Requisitioner in more than one organisation

Requisitioner in more than one organisation (faculties or administration) - Switch organisation

On your Dashboard, you can see which organisation the invoice belongs to. If this is not the same as the one you see in the top right-hand corner, this means that you have the requisitioner role for more than one organisation (faculties/administration). When you click the invoice, you automatically switch organisation. You can also switch between organisations by clicking the toothed wheel icon in the top right-hand corner.

Click in the top right-hand corner.

Click ‘Select organisation’.

Select the organisation you want to switch to.
Confirm

Are you sure, that you would like to switch to another active organisation?
This will reload the system...

[Yes] [No]

Click ‘Yes’.

[Reloading...]

The system reloads and after a few seconds, you can see the front page of the other organisation.

You can see the name of the organisation in the top right-hand corner.