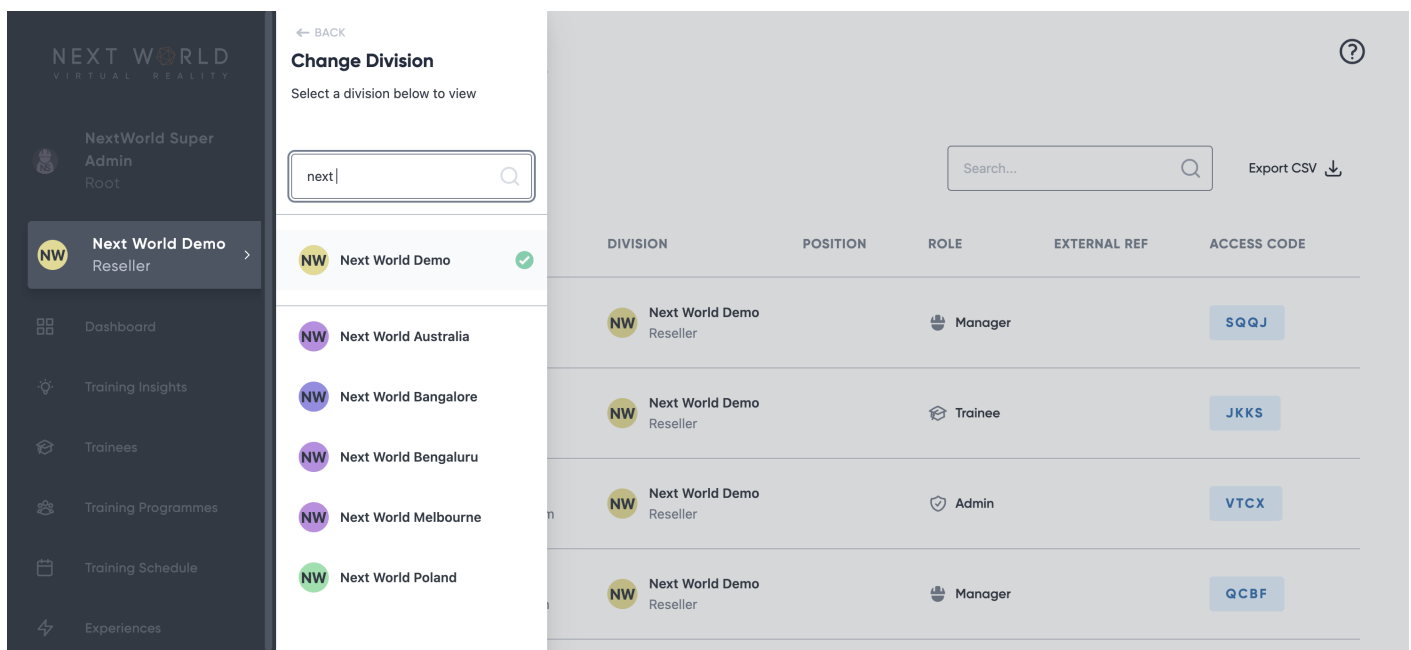# How to view information from other divisions and subsidiaries

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.

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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