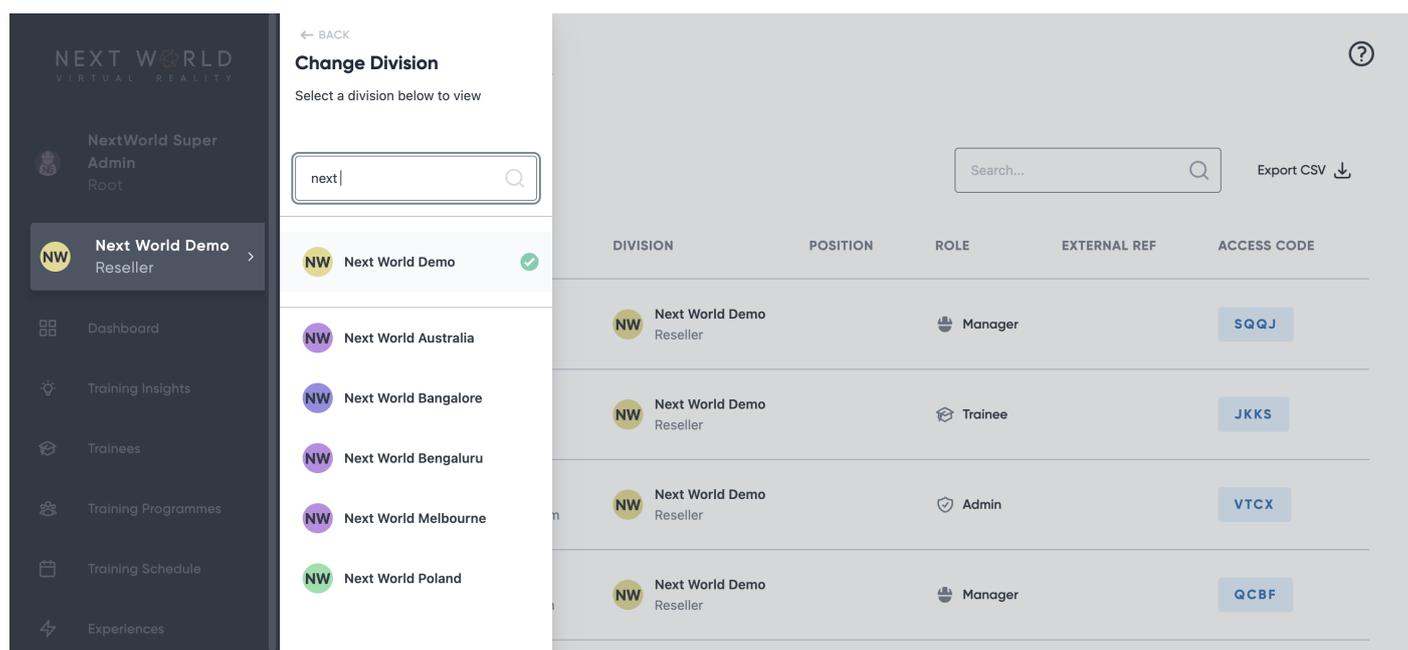


How to view information from other divisions and subsidiaries

Larger companies are often split into divisions. The Portal has features to allow you to switch between them, or view information from them all at once.

Changing divisions

You can change divisions by selecting your division from the top-right corner of the dashboard.



The screenshot displays the 'Change Division' interface. On the left, a sidebar shows the user's current role as 'Next World Demo Reseller'. The main area is titled 'Change Division' and prompts the user to 'Select a division below to view'. A search bar contains the text 'next'. Below the search bar, a list of divisions is shown, with 'Next World Demo' selected and marked with a green checkmark. Other divisions listed include Next World Australia, Next World Bangalore, Next World Bengaluru, Next World Melbourne, and Next World Poland.

On the right, a table displays the user's role and access code for the selected division. The table has the following structure:

DIVISION	POSITION	ROLE	EXTERNAL REF	ACCESS CODE
Next World Demo Reseller		Manager		SQQJ
Next World Demo Reseller		Trainee		JKKS
Next World Demo Reseller		Admin		VTCX
Next World Demo Reseller		Manager		QCBF

From there, you'll be given a list of divisions to change to. Find the division you want to assume the point-of-view of and select it.

When you're done, simply follow the procedure again, but this time click the parent division (your organisation). Alternatively, you can log out and log back in to go back to your organisation.

Viewing information from multiple divisions

Throughout the Portal, many pages allow you to view information from subdivisions and subsidiaries. This can be useful if you'd like to see all information from your company in one place.

1. Change divisions to the top level company
2. Select the **Include Subdivisions** filter from the filters menu.

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