

# Manage WebEOC Organizations

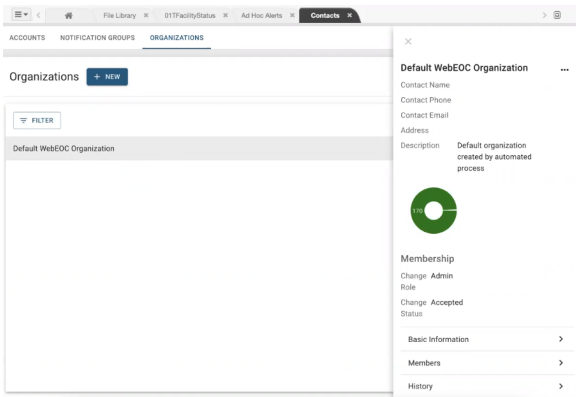
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You can manage your organization (either the default WebEOC organization, or your specific organization) in the *Contacts* plugin.

## To manage an organization

1. In the *Contacts* plugin, click the **Organizations** tab.
2. Select **Default WebEOC Organization**, or the specific organization that you created. The panel opens.



3. Perform any of these actions:

If you want to...	Then...
View the past updates	Click <b>History</b> . <b>Note:</b> You cannot modify this information.
View or change group details	<ol style="list-style-type: none"><li>a. Click <b>Basic Information</b>.</li><li>b. Modify the fields, as needed.</li><li>c. Click <b>Save</b>.</li></ol>
Change an account's permissions/role	<ol style="list-style-type: none"><li>a. Click <b>Members</b>.</li><li>b. Search for the account.<ul style="list-style-type: none"><li>• Select the current organization role, and/or use search to locate the account.</li></ul></li><li>c. In the account row, under the <b>Role</b> column, select the new role from the drop-down list. <i>For more information about roles, see <a href="#">About WebEOC Organizations</a>.</i></li></ol>
Move a group	Modify the hierarchy order of sub-organization groups on the <i>Organization</i> page (not in the panel). <ol style="list-style-type: none"><li>a. On the <i>Organizations</i> page, click the ellipsis at the end of the row containing the sub-organization you want to move.</li><li>b. From the menu, select <b>Move</b>.</li><li>c. On the <i>Select Organization</i> page, expand the <b>Root</b> menu.</li><li>d. Select the new organization under which the sub-organization will be located.</li><li>e. Click <b>Select</b>. The sub-organization moves to the new organization.</li></ol>
Add a member	See <a href="#">Add Members to an Organization</a> .

## Helpful Links

[Juvare.com](#)  
[Juvare Support Center](#)  
[Juvare Training Center](#)  
[Community Resources](#)

Remove an account from group members	<ol style="list-style-type: none"><li>Click <b>Members</b>.</li><li>Select the account you want to remove.</li><li>Click <b>...More</b>.</li><li>Click <b>Remove Accounts</b>.</li><li>Click <b>Remove</b> to confirm the action. The account is removed.</li></ol>
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