

Manage Access

Guide for IR Administrators

Purpose of this document

Background: WIR IR (Immunization Registry) Administrators have the responsibility to add, edit, and maintain current information for user accounts in their organization. IR Administrators should serve as the organization's first point of contact for user access issues such as adding users, user account reactivation, password resets, editing user information, and assigning user roles (permissions).

IR Administrators are also responsible for editing their organization(s) information when needed.

Topics Covered: User Roles, Adding Users, Editing Users, Editing Organizations

After reviewing this document, you should be able to:

- Assign the appropriate user role to a user.
- Add a user or multiple users.
- Edit user account information and modify user access.
- Reactivate, disable, or terminate user accounts or user roles.
- View and edit organizations.

Contents

User roles	3
The manage access panel	4
Adding users.....	5
Adding multiple users	11
Editing user information	13
Editing user information	14
Modifying user access.....	15
Viewing organizations.....	19
Editing organizations.....	21

User roles

A user role is a level of access within WIR that each user is assigned when given login credentials. The different roles are hierarchical, and the most common ones are listed below from the highest to the lowest levels of access.

1) Administrator

- a. The first point of contact within the organization for WIR user access.**
- b. Responsibilities: Maintain all organization-specific information, including:**
 - i. Users, *including user access and password resets.*
 - ii. Organization and Site updates.
 - iii. Clinicians and Physicians.
- c. Permissions:**
 - i. Access to the entire Reports menu, and the ability to run reports for your organization
 - ii. Access to the Vaccines for Children (VFC) specific menu
 - iii. All functions available to all other user roles listed below (except Data Exchange/HMO)

2) MV (Mass Vaccination) + Inventory

- a. Permissions:**
 - i. All functions available to mass vaccination users **and** inventory control users
 - ii. Reminder/Recall and Benchmark reports

3) Inventory Control

- a. Responsibilities: Manage the organization's inventory of vaccines in WIR**
 - i. Order all vaccines if the provider is a VFC or Vaccines for Adults (VFA) provider
- b. Permissions:**
 - i. View inventory
 - ii. Add and update vaccines in inventory
 - iii. Manage all transfers in and out of inventory
 - iv. View transactions
 - v. Manage Clinicians and Sites
 - vi. All functions available to Typical users and Reports Only users

4) Typical User

- a. Primary user of WIR**
- b. Permissions:**
 - i. Add immunizations, including mass vaccinations
 - ii. Edit immunizations, including mass vaccinations
 - iii. Find and edit client
 - iv. Print immunization report for client

5) Mass Vaccination (MV)

- a. Permissions:**
 - i. Add mass vaccinations (such as COVID-19 or Influenza)
 - ii. Find client / Enter new client (MV)

iii. Mass Vaccination users **cannot** edit or delete immunizations

6) Data Exchange/HMO User

a. Permissions:

- i. Automatically exchange immunization batch files through WIR
- ii. View client reports


7) Reports Only

a. Permissions:

- i. Query client information
- ii. Print client-specific reports from **View Client Report**
- iii. Print New Client Form (blank Vaccine Administration Record or VAR) from the **Forms** page
- iv. May NOT edit/update information in the registry

The manage access panel

- Once you log in, one of two things will be displayed:
 - a. A user with only one organization will see this panel along the top of the screen.
Select **manage access/account** to get to the **Manage Access** section.



WIR
Wisconsin
Immunization
Registry

Training Region 12.9.0
.....

Maintenance
manage schools
manage physicians
manage sites
manage clinicians
manage schedules

Inventory
barcode reports
manage inventory
manage orders
manage transfers
shipping documents
transaction summary
trans summ status
vaccine usage

r / r home **manage access/account** forms related links logout help desk training

organization Central City Hospital • user IR Administrator

announcements:

10/30/2023 ~ [WIR Scheduled TRN/PRD Maintenance Sunday November 5, 2023](#)

NEW 10/16/2023 ~ [COVID 19 dose level eligibility codes](#)

NEW 09/14/2023 ~ [Vaccine Overages](#)

NEW 09/12/2023 ~ [WIR Scheduled TRN/PRD Maintenance Sunday, September 17, 2023](#)

NEW 08/03/2023 ~ [Wisconsin COVID-19 Vaccine Exchange](#)

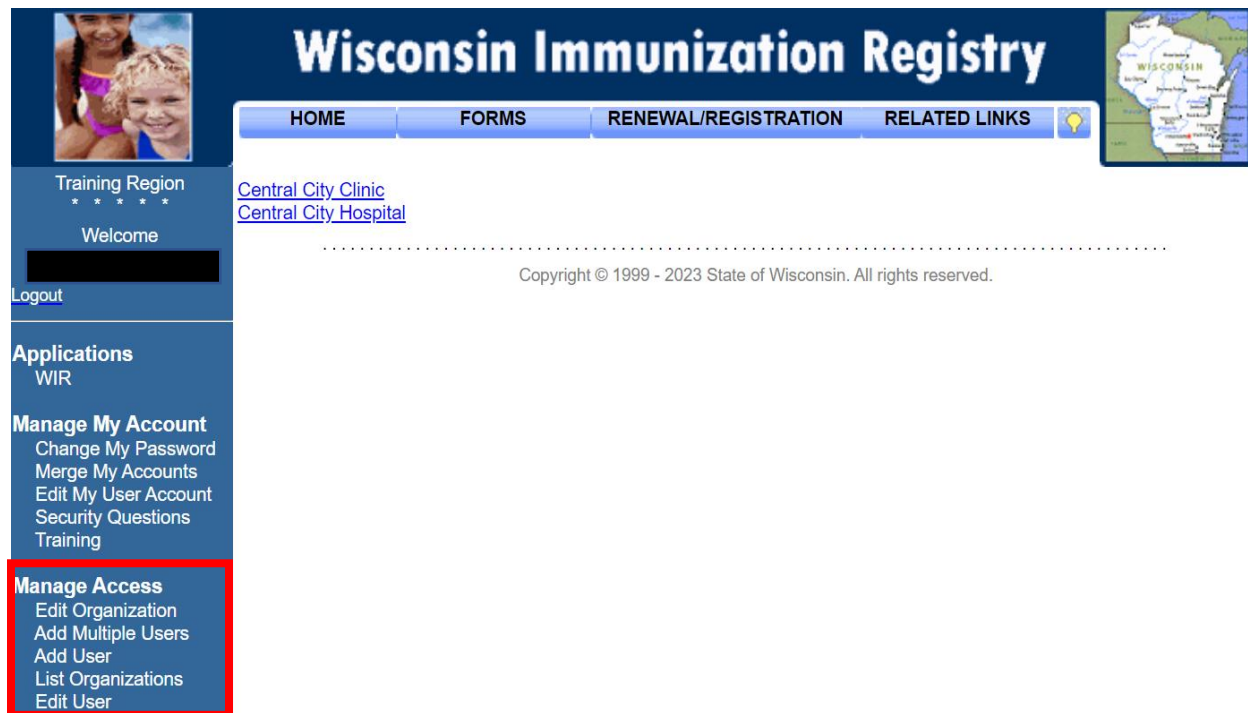
NEW 07/28/2023 ~ [Vaxneuvance Recall](#)

[more announcements](#)

release notes:

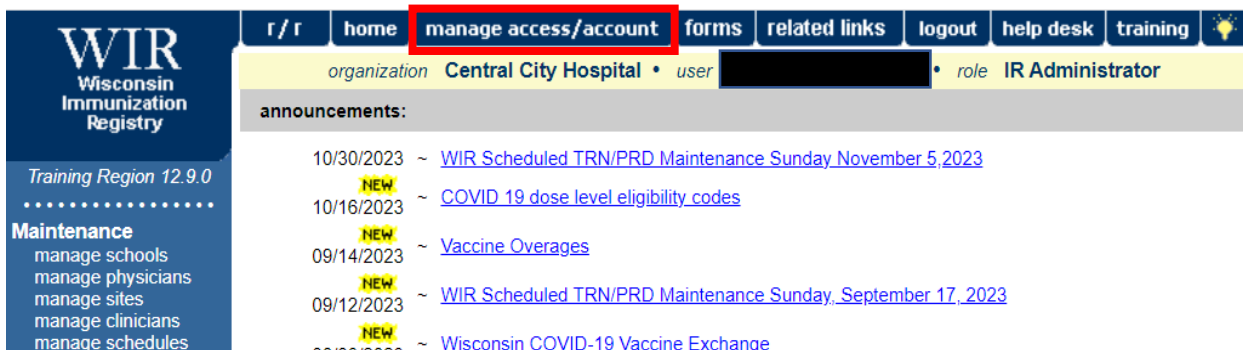
10/23/2023 ~ [Release Version 12.9.0](#) Official WIR Record/HL7 2.5.1 r1.5 improvements

- b. A user with more than one organization will see the **Manage Access** section in the left menu panel, prior to selecting an organization.

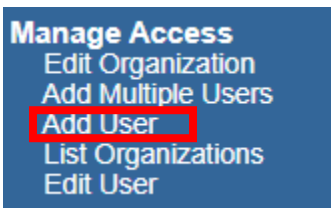


Adding users

- 1) **Important:** Adding a user is **not** the same as adding a clinician or physician. A user is an individual who has access to log in to WIR; a clinician is an individual who administers vaccine and/or orders the administration of vaccines; and a physician is an individual that is available for selection as a client's primary care provider on the **Manage Client** screen.
Adding an individual as a user does not automatically add them as a clinician or physician in WIR.
 - a. For more information on how to add or manage clinicians or physicians, refer to the Maintenance guide.
- 2) **Important: Please do not assign the same username to more than one person in an organization. Try to use the same naming convention for all usernames, to keep the username simple and easy to remember.**
 - a. Example: A common naming convention is the first initial plus the last name of the user. For instance, the name **Test User** has the username **tuser**.
- 3) Access the post-login page by selecting the Manage Access/Account menu option at the top of the WIR screen.



- 4) Select **Add User** under the **Manage Access** section.



- 5) On the **Add User** screen, provide as much information about the user as possible. Only the blue fields are required; however, more information is better, in case WIR staff or IR Administrators need to contact the user.
- Full address, email and phone number are required for IR Administrators.
 - Select the checkboxes to set up email notifications to the user for low inventory, expiring inventory, and vaccine orders.
 - Username and Password are case sensitive. Whenever you use an uppercase or lowercase letter, the user will have to enter it the exact same way.**
 - Once all user information has been entered, select the **Save** button.

Add User

* User First Name

* User Last Name

User Middle Initial

* Username

* Password

Street Address

Other Address

P.O. Box

City

State Zip -

Email

Phone Number Ext

Receive emails for ☐ Low Inventory ☒ Expiring Inventory ☒ Vaccine Orders ☒

Note: Full address, email and phone number are required for administrators.

- 6) Once you select the **Save** button, you are not finished. You will see a message at the top ***** User Added, please proceed to Modify Access Tab. User does not have access until you do! ***** You still have to assign the correct access (user role) for the user. If you leave the page now, you will have to start over. To assign the user role, select the "Modify Access" tab at the top of the screen.

**** User Added, please proceed to Modify Access Tab. User does not have access until you do! ****

[Edit User](#)

[Modify Access](#)

User Id 94051

* User First Name

Test

* User Last Name

User

User Middle Initial

* Username

TUser

New Password

Confirm New Password

Status

☒ Active
 ☐ Disabled
 ☐ Terminated

Street Address

1 W Wilson St

Other Address

P.O. Box

City

MADISON

State

WI

Zip

53703

-

Email

tuser@mail.com

Phone Number

555

555

5555

Ext

Receive emails for

Low Inventory

☒

Expiring Inventory

☒

Vaccine Orders

☒

Note: Full address, email and phone number are required for administrators.

Save

Cancel

- 7) On the **Modify Access** screen, verify you are creating the account under the correct organization by verifying the name under **Organization**. If you only have access to one organization, there will be no drop down box under Organization, only a drop down box under Role. Then assign the correct role for the user from the drop down under **Role**. In the example below, the Username TUser has been assigned the IR Typical User role under the WIR Physicians organization. Select the **Add** button.

[Edit User](#)
[Modify Access](#)

Add or remove applications and organizations to which this user has access.

Username TUser

User Test User

Application	Organization	Role	Add Access
WIR	WIR Physicians ▼	IR Typical User ▼	Add

Current list of organizations and applications.

Select user from this list to update their role or status.

Select

Application	Organization	Role	Status	Select
-------------	--------------	------	--------	--------

Save

Cancel

- 8) When you select the **Add** button, the user's access (user role) will appear under "Current list of organizations and applications." You will see a message in the middle of the screen, ***** Update in progress, press Save to keep *****. Select the **Save** button.

[Edit User](#)
[Modify Access](#)

Add or remove applications and organizations to which this user has access.

Username TUser

User Test User

Application	Organization	Role	Add Access
WIR	▼	▼	Add

**** Update in progress, press Save to keep ****

Current list of organizations and applications.

Select user from this list to update their role or status.

Select

Application	Organization	Role	Status	Select
WIR	WIR Physicians	IR Typical User	Active	<input type="checkbox"/>

Save

Cancel

- 9) When you select the **Save** button, you will see a message at the top, **“** User Updated **.”** You have successfully created a user account.

**** User Updated ****

[Edit User](#)

[Modify Access](#)

Add or remove applications and organizations to which this user has access.

Username TUser

User Test User

Application	Organization	Role	Add Access
WIR	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Current list of organizations and applications.

Select user from this list to update their role or status.

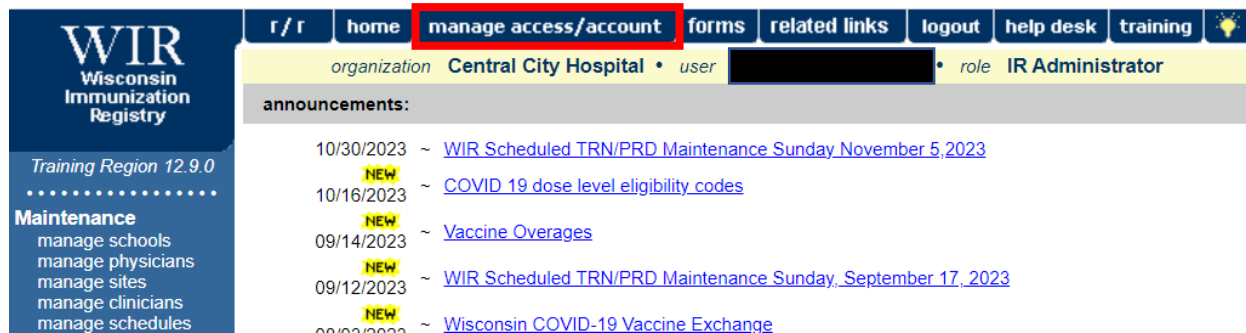
Application	Organization	Role	Status	Select
WIR	WIR Physicians	IR Typical User	Active	<input type="checkbox"/>

- 10) **A user may be assigned to more than one application, organization, or user role. For example, they can be a LEAD Typical User for one organization’s LEAD (Wisconsin Blood Lead Registry) application, and the IR Administrator for another organization’s WIR application.**
- 11) You can only assign users to the applications to which you have Administrator access. For example, if you are not a LEAD Administrator, you cannot assign users to the LEAD application to have access to the Wisconsin Blood Lead Registry.
- 12) The user can log in to WIR using the same org code you use for your organization, the username you have created, and the temporary password you have set. The temporary password is good for 24 hours. All credentials are case sensitive. The user will be prompted to change their password as soon as they log in.

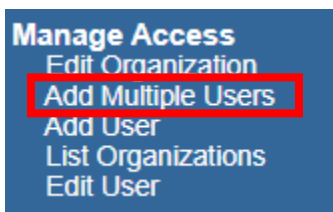
Adding multiple users

This function is used to add multiple users to WIR at once. The only fields available are Last Name, First Name, User Name, and Password. "Add Multiple Users" cannot be used to add IR Administrators, because administrators must have an address and email included on their user account. "Add Multiple Users" is also useful for viewing the name, username, user role, and account status of all users in your organization.

- 1) Access the post-login page by selecting the **Manage Access/Account** menu option at the top of the WIR screen.



- 2) Select **Add Multiple Users** under the **Manage Access** section.



- 3) Select the Application and the Organization.
 - a. A list of "Current users" displays at the bottom of the screen. **Use this list to review all the current active, disabled, and terminated users for the organization. This is a helpful tool even if you are not adding new users.**
 - b. It is recommended that you check the list of names to make sure you are not adding a user twice or using the same username twice.

Current users

Last Name	First Name	User Name	Role	Status
Aardvark	Amy	aaamy	IR Inventory Control	Terminated
Account	Manage	maccount	IR Administrator	Inactive
Admin	Adam	aadmin	IR Administrator	Inactive
Admin	Hannah	hadmin	IR Administrator	Terminated
Admin	Katelyn	KAdmin	IR Administrator	Active
Admin	Kevin	kadmin	IR Data Exchange - Admin	Active
Admin	User	uadmin	IR Typical User	Disabled due to multiple login attempts with incorrect password.

- 4) To add a user, at the top of the screen enter the Last Name, First Name, User Name, and Password. Select the Role of the new user from the dropdown menu, then select the **Add** button.

Add Multiple Users

Application: WIR
Organization: WIR Physicians ▼ Refresh

*Select Add between each user you want to add.
Once you change application or organization, a new list starts.*

Last Name	First Name	User Name	Password	Role	Add User
Smith	John	JSmith1	IR Reports Only ▼	Add

- 5) The newly added user will appear in a new list in the middle of the screen called "Newly added users." To add another user, repeat the same steps at the top of the screen.

Newly added users

Last Name	First Name	User Name	Role
Smith	John	JSmith1	IR Reports Only
Smith	Jane	JSmith2	IR Mass Vaccination

- 6) To refresh the list of current users, select the **Refresh** button in the upper right. The users will now show in the list of current users. You have successfully created multiple user accounts.

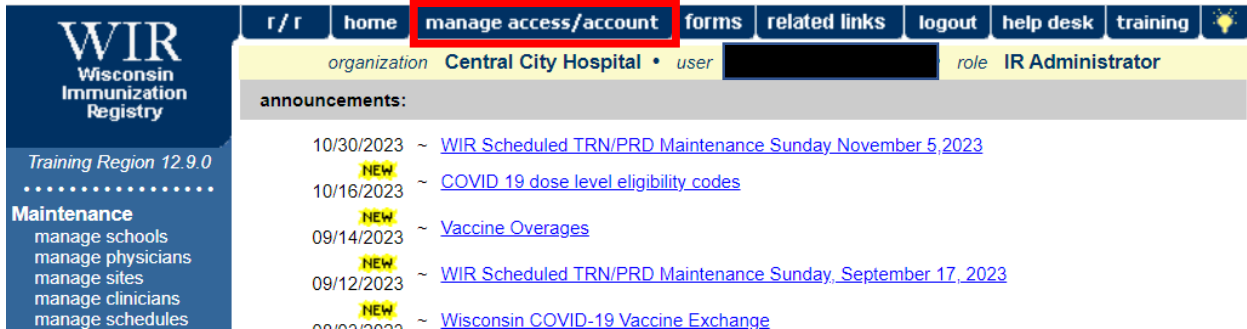
Smith	Jack	jacks	IR Reports Only	Terminated
Smith	Jane	JSmith2	IR Mass Vaccination	Active
Smith	Joe	smjo	IR Inventory Control	Terminated
Smith	John	jsmith	IR Typical User	Terminated
Smith	John	JSmith1	IR Reports Only	Active

- 7) The users can log in to WIR using the same org code you use for your organization, the usernames you have created, and the temporary passwords you have set. The temporary passwords are good for 24 hours. All credentials are case sensitive. The users will be prompted to change their password as soon as they log in.

Editing user information

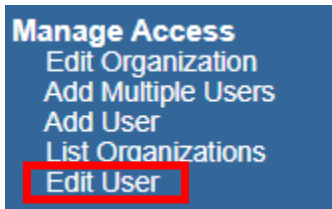
- Used to edit user information or modify the user's access
- Used for password reset for the user
- Used to activate, disable, or terminate the user's access under a particular organization

1) Access the post-login page by selecting the **Manage Access/Account** menu option at the top of the WIR screen.



The screenshot shows the WIR post-login interface. The top navigation bar includes links for 'r/r', 'home', 'manage access/account' (highlighted with a red box), 'forms', 'related links', 'logout', 'help desk', and 'training'. Below this, the user's organization is 'Central City Hospital' and their role is 'IR Administrator'. The left sidebar contains the 'WIR Wisconsin Immunization Registry' logo and a 'Maintenance' section with links to 'manage schools', 'manage physicians', 'manage sites', 'manage clinicians', and 'manage schedules'. The main content area displays 'announcements' with a list of recent updates, including 'WIR Scheduled TRN/PRD Maintenance Sunday November 5, 2023' and 'COVID 19 dose level eligibility codes'.

2) Select **Edit User** under the **Manage Access** section.



The screenshot shows a dropdown menu titled 'Manage Access'. The menu items are 'Edit Organization', 'Add Multiple Users', 'Add User', 'List Organizations', and 'Edit User' (highlighted with a red box).

- 3) **Important: When searching for users, ensure that you have selected the correct organization and selected the Active, Disabled, and Terminated status checkboxes so that you will search all users (regardless of status) in your organization.**

Edit User - Search

Application: WIR

Organization:

Status: Active ☒ Disabled ☒ Terminated ☒

Last Name: First Name:

To get a complete list of users, leave both fields blank and click the find button.

Search Results

Last Name	First Name	MI	User Name
User	Test		TUser
User	Test		testy

- 4) Search for the user by last name and first name. If you are unsure of the spelling, try searching with just the first few letters of each name. To get a complete list of users in the organization, leave both the last name and first name blank and select the **Find** button.
- 5) To display the **Edit User** screen for a specific user, select the user's last name blue link.

Editing user information

- 1) Review the **Edit User** screen and make any necessary changes.
 - a. **New Password (Password Reset)**
 - i. **IR administrators are responsible for password resets for WIR users when needed (for example, when the password reset link emailed to the user does not work).**
 - ii. Reminder: All users should periodically check to make sure their email address is current so that if a password reset email is sent, it will be sent to the correct email address.
 - iii. To reset a user's password, enter a new password and confirm the new password on the **Edit User** screen. Then select **Save**.
 - iv. Notify the user of the new temporary password you have set. The temporary password is good for 24 hours. The user can log back in to WIR using the temporary password and will be prompted to change their password as soon as they log in.

- b. Status
 - i. Do not change the user's status on this screen; instead, check the **Modify Access** tab to modify the status of the user's role under each organization.
- c. Receive emails for checkboxes
 - i. To opt the user out of receiving low inventory, expiring inventory, or vaccine order e-mail notifications, uncheck the appropriate boxes.
 - ii. **Please note:** WIR strongly advises against opting out of receiving email notifications. Emails that alert you to low or expiring inventory are helpful tools in maintaining accurate and viable inventory.

[Edit User](#)
[Modify Access](#)

User Id 94053

* User First Name

* User Last Name

User Middle Initial

* Username

New Password

Confirm New Password

Status ☒ Active ☐ Disabled ☐ Terminated

Street Address

Other Address

P.O. Box

City

State Zip -

Email

Phone Number Ext

Receive emails for

Low Inventory ☒

Expiring Inventory ☒

Vaccine Orders ☒

Note: Full address, email and phone number are required for administrators.

- 2) When you are done with all changes on this screen, select the **Save** button. You will see a message at the top, "*** User Updated ***."
- 3) If done editing, select **Cancel** to return to the **Edit User - Search** screen. If modifying user access, continue to next step.

Modifying user access

- 1) Select the **Modify Access** tab to modify the access of a user.

- 2) To edit current access:
 - a. Check the **Select** checkbox of the appropriate line for the access to be edited.
 - b. Click the **Select** button.

[Edit User](#)
[Modify Access](#)

Add or remove applications and organizations to which this user has access.

Username TUser
User Test User

Application	Organization	Role	Add Access
WIR	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Current list of organizations and applications. *Select user from this list to update their role or status.*

Application	Organization	Role	Status	Select
WIR	WIR Physicians	IR Typical User	Active	<input checked="" type="checkbox"/>

- 3) When you click the **Select** button, the selected user access will move to the top of the screen.

[Edit User](#) [Modify Access](#)

Add or remove applications and organizations to which this user has access.

Username TUser
User Test User

App.	Organization	Role	Status	Update
WIR	WIR Physicians	IR Typical User	<input checked="" type="radio"/> Active <input type="radio"/> Disabled <input type="radio"/> Term	Update

Current list of organizations and applications. *Select user from this list to update their role or status.* [Select](#)

Application	Organization	Role	Status	Select
WIR	WIR Physicians	IR Typical User	Active	<input checked="" type="checkbox"/>

[Save](#) [Cancel](#)

- 4) Change the user role using the dropdown under "Role," and update the status to Active, Disabled, or Terminated using the radio buttons under "Status."
 - a. Active – the user can log in and use all functions available under that particular user role for that particular organization.
 - b. Disabled – the user account was temporarily inactivated. The account can be manually inactivated by an IR admin or automatically by WIR, usually because of too many login attempts or incorrect answers to security questions.
 - i. The account can also be automatically disabled if the user does not log in for 90 days or more.
 - c. Terminated – If the user is no longer working for or associated with your organization, then the user role (access) under your organization should be terminated, not disabled. **IR Administrators are responsible for terminating users' access when necessary.**
 - i. If an administrator were to **disable** a user's access when they leave employment, that individual could call the WIR Help Desk to get their account reactivated. If the administrator **terminates** the user's access, however, the WIR Help Desk staff will always tell the person to contact the administrator at their organization to be reactivated. This is a key difference between disabling and terminating a user's account.

- ii. Many providers have added terminating WIR access as a step of their exit interview checklist when an employee leaves employment. That way the organization can be assured the former employee no longer has access to confidential client information.
- 5) When you are done making changes to the user's access, select the **Update** button. In this example, the user role has been changed to IR Inventory Control.

[Edit User](#)
[Modify Access](#)

Add or remove applications and organizations to which this user has access.

Username TUser
User Test User

App.	Organization	Role	Status	Update
WIR	WIR Physicians	IR Inventory Control	<input checked="" type="radio"/> Active <input type="radio"/> Disabled Term	Update

Current list of organizations and applications. *Select user from this list to update their role or status.* [Select](#)

Application	Organization	Role	Status	Select
WIR	WIR Physicians	IR Typical User	Active	<input checked="" type="checkbox"/>

[Save](#)
[Cancel](#)

- 6) When you select the **Update** button, you will see a message at the top of the screen displaying, "*** User Access Updated ***." You will also see the user's role in the bottom of the screen has changed. You have successfully modified the user's access.

** User Access Updated **

[Edit User](#) [Modify Access](#)

Add or remove applications and organizations to which this user has access.

Username TUser
User Test User

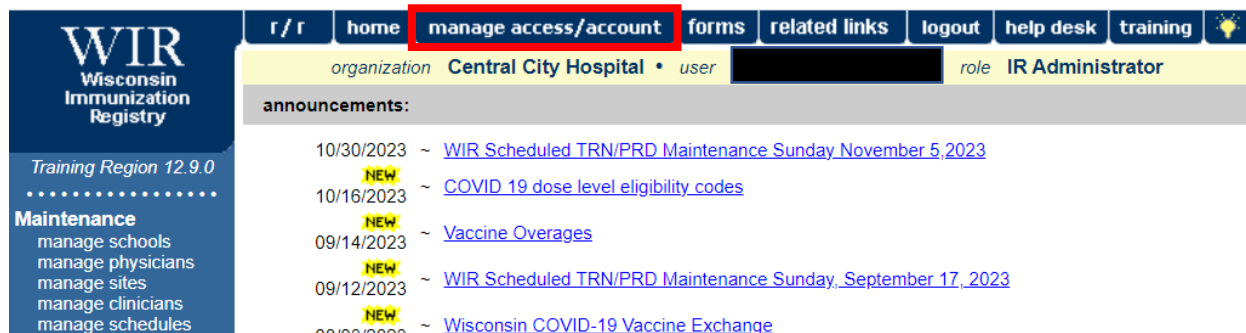
Application	Organization	Role	Add Access
WIR	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Current list of organizations and applications. Select user from this list to update their role or status.

Application	Organization	Role	Status	Select
WIR	WIR Physicians	IR Inventory Control	Active	<input type="checkbox"/>

Viewing organizations

- 1) Access the post-login page by selecting the **Manage Access/Account** menu option at the top of the WIR screen.



WIR
Wisconsin
Immunization
Registry

Training Region 12.9.0

Maintenance
manage schools
manage physicians
manage sites
manage clinicians
manage schedules

[home](#) **[manage access/account](#)** [forms](#) [related links](#) [logout](#) [help desk](#) [training](#)

organization **Central City Hospital** • user **[redacted]** role **IR Administrator**

announcements:

- 10/30/2023 ~ [WIR Scheduled TRN/PRD Maintenance Sunday November 5, 2023](#)
- 10/16/2023 **NEW** ~ [COVID 19 dose level eligibility codes](#)
- 09/14/2023 **NEW** ~ [Vaccine Overages](#)
- 09/12/2023 **NEW** ~ [WIR Scheduled TRN/PRD Maintenance Sunday, September 17, 2023](#)
- 09/08/2023 **NEW** ~ [Wisconsin COVID-19 Vaccine Exchange](#)

- 2) Select **List Organizations** under the **Manage Access** section.

Manage Access
[Edit Organization](#)
[Add Multiple Users](#)
[Add User](#)
[List Organizations](#)
[Edit User](#)

- 3) If desired, select an organization type from the dropdown. If you cannot find the organization you are looking for, try looking under "All Orgs." Use the radio buttons to select whether you would like to show active, inactive, or both active and inactive organizations. You may also select a letter from the Index menu to view those organizations beginning with the letter selected.
- Each provider organization has a main contact and phone number listed.

List Organizations

☒ **Association Type:** All Orgs ▼

Show: ☒ Active ☐ Inactive ☐ Both

☐ **Provider Type:**

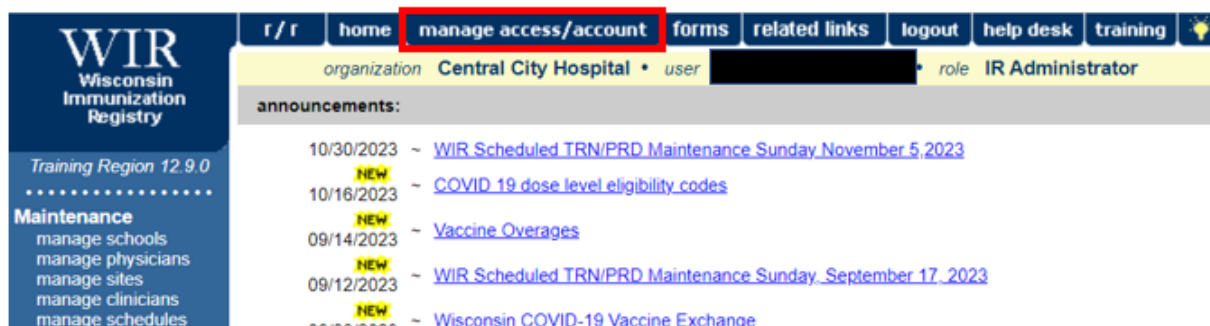
Index [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Name	City	Main Contact	Phone
**Mansi P	DUBLIN		
**Mansi Patel	JERSEY CITY		
*mmp	PARAMUS		
1 Tempfix2	ORG CITY		
111 Test1 Child Org	OSHKOSH		
111 Test2 Organziation	MADISON		
122 Test1 Organization	MADISON		

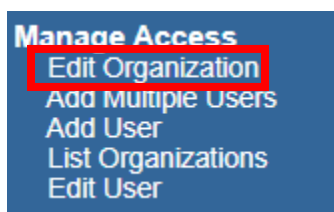
Editing organizations

You can only edit the information for the organizations to which you have IR Administrator access.

- 1) Access the post-login page by selecting the **Manage Access/Account** menu option at the top of the WIR screen.



- 2) Select **Edit Organization** under the **Manage Access** section.



- 3) On the **Edit Organizations** screen, select the organization you wish to edit by selecting the blue hyperlinked organization name.
 - a. Some organizations in WIR are arranged into a parent/child structure. If a user is assigned IR Administrator access to a parent organization, they will also have IR Administrator access to all child organizations under the parent organization. The parent/child relationship is generally used to facilitate data exchange. On the **Edit Organizations** screen, parent organizations are marked with an asterisk (*). They will only display if the administrator has access to the parent organization.

Edit Organizations			
Select your organization's name to view and/or update information. Note: parent organization names are marked with an "*".			
Index	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z		
	Name	City	Main Contact Phone
	*WIR Physicians	MADISON	
	Hannan Test Org	MADISON	
	INVENTORY	MADISON	
	INVENTORY (NEW)	MADISON	
	KDS Org	MADISON	
	WIR Physicians 3	MADISON	
	WIR Physicians II	MADISON	

- 4) When you select the organization's name, the **Edit Organization** screen will display.

Edit Organization

Status ☒ Active ☐ Inactive

Org Id 36 * Org Classification Parent

* Name WIR Physicians

Application(s)

Add >

< Remove

Inactivate >

Reactivate >

LEAD

PORTAL

SNS

WIR

* Association Type Private

* Provider Type Other (specify)

* Org Code WIRPH

County

Medicaid ID 99999100

Address Information: Address is deliverable

* Address 1 123 45th St

Address 2

PO Box

* City MADISON

* State WI * Zip Code 53703 - 3251

* Contact WIR Helpdesk

* Email dhswirhelp@dhs.wisconsin.gov

* Area Code 608 * Phone Number 266 1212 Ext 9691

* Tracking Schedule ACIP

Alternate Access Keycode WcNVA1zSDNCyLJaO Change code

Blood Lead Access Code pgJBAa Change Access code

- a. The user can update the organization name, contact information, or tracking schedule.
- b. Org Classification, Type, Short Name, Medicaid ID, and County can only be updated by contacting the WIR Helpdesk.
- c. If you have administrative access to the Wisconsin Blood Lead Registry (WBLR), you may change the organization's blood lead access code by selecting the **Change Access Code** button. The system will change the code automatically; you should note the new code and inform all WBLR users in your organization of the change.
- d. When you are done with all changes on this screen, select **Save**. You will see the message "Organization Updated" at the top of the screen. Any information that is updated for the organization is also updated for related sites.
- e. To cancel, select **Cancel**. You will see a pop up asking if you want to save your changes. If you do not wish to save changes, select **Cancel** again. You will be brought back to the list of organizations on the **Edit Organizations** screen.