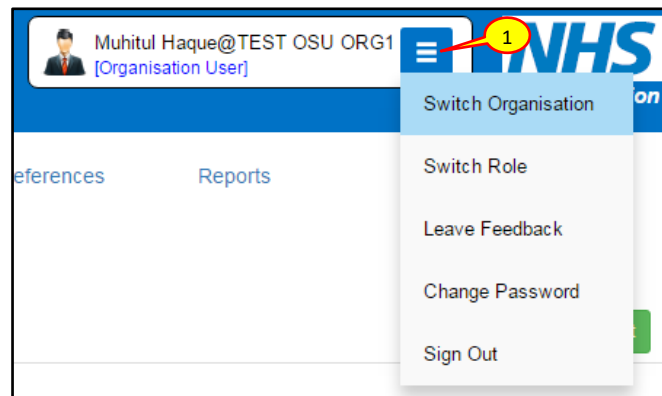


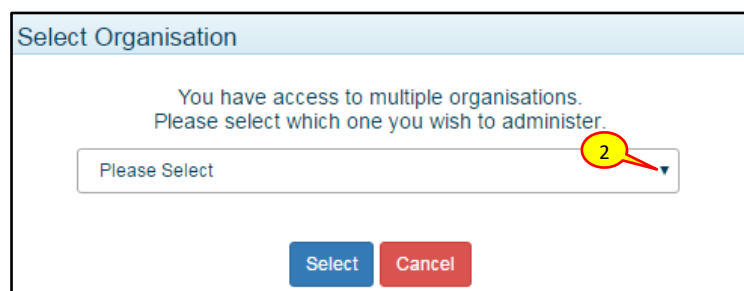


How to Switch Between Organisations (QRG)

A user can have access to multiple organisations and User Role's within those organisations (i.e. Organisation Super User (OSU), Active User (AU) or View only User VOU). Once logged in, using the **Switch Organisation** users will be able to change their role/organisation as required based on their user profile.



1. Hover over the blue boxed (☰) icon and select the **Switch Organisation** option



2. Select the drop down arrow adjacent to "Please Select" drop-down box and select the organisation you wish to view. Click the **Select** button to change over to the selected organisation

