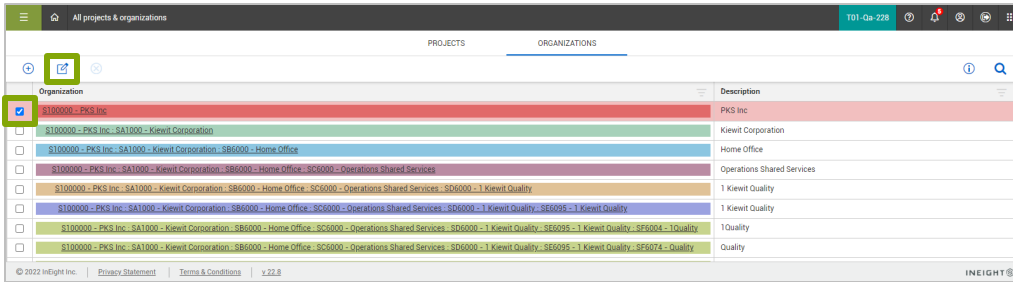


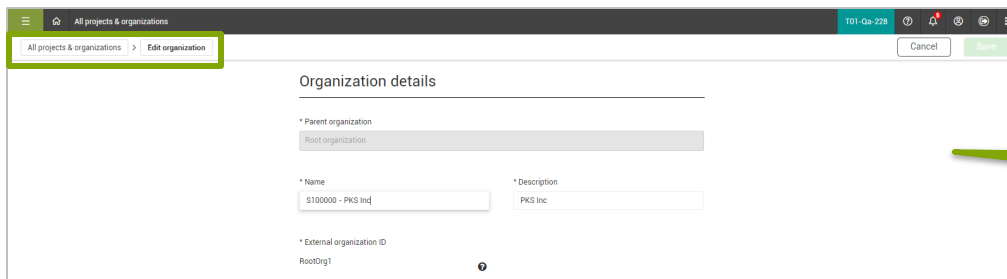
QUICK GUIDE

ORGANIZATION MANAGEMENT

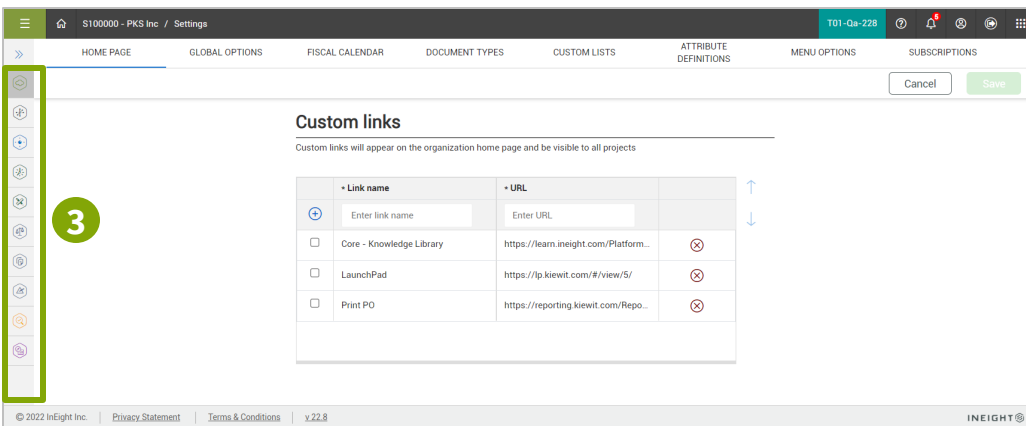


EDIT THE ORGANIZATIONAL BREAKDOWN STRUCTURE (OBS)

1. From the **Main menu**, click **All projects & organizations > Organizations**.
2. Select an organization from the list, and then click the **Edit icon** . The **Edit OBS window** opens
3. Make the necessary changes to the **OBS**, and then click **Save**.



Edit OBS window



ACCOUNT SETTINGS

1. From the **Main menu** , click **All projects & organizations > Organizations**, and then select the highest level in the OBS. The organization home page opens.
2. In the left navigation menu, click **Settings**. The organization settings general page opens to the **Home Page tab**.
3. The **organization settings** are organized by application on the left and the settings are organized into tabs on the right when selected.
4. Click the **double arrows** to expand the menu and show the application name.