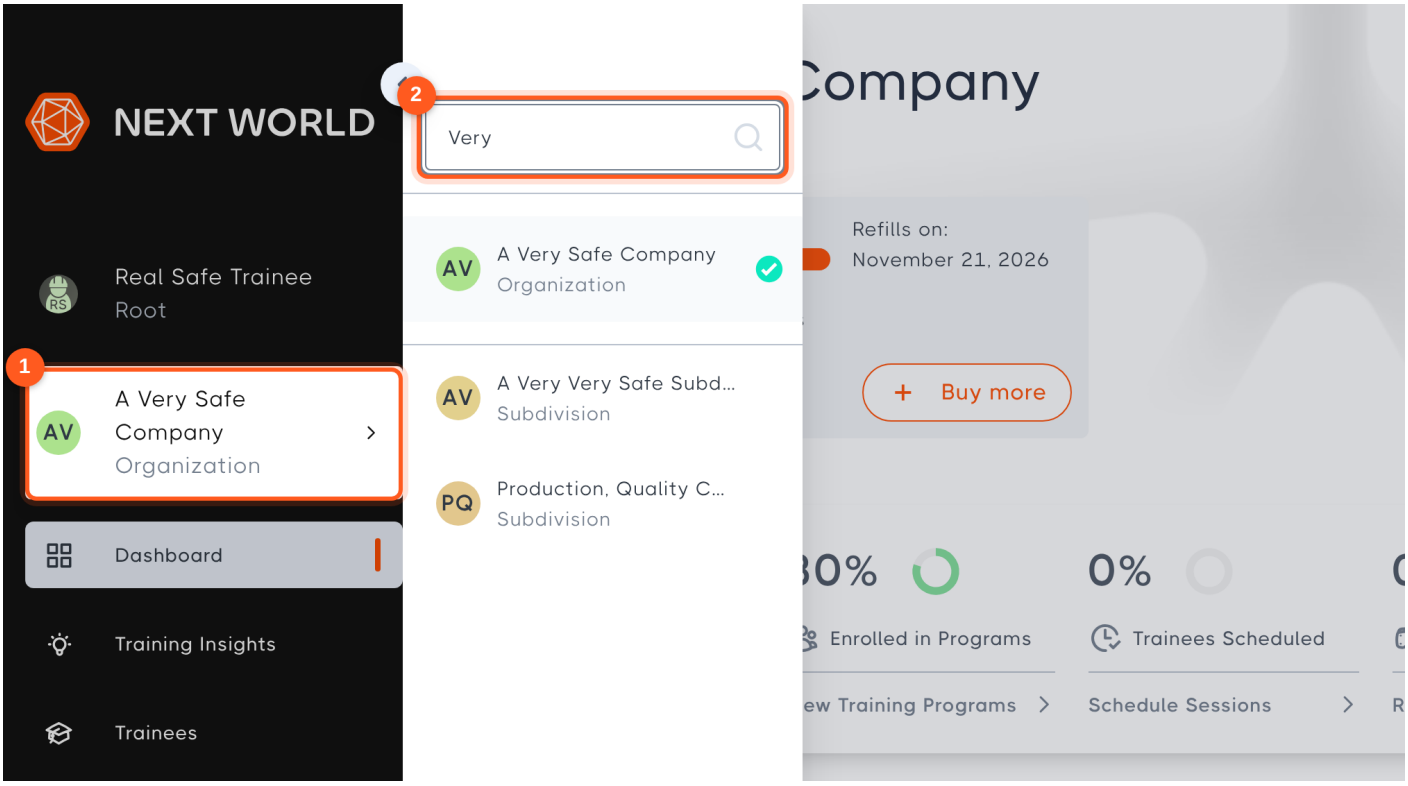
How to view information from other divisions and subsidiaries

Larger companies are often split into divisions. The Platform lets you switch between divisions, or view information from all of them at once.

Changing divisions

To change divisions, select your current division in the left-hand menu, just below your name (1). A list of the divisions you have access to will open. Type in **Search Divisions** (2) to find a division quickly, then select the division you want to view the Platform as.

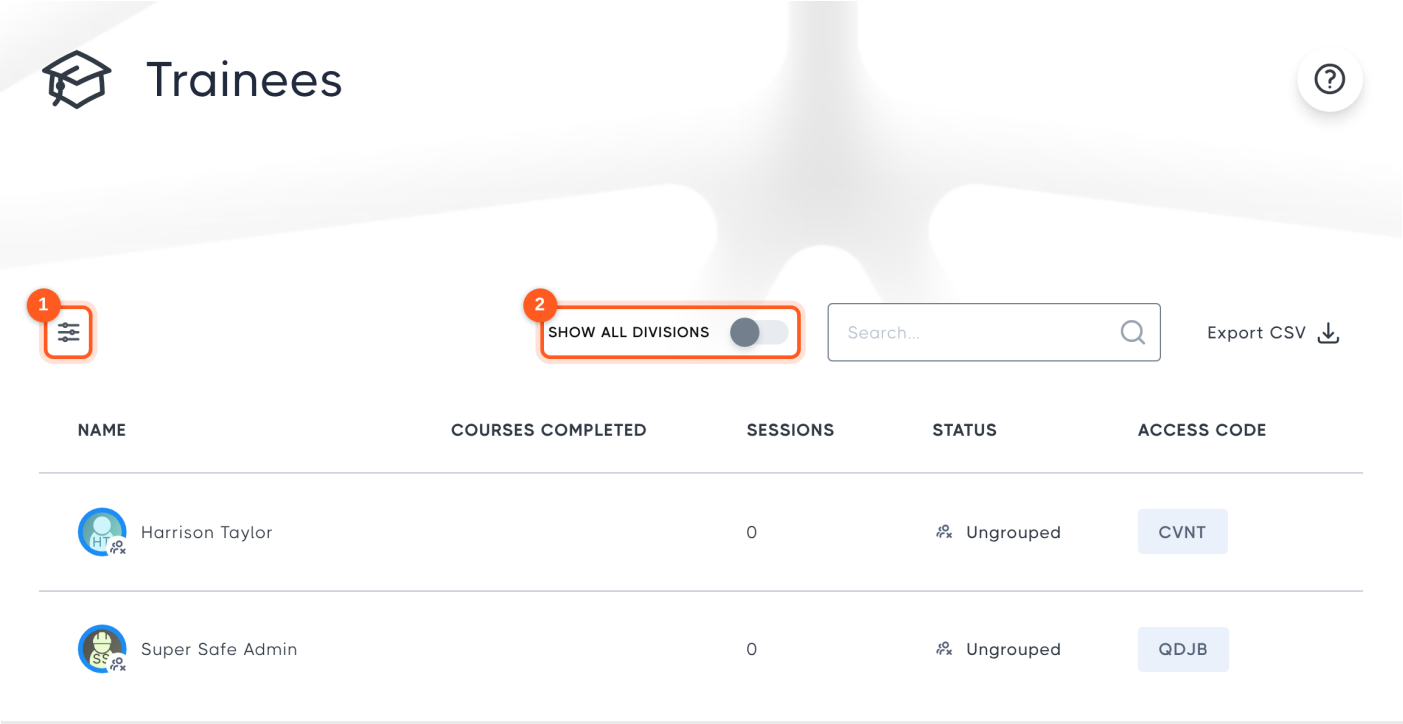


When you're done, follow the same steps and select your parent division (your organisation) to return to it.

Viewing information from multiple divisions

Many pages in the Platform, including Training Insights, Trainees, Members, Devices and Divisions, can show information from your subdivisions and subsidiaries as well as your current division. This is useful if you'd like to see everything from your company in one place.

1. Change to your top-level division (your company) using the steps above.
2. Turn on the **Show All Divisions** toggle above the table (2).



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