

Creating Organizations



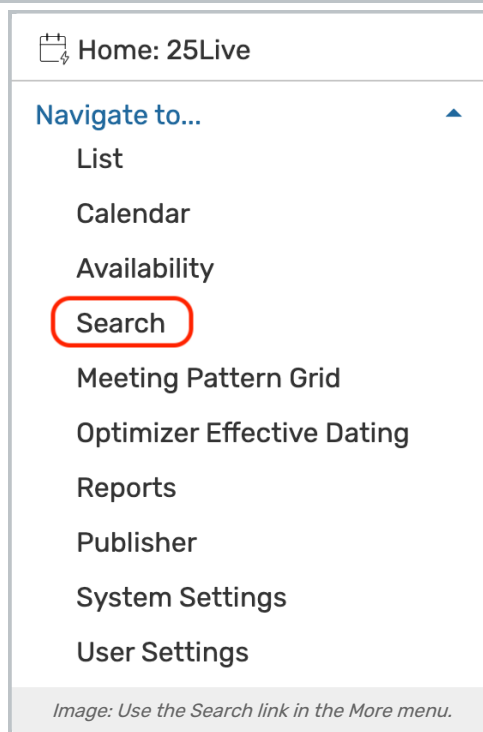
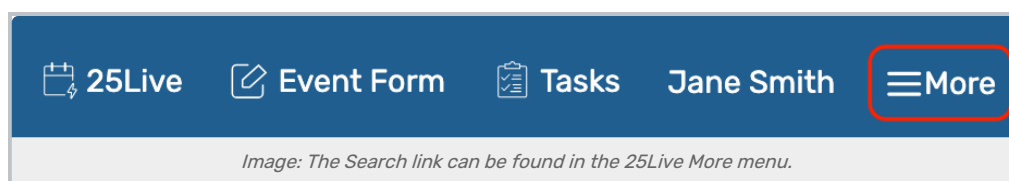
Security Note

In order to use this feature, your 25Live user must have appropriate permissions (Admin: 13.0 *Create, Edit and Copy Organizations*) in [Group Administration](#).

Create a New Organization

1. Go to Search

To create a new organization, use the **Search** link in the 25Live **More** menu to navigate to the search page.



2. Select Organizations From the Select Object Dropdown

3. Click Create New Organization

Below the organization search bar, click **Create New Organization**

Select Object: Organizations ▾ Saved Searches (optional) ▾

Quick Search ☒ Advanced

Search Organizations × ?

Hint! Type :: to use SeriesQL.

Create New Organization | Reset | Save As | Search

Types + Categories +

Image: Users with sufficient permissions will see the Create New Organization button below the Organizations search.

4. Enter an Organization Name and (Optionally) an Organization Title

Create Organization

Organization Name * Organization Title

Add Organization

Create New Organization | Reset | Save As | Search

Image: Fill out the Create Organization form fields and press Add Organization.

5. Save by Selecting the Add Organization Button

The organization will be saved with the [default security settings](#) configured in Group Administration.

After saving, you will be routed to the [Organization Details](#) page. There, you can view or [edit](#) associated information for your new organization.