

Move users

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Read this to learn how to move an account to a different organization.

Overview

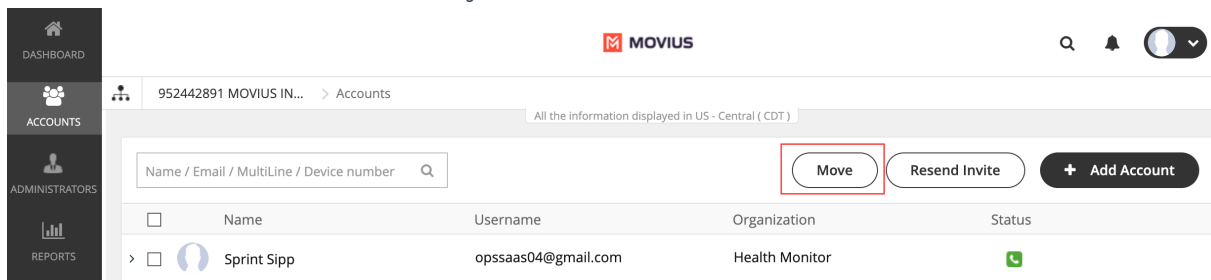
From **Accounts**, you can move an account from organization to another within your tree (according to the hierarchy). Once the user is moved, all settings of the new organization will be applied to the user.

Before you Start

- An admin must have "Accounts" Role in the organization to do these instructions. See *What Admin Roles are in the Management Portal*.

Step 1: Optional Title for Step

1. Go to **Accounts**.
2. Select the checkbox for the account you want to move and click **Move**.



The screenshot shows the MOVIOUS web interface. On the left is a navigation sidebar with options: DASHBOARD, ACCOUNTS (selected), ADMINISTRATORS, and REPORTS. The main content area shows the 'Accounts' page for organization '952442891 MOVIOUS IN...'. At the top right, there are search, notification, and user profile icons. Below the navigation bar, there is a search input field labeled 'Name / Email / MultiLine / Device number' and three buttons: 'Move' (highlighted with a red box), 'Resend Invite', and '+ Add Account'. Below these buttons is a table with columns: Name, Username, Organization, and Status. One account is listed: 'Sprint Sipp' with username 'opssaas04@gmail.com' and organization 'Health Monitor'. The status is 'Health Monitor' with a green checkmark icon.

3. Search or select the **Organization** or **Sub-Organization** and click **Move**.

Move Account(s)

1 Account Selected

Move To

Name	Organization
Sprint Sipp	Health Monitor

Cancel

Move

4. Click **Yes** on the confirmation page.
 5. Click **Done**.
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