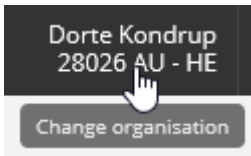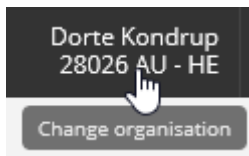# Requisitioner in more than one organisation

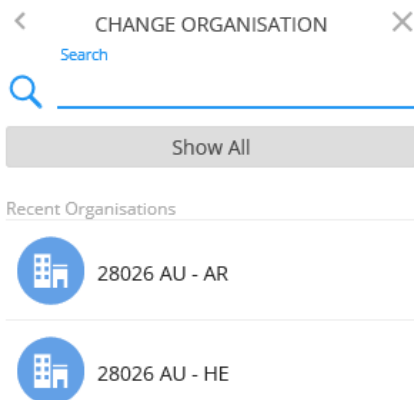## Requisitioner in more than one organisation (faculties or administration) - Switch organisation

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 '**Show All**' if you can not see your organisations or search

Select the organisation you want to switch to.

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.