

# Updating Organization Names

7 Steps [View most recent version](#) 

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Created by

Engagifii Inc.

Creation Date

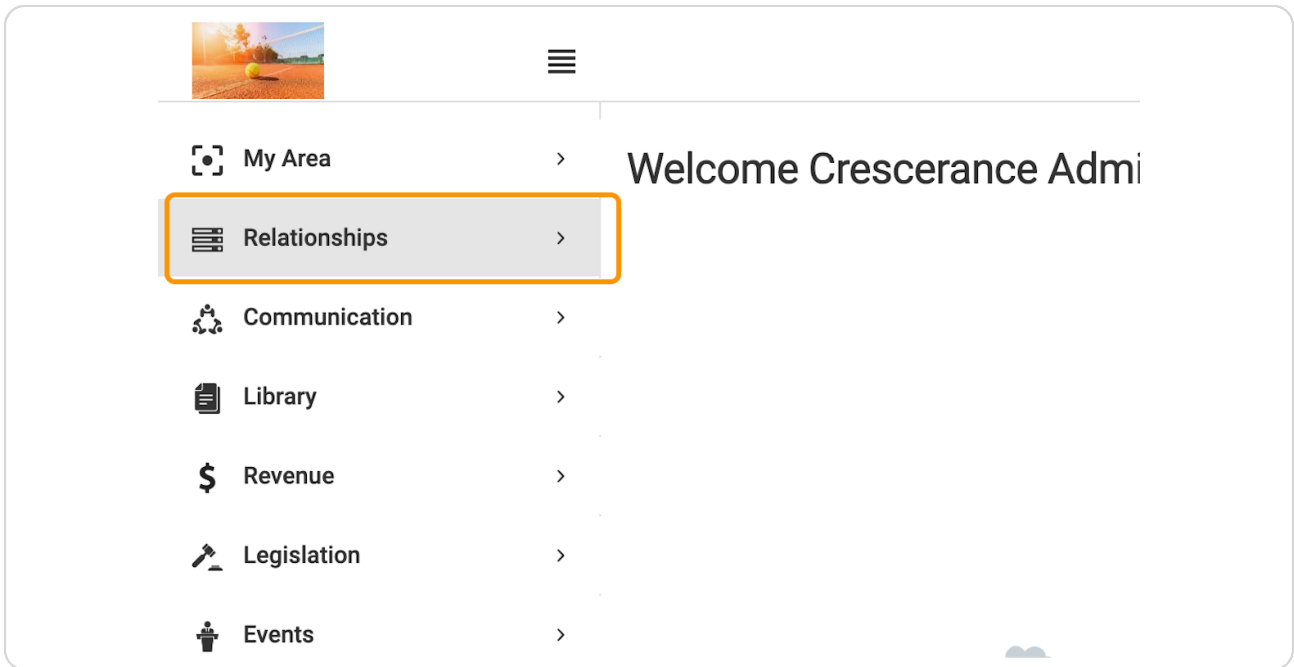
September 28, 2023

Last Updated

September 28, 2023

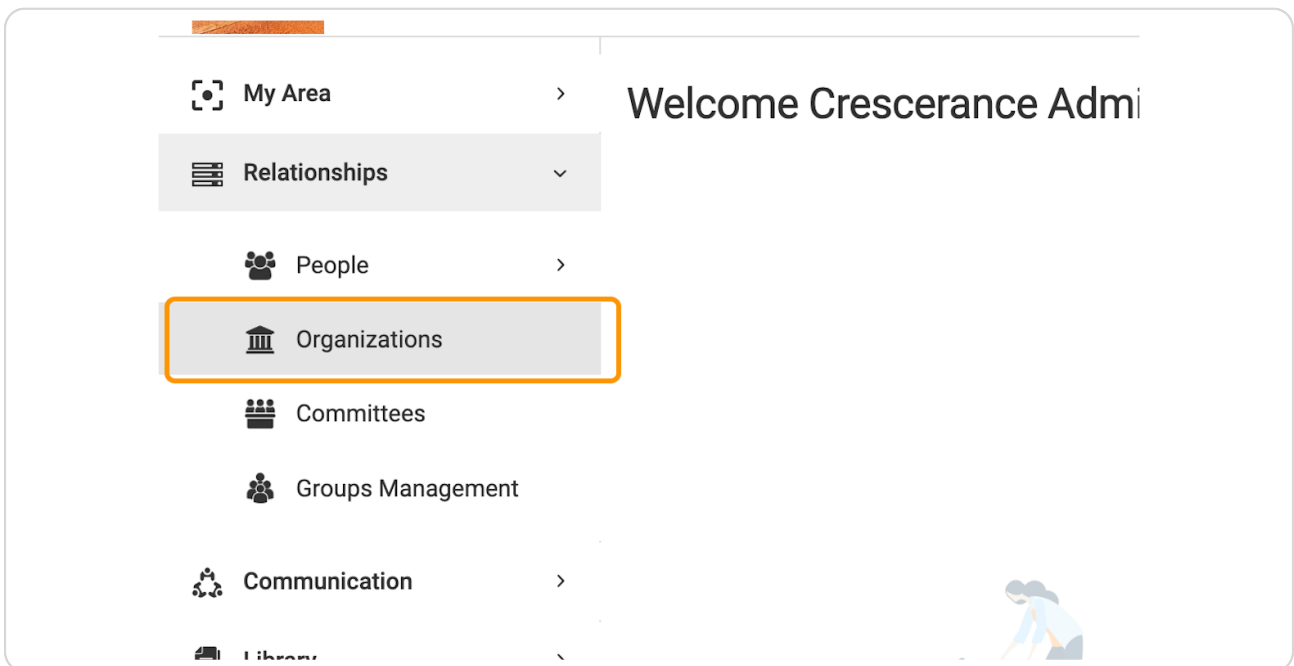
STEP 1

Click on Relationships



STEP 2

Click on Organizations



### STEP 3

Click on the organization that you wish to update in order to view the organization detail page.

Organization Name	Count	Status	Last Update
NIKE	2/2	Active	Oct 21
World Tennis Association	1/1	Active	Oct 21
Tennis Instructors Academy	1/1	Active	Jul 20
European Association	5/5	Active	Jun 1
<b>Workspace Organization Name, Inc.</b>	4/4	Active	May 2

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### STEP 4

Click on the pencil icon next to the organization's name.

Home / Relationships / All Organizations / Organization Detail

**Workspace Organization Name, Inc.**

Status: Active Organization Type: Workspace Organization

Tag(s): +

**General Details** | Accounting Details | Political information

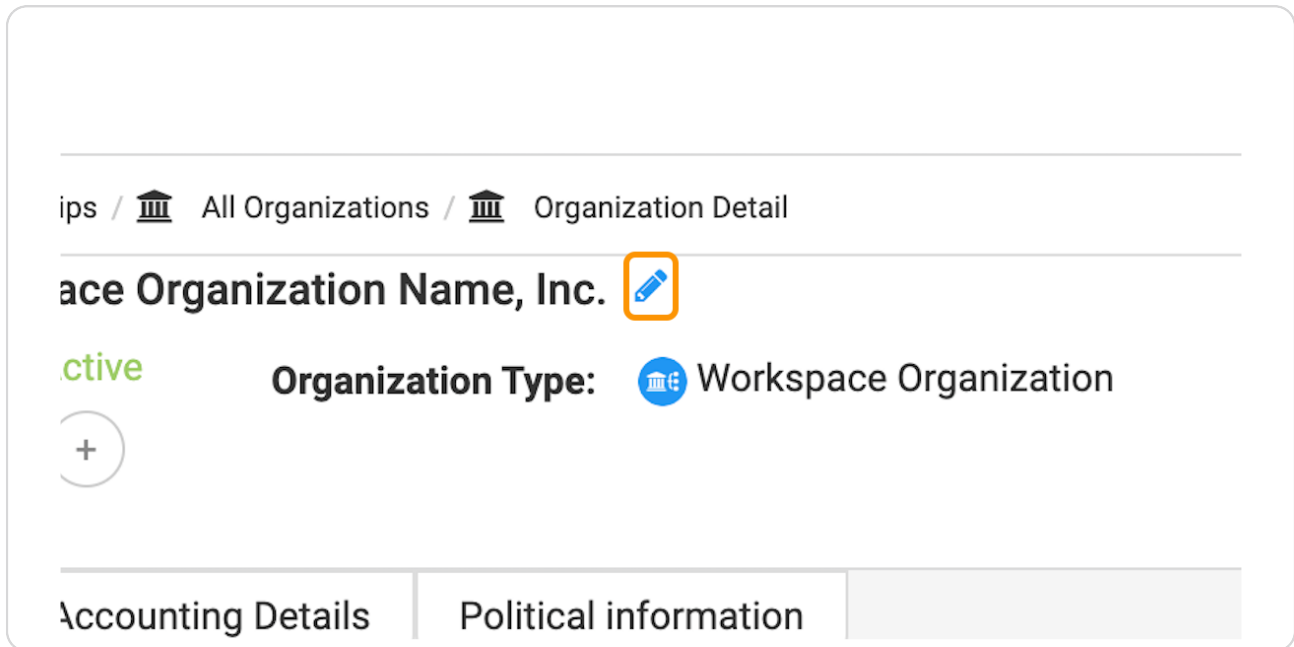
GENERAL DETAILS



Basic info | People | Related Organizations | Key Contacts | Committees | Documents


Contact Info


## STEP 5


Click on highlight



ips /  All Organizations /  Organization Detail

**ace Organization Name, Inc.** 

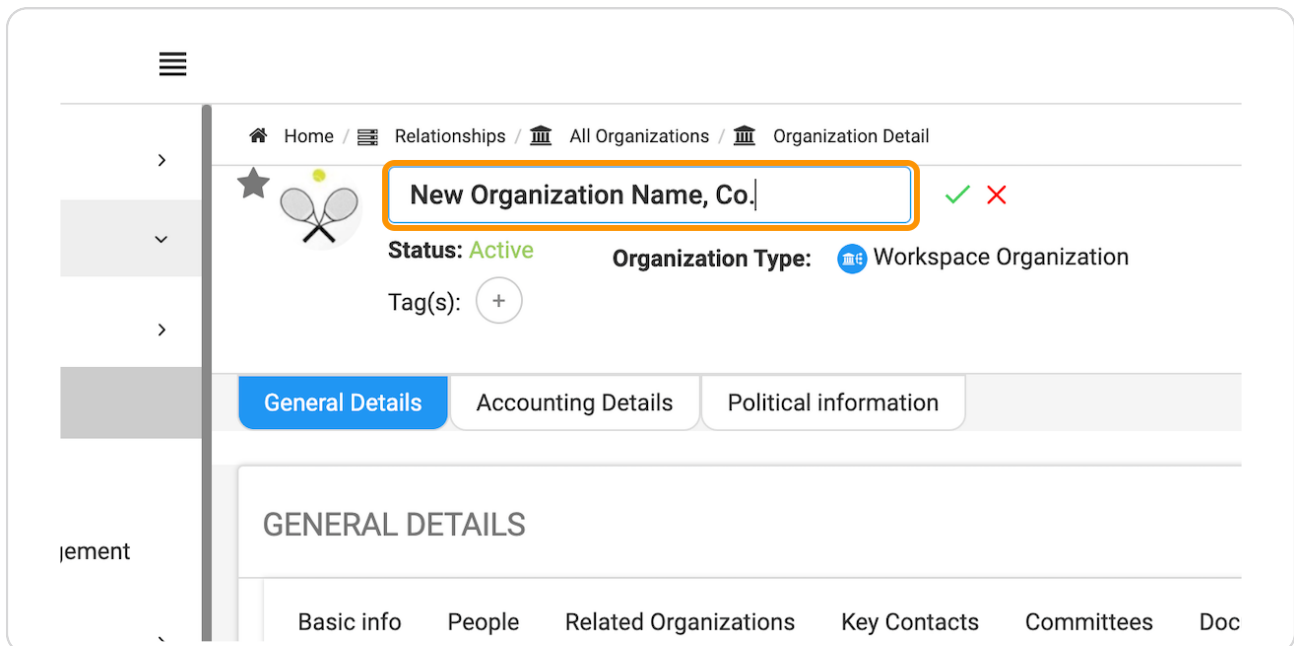
**ctive** **Organization Type:**  Workspace Organization







Accounting Details | Political information





## STEP 6


Input the new organization name and then click the green check mark to save changes.






Home /  Relationships /  All Organizations /  Organization Detail

**Status:** Active **Organization Type:**  Workspace Organization

Tag(s): 

General Details | Accounting Details | Political information


GENERAL DETAILS

Basic info | People | Related Organizations | Key Contacts | Committees | Doc



STEP 7


Click on highlight

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Organizations /  Organization Detail

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**Organization Type:**  Workspace Organization

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**Details** | Political information

