

# Organizations

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Understanding the organizational structure for managing users in Management Portal.

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## Manage (Add, Edit, or Delete) Organizations

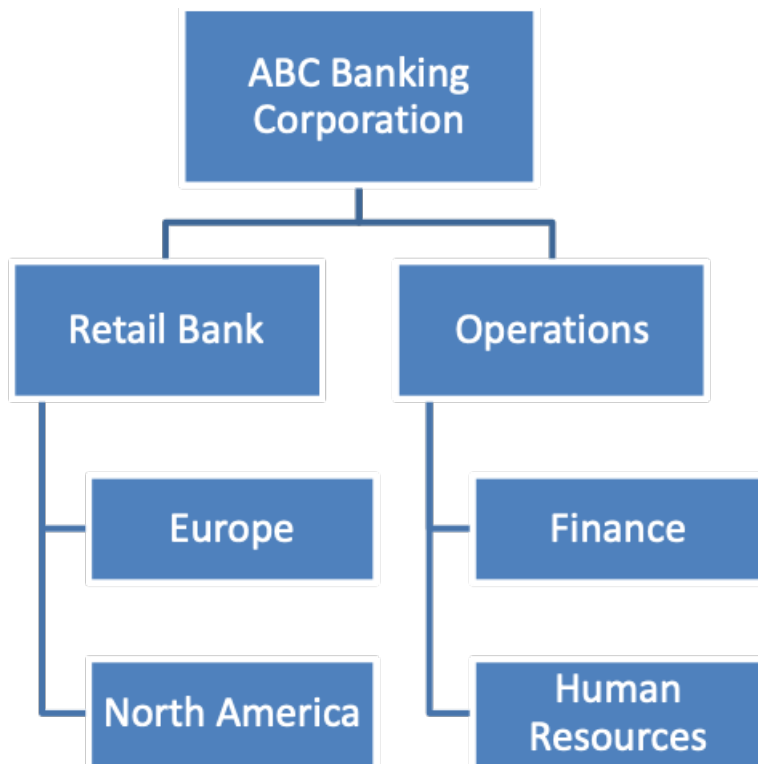
Read on to learn how to create, edit, or delete organizations.

### 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.

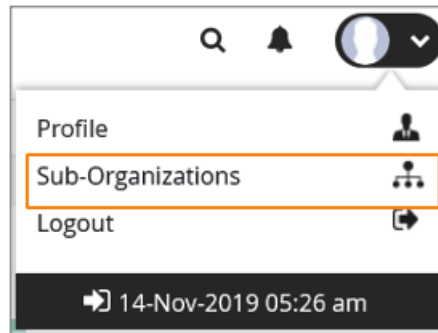
You can have as many organizations and sub-organizations in the portal as needed.

## Before you start

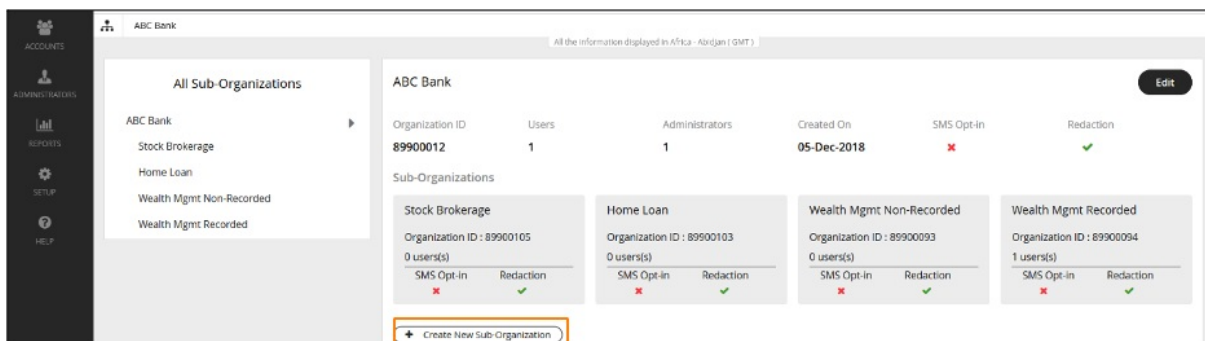
- You need the "Profile" Privilege in your Role to perform these instructions. See [What Roles are in the Management Portal](https://help.moviuscorp.com/help/what-admin-roles-mmp/) (<https://help.moviuscorp.com/help/what-admin-roles-mmp/>)?

## Create Organization

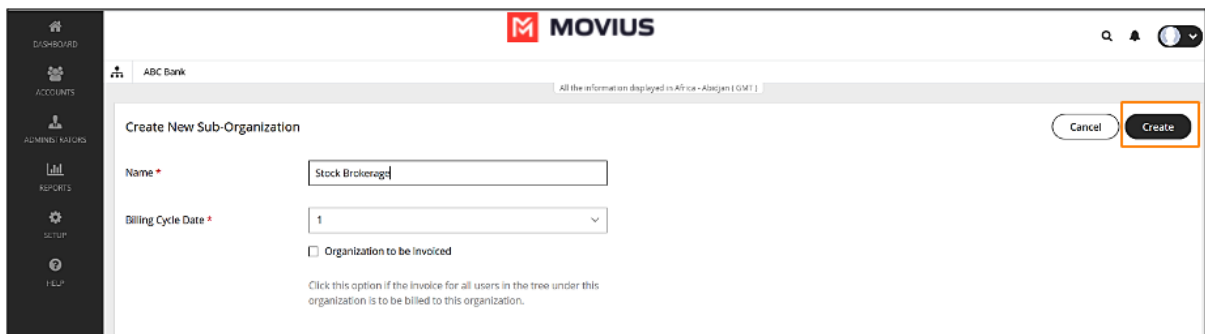
- Click the profile menu icon  .
- Click **Sub-Organizations**.



- Click **Create New Sub-Organization**.

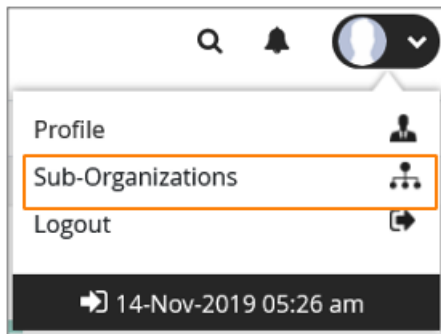


- Fill out the details and click **Create**.

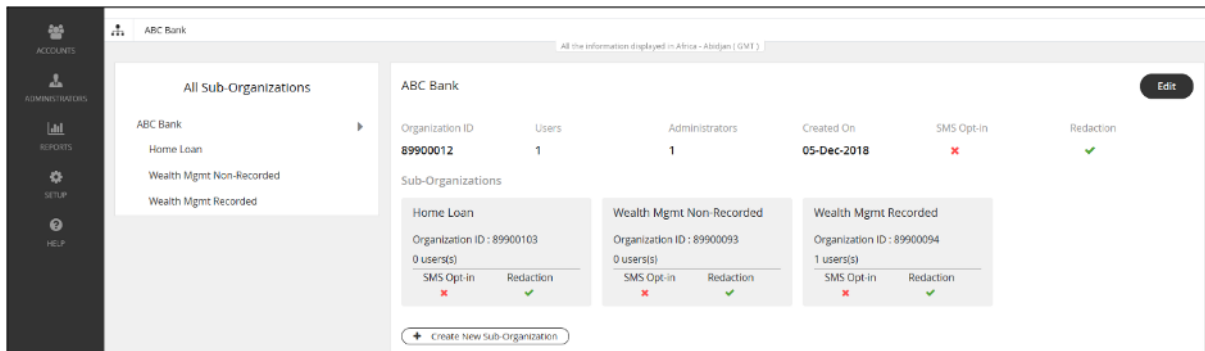


## Edit Organization

- Click  .
- Click **Sub-Organizations**.



3. Click **Edit** to make changes to the parameters within the organization.

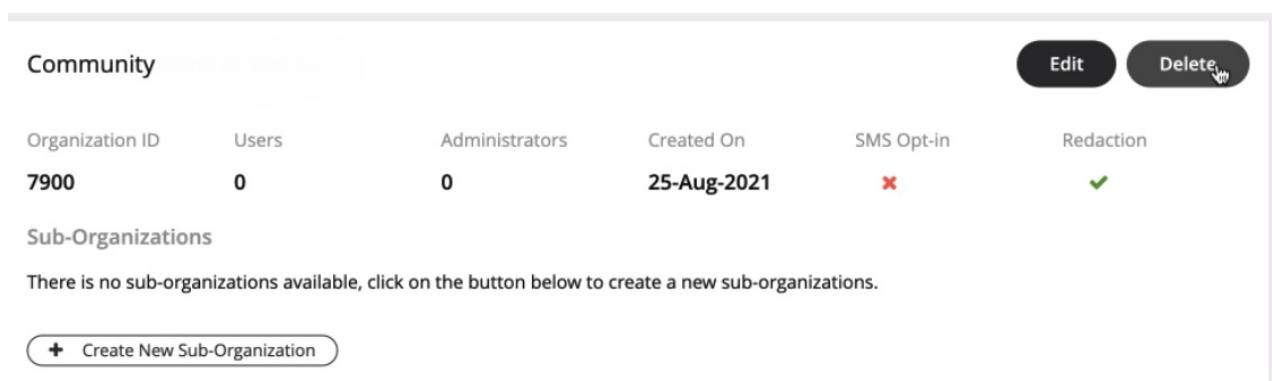


## Delete organization

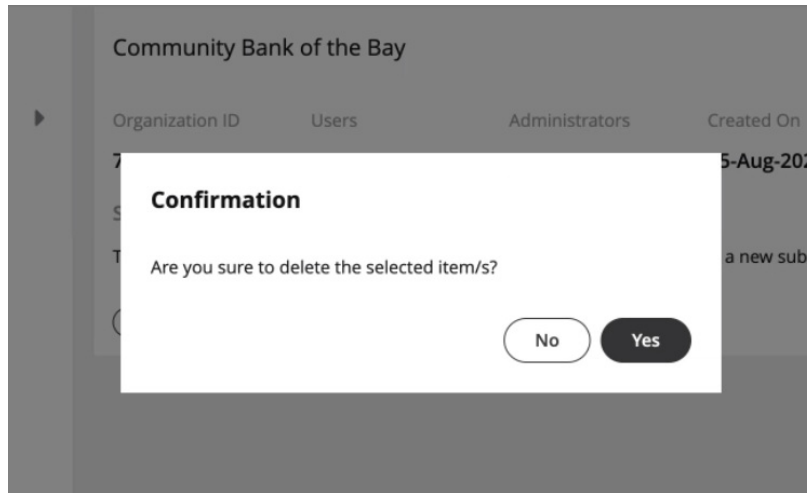
In order to delete an organization, the organization or any of its sub-organizations must not contain any users or administrators.

- [How to delete user](https://help.moviuscorp.com/help/delete-user-and-forward-calls) (<https://help.moviuscorp.com/help/delete-user-and-forward-calls>)
- [How to move user](https://help.moviuscorp.com/help/move-users) (<https://help.moviuscorp.com/help/move-users>)

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



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



## Your organizations are ready!

Now administrators can invite administrators and users to the organization.

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## Navigate Organizations

Read on to learn how to go to an organization in the Management Portal.


### Overview

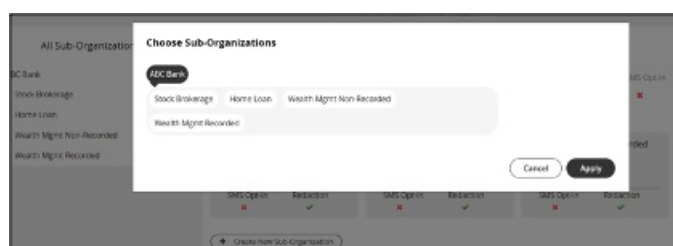
Before you perform most tasks, if you manage multiple organizations, you will need to go to the correct organization before beginning.

### Before you start

- Best practice is to set policies at the top-most level where they apply, as policies set at the top-level are inherited by the organizations below.
- You can only go to organizations you have access to.
- If you only have access to one organization, you won't need to use this instruction.

### Go to organization

1. Click the organization icon  on the left side of the header bar.
2. Select sub-organizations to reveal their sub-organizations until you find the desired sub-organization.



3. Click **Apply**.

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