

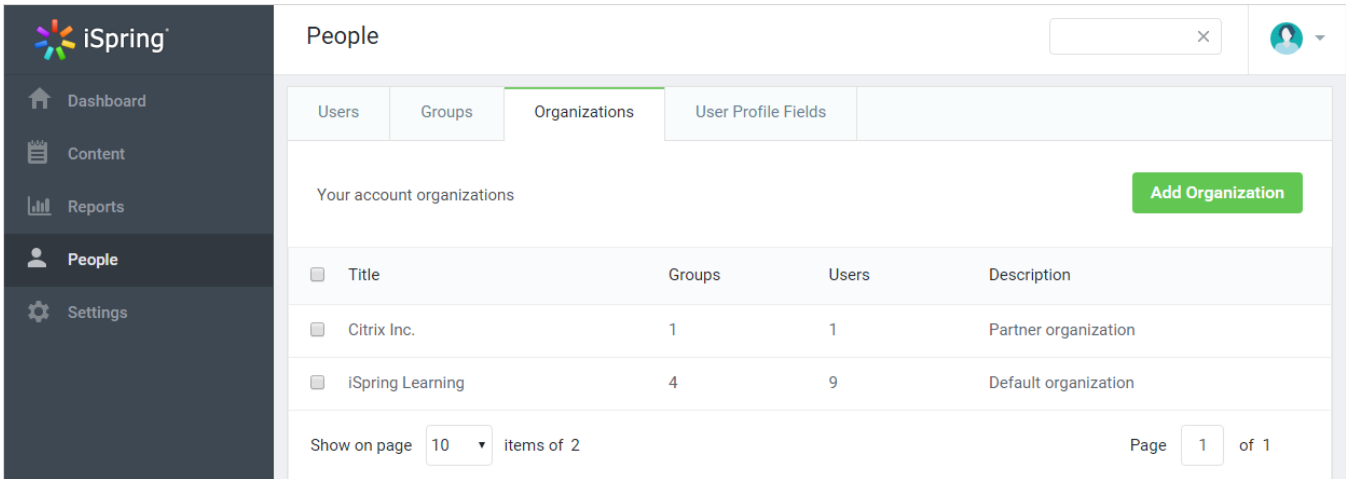
Manage Organizations

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 interface. On the left is a dark sidebar with navigation options: Dashboard, Content, Reports, People (selected), and Settings. The main area is titled 'People' and has tabs for Users, Groups, Organizations (selected), and User Profile Fields. Below the tabs, there's a section 'Your account organizations' with a green 'Add Organization' button. A table lists existing 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's a pagination control: 'Show on page 10 items of 2' and 'Page 1 of 1'.

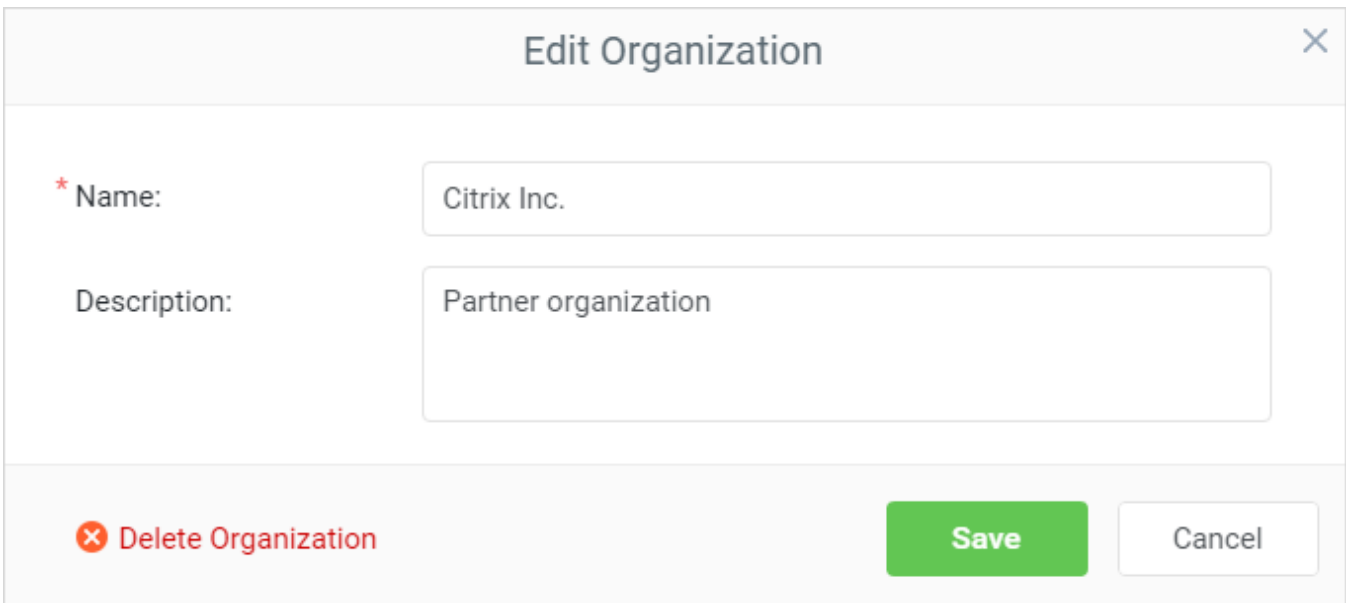
You will see a list of organizations that were already created in your account. On this page, you can add new organizations and edit existing ones.

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 a modal window titled 'Edit Organization' with a close button (X) in the top right corner. The form contains two input fields:

- Name:** A text input field containing 'Citrix Inc.'
- Description:** A text area containing 'Partner organization'

At the bottom of the modal, there are three buttons: a red 'Delete Organization' button with a red X icon, a green 'Save' button, and a white 'Cancel' button.

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 [Add Organization](#)

☐ 1 item selected [Manage](#) [View Groups](#) [View Users](#) [Delete](#)

<input checked="" type="checkbox"/>	Citrix Inc.	1	1	Partner organization
<input type="checkbox"/>	iSpring Learning	4	9	Default organization