

Manage (Add, Edit, or Delete) Organizations

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Read on to learn how to create, edit, or delete organizations.

Overview

Organizations contain your user and admin accounts.

You can set up the MMP to reflect your organizational structure where you can create an organization (root node) with the name of your Enterprise. Each node or branch of the tree represents a department. Each department can have its own administrator with well-defined roles and privileges.

Consider the example below:



You can create one or multiple organizational levels or just create one organizational level below the root node. This structure is flexible enough to manage your employee base.

You can have as many organizations and sub-organizations in the portal as needed.

Before you start

• You need the "Profile" Privilege in your Role to perform these instructions. See What Roles are in the Management Portal (https://help.moviuscorp.com/help/what-admin-roles-mmp)?

Create Organization



- 1. Click the profile menu icon Ov.
- 2. Click Sub-Organizations.



3. Click Create New Sub-Organization.



4. Fill out the details and click **Create**.

# DASHBOARD				۹	•••
	*	ABC Bank	All the information displayed in Africa - Aboy en 1GM11		_
ADMINISTRATORS	•	Create New Sub-Organization		ancel	Create
Laal Reports		lame *	Stock Brokerage		
Ç SETUP	ſ	illing Cycle Date *	Organization to be involced		
6 +0.*			Click this option if the invoice for all users in the tree under this organization is to be billed to this organization.		

Edit Organization

- 1. Click 🕖 🎽
- 2. Click Sub-Organizations.

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Profile	*
Sub-Organizations	.#.
Logout	•
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3. Click Edit to make changes to the parameters within the organization.



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760001115									
ADMINISTRATORS	All Sub-Organizations	ABC Bank					Edit		
<u>lahl</u>	ABC Bank	Organization ID	Users	Administrators	Created On	SMS Opt-In	Redaction		
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HELP		Organization ID :	89900103	Organization ID : 89900093 Organization ID : 899	89900094				
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		×	×	×	×	×			
		Create New Su	ib-Organization						

Delete organization

In order to delete an organization, the organization or any of its sub-organizations must not contain any users or administrators.

٠	How to delete us	Ser (https://help.	moviuscorp.com/h	nelp/delete-user-ar	nd-forward-calls)
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• How to move user (https://help.moviuscorp.com/help/move-users)

1. Once you have deleted or moved all the users and administrators, the delete button becomes available.

Community				(Edit Delete			
Organization ID	Users	Administrators	Created On	SMS Opt-in	Redaction			
7900	0	0	25-Aug-2021	×	~			
Sub-Organizations								
There is no sub-organizations available, click on the button below to create a new sub-organizations.								
Create New Sub-Organization								

2. Click **Yes** to confirm deletion.

	Community Bar	nk of the Bay		
×.		Users	Administrators	Created On
	7 S Confirmation	on		5-Aug-202
	T Are you sure to	delete the selected	d item/s?	a new sub-
	(No	



Your organizations are ready!

Now administrators can invite administrators and users to the organization.