

# Managing your company or organisation's structure

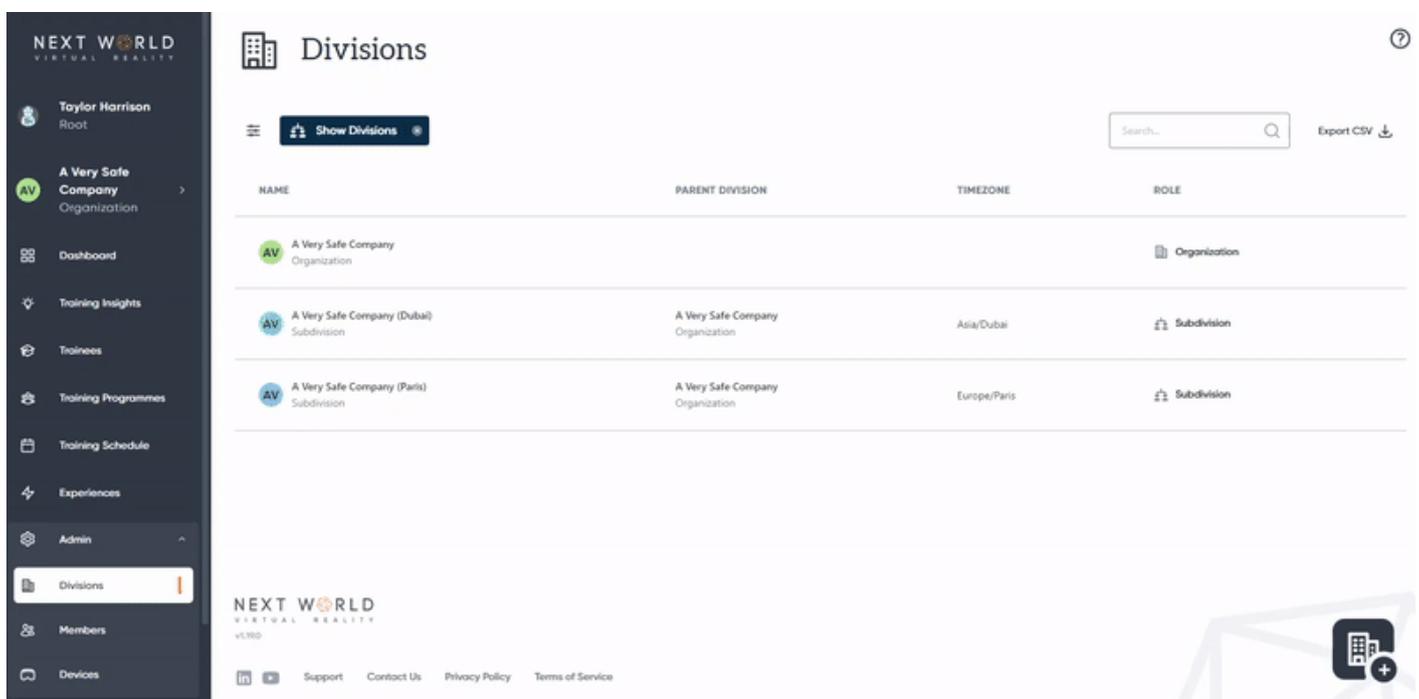
The division management page gives you the ability to add and edit divisions, subsidiaries or sub-companies within your organisation, allowing for more granular team and member management.

## 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 its 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 page in the Next World Virtual Reality system. The page features a dark sidebar on the left with navigation options: Taylor Harrison Root, A Very Safe Company Organization, Dashboard, Training Insights, Trainees, Training Programmes, Training Schedule, Experiences, Admin, Divisions (selected), Members, and Devices. The main content area is titled 'Divisions' and includes a 'Show Divisions' button, a search bar, and an 'Export CSV' link. A table lists the following divisions:

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

The footer contains the Next World Virtual Reality logo, version v1.780, and links for Support, Contact Us, Privacy Policy, and Terms of Service.

## 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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