

Managing your company or organisation's structure

The division management page gives you the ability to add and edit divisions, subsidiaries or sub-companies within your organisation, allowing for more granular team and member management.

How to add a new division

Open **Divisions** under the **Admin** section, then select the **Create New** icon to add a new division. From there, give the division a name, select it's role, and confirm which division or organisation will be its parent. The new division will inherit the settings and options from its parent, including training programmes and course bundles.

You can also set the division's time zone and select what languages its users will have access to.

Once done, select **Create Division**.

The screenshot shows the 'Divisions' management interface. On the left is a dark sidebar with the 'NEXT WORLD VIRTUAL REALITY' logo at the top. Below the logo, it lists the user 'Taylor Harrison Root' and the current organization 'A Very Safe Company Organization'. A menu of options follows: Dashboard, Training Insights, Trainees, Training Programmes, Training Schedule, Experiences, and Admin. The 'Admin' section is expanded, showing 'Divisions' as the selected option, along with 'Members' and 'Devices'. The main content area is titled 'Divisions' and features a 'Show Divisions' button, a search bar, and an 'Export CSV' link. Below this is a table with four columns: NAME, PARENT DIVISION, TIMEZONE, and ROLE. The table contains three entries: 1. 'A Very Safe Company Organization' (Role: Organization), 2. 'A Very Safe Company (Dubai) Subdivision' (Parent: A Very Safe Company Organization, Timezone: Asia/Dubai, Role: Subdivision), and 3. 'A Very Safe Company (Paris) Subdivision' (Parent: A Very Safe Company Organization, Timezone: Europe/Paris, Role: Subdivision). At the bottom of the page, there is a footer with the 'NEXT WORLD VIRTUAL REALITY v1.0.0' logo and links for Support, Contact Us, Privacy Policy, and Terms of Service. A large, faint graphic of a VR headset is visible in the bottom right corner.

NAME	PARENT DIVISION	TIMEZONE	ROLE
A Very Safe Company Organization			Organization
A Very Safe Company (Dubai) Subdivision	A Very Safe Company Organization	Asia/Dubai	Subdivision
A Very Safe Company (Paris) Subdivision	A Very Safe Company Organization	Europe/Paris	Subdivision

How to add a edit or delete a division

Go to **Admin > Division** > select the division you want to edit. From here you can edit the divisions name, role, timezone, languages and parent. You can also view which courses are available to the division from the **Experiences** tab, and edit these courses from **Bundles**.

To delete the division, select **Archive** from the **Details** tab

Archiving a division is permanent and will affect any users and devices registered under that division. Please be sure to move any existing entries before archiving a division.

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