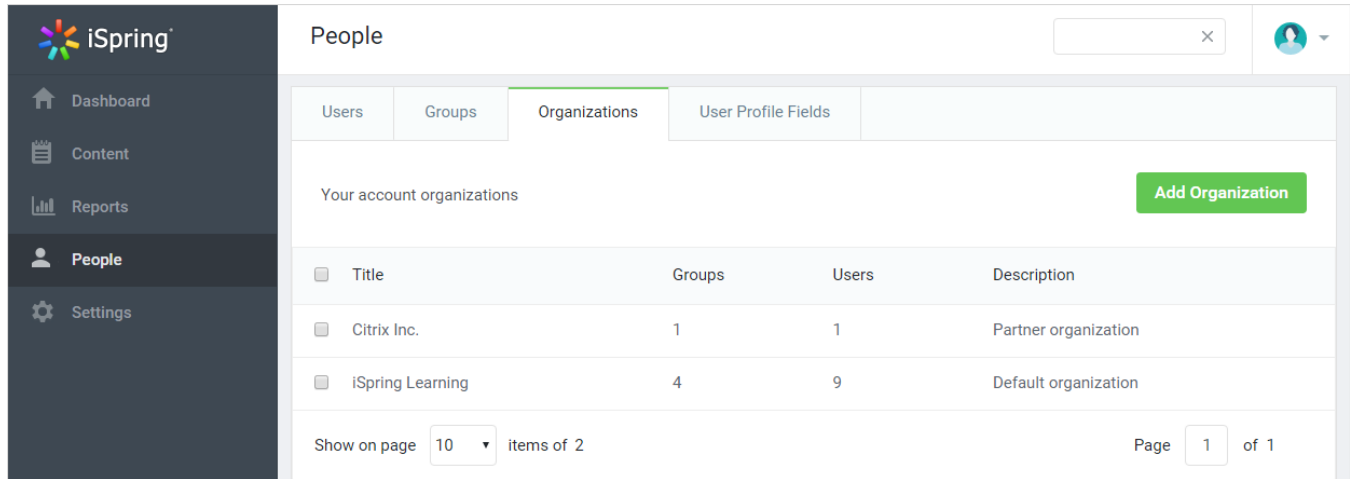
# Manage Organizations

Organizations are a top level of user hierarchy. They can include both groups and users.

There is an important difference between organizations and groups - a user can belong to several groups, but, users and groups can belong only to one organization. You can only move them from one organization to another.

To manage organizations:

- Go to the People page in the main menu and select the Organizations tab.



The screenshot shows the iSpring People page with the Organizations tab selected. The left sidebar contains navigation links: Dashboard, Content, Reports, People (selected), and Settings. The main content area has tabs for Users, Groups, Organizations (selected), and User Profile Fields. Below the tabs, there is a section titled "Your account organizations" with an "Add Organization" button. A table lists the organizations:

<input type="checkbox"/>	Title	Groups	Users	Description
<input type="checkbox"/>	Citrix Inc.	1	1	Partner organization
<input type="checkbox"/>	iSpring Learning	4	9	Default organization

At the bottom, there is a pagination control showing "Show on page 10 items of 2" and "Page 1 of 1".

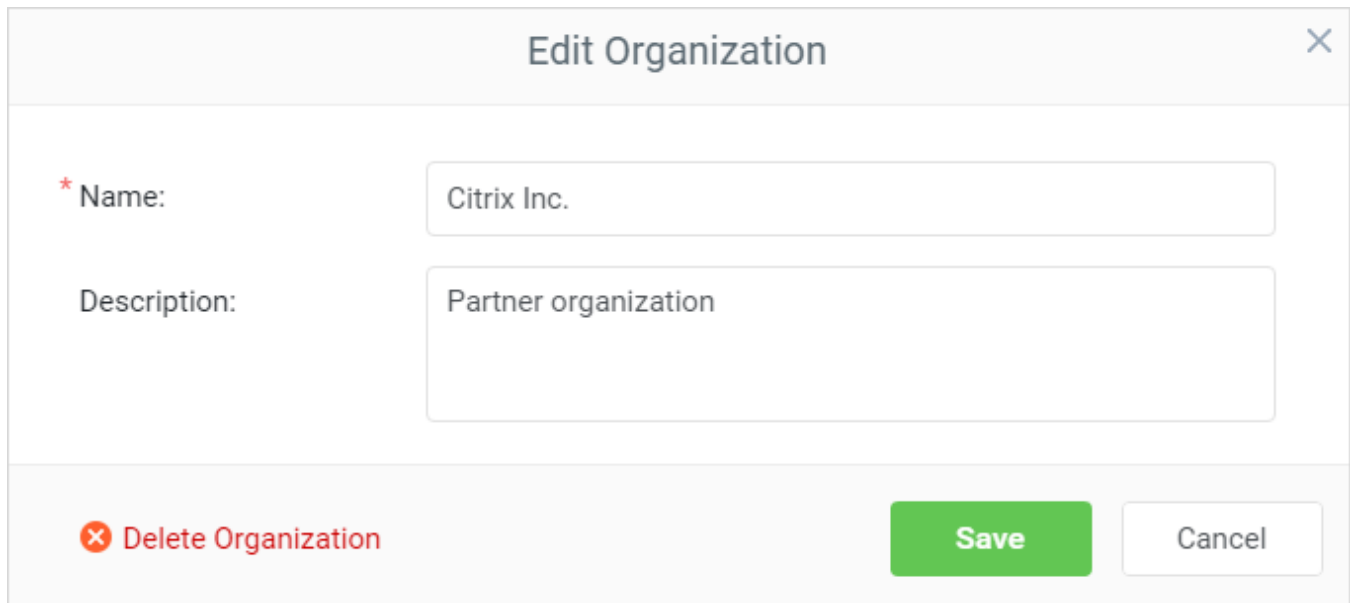
You will see a list of organizations that were already created in your account. On this page, you can add new organizations and edit existing ones.

To add a new organization:

1. Click the **Add Organization** button.
2. Type a name for the new organization in the **Name** field.
3. Enter a **Description** of the new organization.
4. Click **Add Organization**.

The new organization will be added to the list. Now you can populate it with user groups.

To edit an organization:







The screenshot shows the "Edit Organization" modal form. It has a title bar with "Edit Organization" and a close button. The form contains two input fields: "Name:" with the value "Citrix Inc." and "Description:" with the value "Partner organization". At the bottom, there are three buttons: "Delete Organization" (with a red 'x' icon), "Save" (green), and "Cancel" (white).

1. Click its title in the list of organizations.
2. Make necessary changes to the name and description of the organization.
3. Click **Save** to apply the changes.

To delete an organization:

- 1. Select an organization in the list
- 2. Click **Delete** in the top action menu.

Users				
Groups				
Organizations				
User Profile Fields				
Your account organizations				<button>Add Organization</button>
<div>1 item selected</div> <div> <a href="#">Manage</a></div> <div> <a href="#">View Groups</a></div> <div> <a href="#">View Users</a></div> <div> <a href="#">Delete</a></div>				
<input checked="" type="checkbox"/>	Citrix Inc.	1	1	Partner organization
<input type="checkbox"/>	iSpring Learning	4	9	Default organization